



Student Handbook

Union Bible Academy of Westfield, Indiana is accredited by the Indiana Department of Education.

Revision L, May 2026

Union Bible Academy

Student Handbook

INTRODUCTION & MISSION.....	5
Welcome.....	5
Introduction.....	5
Mission Statement.....	5
Vision Statement.....	5
Goals.....	5
Ethical Standards.....	6
Academy Directory.....	6
GENERAL INFORMATION.....	9
Academic Calendar.....	9
School-In-Session Times.....	9
Student Drop-Off and Pick-Up.....	9
Visitors.....	10
Communication.....	10
Parent Communication.....	10
Inclement Weather.....	10
ACADEMIC INFORMATION.....	10
Curriculum Overview.....	10
Diversified Learning.....	10
Required Subjects.....	11
Dual Enrollment.....	11
Assessment and Grading.....	11
Grading Scale.....	11
Types of Assessment.....	11
Report Cards.....	12
Homework.....	12
Late Work.....	13
Attendance.....	13
Excused Absences.....	13
Unexcused Absences.....	14

Total Absences.....	14
Exemptions.....	14
Tardies.....	15
Academic Integrity.....	15
Plagiarism.....	15
Cheating.....	16
Appropriate Use of AI and Technology.....	17
Consequences for Academic Dishonesty.....	17
Student Responsibility.....	18
Graduation Requirements.....	18
Honor Recognition.....	18
Diploma Options.....	18
General Diploma.....	19
Recognitions.....	19
Union Bible Academy Honors.....	19
Principal's Honor Roll.....	20
A Honor Roll.....	20
B Honor Roll.....	20
Union Bible College Distinctions.....	20
Honor Roll.....	20
Dean's List.....	20
President's List.....	20
CODE OF CONDUCT & DISCIPLINE.....	21
Behavioral Expectations.....	21
Cafeteria Expectations.....	21
Gym Expectations.....	22
Social Expectations.....	22
Uniform/Dress Code.....	23
General Dress Code.....	23
Boys' Dress Code.....	24
Girls' Dress Code.....	24
Uniform Dress Code.....	25
General Uniform Dress Code.....	25

K-6 th Grade.....	25
Junior High and High School.....	25
Dual Enrolled Students.....	25
Technology Usage.....	26
Personal Wireless Communication Device.....	26
Exceptions.....	26
Violations.....	27
Chromebook Usage.....	28
Student Discipline.....	28
Disciplinary Methods.....	28
Appeals.....	29
CAMPUS OPERATIONS & STUDENT LIFE.....	29
Health & Safety.....	29
Medication Distribution.....	29
Illness Protocols.....	30
Emergency Drills.....	30
Weapons Policy.....	30
Student Life.....	31
Union Central.....	31
Student Events.....	31
Recommended Activities.....	31
Required Activities.....	31
Class Organizations.....	32
Dorm Students.....	32
Transportation.....	32
POLICIES & DISCLAIMERS.....	32
Handbook Disclaimer.....	32
Non-Discrimination Policy.....	33
Student Privacy.....	33
FERPA.....	33
Student Records.....	33
FINANCIAL INFORMATION.....	33

INTRODUCTION & MISSION

WELCOME

Welcome to Union Bible Academy! We are excited about a new school year and the opportunity to teach your children! We accept the great responsibility of preparing our students to excel academically, socially, and spiritually! We want to thank those of you who are parents for entrusting UBA to assist you in this educational process. We are at your service!

INTRODUCTION

Union Bible Academy is an extension of Union Bible College; therefore, all policies and procedures are subject to the Union Bible College Board of Directors, President and the Administrative Committee and may be changed as they deem necessary.

MISSION STATEMENT

Union Bible Academy is committed to providing a distinguished K-12 education in a Christ-like atmosphere that prepares our students to *Change the World with the Unchanging Word*.

VISION STATEMENT

The vision of Union Bible Academy is to provide a Christian educational environment consistent with its holiness heritage, where students excel spiritually, academically, and socially.

GOALS

Union Bible Academy students will...

1. Experience excellent academic instruction in an atmosphere conducive for learning and growing, and nurturing their physical, emotional, social, and spiritual well-being.

2. Cultivate an understanding of a variety of worldviews as a foundation to discover the superiority of the Christian worldview.
3. Demonstrate and value biblical knowledge, faith, and lifestyle.
4. Develop socially to respect authority figures, to contribute to community, and to practice wholesome interpersonal relationships.
5. Respond with integrity to leadership opportunities, demonstrating the heart of a servant leader.

ETHICAL STANDARDS

Higher standards are expected of students attending a Christian school than of the general public. Students of Union Bible Academy are expected to abide by the policies stated in this handbook in a respectful manner. Any failure to do so will result in disciplinary action.

Parents, by enrolling your child at UBA, you have requested assistance in his or her educational training. Therefore, we expect respectful cooperation from you in helping to enforce the policies stated in this handbook. We thank you in advance for your assistance.

We also remind you that Union Bible Academy is an interdenominational school. Therefore, there will be various views held throughout the UBA Family. We ask that you be respectful of the opinions of others.

ACADEMY DIRECTORY

Administration

Dr. C. Adam Buckler – President

abuckler@ubca.org

606-356-2465

Nicole Thomas – Principal and Jr. High and High School
nthomas@ubca.org
317-896-9324 ext. 114
317-674-2295

Joe Carey – Vice-President of Student Affairs
jcarey@ubca.org
317-671-3340
Elizabeth Davis – Academic Dean
edavis@ubca.org
717-476-8302

Phil Hoard – Vice-President of Institutional Advancement
phoard@ubca.org
317-509-1326

Lanae Whitaker – Finance Director
lwhitaker@ubca.org
717-476-3809

Office Staff

Pam Baker – Academy Secretary
pbaker@ubca.org
317-896-9324 ext. 115
317-379-9519

Teachers

Luke Avery – P.E.
luke-avery@ubca.org

Shannon Buckler – Librarian
sbender@ubca.org

317-896-9324 ext. 183

Lidia Camposeco – Music

lcamposeco@ubca.org

336-434-1884

Violet Camposeco – Spanish and Elementary Teacher's Aid

vcamposeco@ubca.org

336-524-7116

Monica Dick – 5th and 6th Grade

mdick@ubca.org

812-212-4184

Breanna Forsee – 3rd and 4th Grade

bforesee@ubca.org

765-620-1088

Abigail Marshall – Jr. High and High School

amarshall@ubca.org

317-646-0241

Alaina Moore – Bible

amoore@ubca.org

406-291-8071

Miranda Poff – K4 and Kindergarten

mpoff@ubca.org

540-728-1998

Stacy Poff – 1st and 2nd Grade

spoff@ubca.org

540-838-5743

Scott Pyle – Jr. High and High School
publishing@unionbible.com
317-431-7353

GENERAL INFORMATION

ACADEMIC CALENDAR

The Academy follows an annual academic calendar that outlines key dates, including the start and end of terms, holidays, professional development days, and other important school events. Families and students are encouraged to review the calendar regularly.

SCHOOL-IN-SESSION TIMES

Regular school hours are from 7:45 AM to 2:45 PM, Monday through Friday.

Business Office Hours:

Monday – Thursday	8:00am – 4:00pm
Friday	8:00am – 3:00pm

STUDENT DROP-OFF & PICK-UP

It is the responsibility of parents to ensure that their children arrive on time and to pick them up immediately after school. Students may arrive after 7:15 AM. The drop-off/pick-up lane starts at the east end of the academy parking lot and exits at the west end of the academy parking lot, continuing west on College Ave. Upon arrival, students will wait in the Fulton Chapel annex until 7:35 AM and will then be released to class. Upon dismissal at 2:45 PM, students will be supervised in Fulton Chapel annex until 3:00 PM. Only those students who are involved in approved after-school activities should remain after school hours.

VISITORS

Union Bible Academy welcomes friends and relatives of the students to the campus. However, anyone wishing to visit an academy class must first seek prior approval from the principal's office. Before entering the academy, all visitors must report to the business office and receive a visitor's badge, which must be worn at all times.

COMMUNICATION

Parent Communication

UBA communicates important updates, including school closures, emergency notifications, and other announcements, through our primary communication platforms (such as email, text messages, and/or One Call Now). Parents and guardians are responsible for keeping their contact information current to ensure they receive timely notifications.

Inclement Weather

Delays and cancellations for Union Bible Academy due to inclement weather will be determined by the principal. Parents, staff, and teachers will be notified of any delay or cancellation by way of the One Call Now system no later than 6:30 the morning of the delay or cancellation. Any parents that believe it to be difficult or unsafe to get their children to school on time due to weather should contact the principal's office.

ACADEMIC INFORMATION

CURRICULUM OVERVIEW

Diversified Learning

Union Bible Academy is committed to diversified learning. While a traditional classroom model using Abeka curriculum is our primary mode, UBA also utilizes other curricula, online platforms, and

independent learning options. It is our intention to provide each student with the best methods possible to maximize their academic potential.

Required Subjects

Two Bible credits are required for each year of high school at UBA. Students transferring in may substitute other electives for this requirement.

Dual Enrollment

In accordance with Indiana's Graduation Pathways, high school juniors and seniors will be dually enrolled in both Union Bible College and Academy. Students are eligible to earn a minimum of 30 college credits and may choose to pursue an associate's degree.

ASSESSMENT AND GRADING

Grading Scale

A+ 99-100	B+ 89-91	C+ 80-82	D+ 71-73
A 95-98	B 86-88	C 77-79	D 68-70
A- 92-94	B- 83-85	C- 74-76	D- 65-67

Types of Assessment

UBA uses a variety of assessment methods to measure student learning, monitor academic progress, and guide instructional decisions in accordance with applicable Indiana law and the requirements of the Indiana Department of Education.

Assessments may include formative assessments (such as classroom observations, quizzes, discussions, and assignments), summative assessments (including unit tests, projects, presentations, and final examinations), performance-based assessments, and state-required assessments. Assessment results are used to evaluate student mastery of Indiana Academic Standards, identify areas requiring additional support or

enrichment, communicate progress to students and families, and inform instructional planning. Students are expected to participate in all required classroom and state assessments unless otherwise exempted or provided accommodations through an Individualized Education Program (IEP), Section 504 Plan, English Learner services, or other applicable provisions of state and federal law. UBA is committed to administering assessments fairly, maintaining the confidentiality of student assessment records, and ensuring that all assessment practices support student achievement and continuous academic growth.

Report Cards

UBA operates on a quarterly reporting system. Report cards can be printed upon request at any time during the school year. Parent Teacher Conferences are conducted twice annually.

HOMEWORK

Homework is an integral part of our curriculum. Therefore, it is necessary that all students stay current on assignments. Parents' cooperation in seeing that homework assignments are completed is critical to the student's success. Homework is given for the following purposes:

- **For practice:** Following classroom explanation and illustration, homework enables a student to master the given material.
- **For preparation:** Students profit most from classroom explanation and discussion when they have previously read the material to be discussed.
- **For proficiency:** At times, a student may have difficulty in understanding a particular concept. Further explanation followed by homework often enables a student to grasp the concepts needed.

- **For projects:** Book reports, compositions, special research assignments, and projects are some of the activities frequently assigned as homework.

Late Work

Students are expected to complete all assignments by the established due dates. Any student who accumulates three (3) missing assignments will be assigned detention to complete the outstanding work. Detention provides dedicated time for students to make academic progress and reinforces the importance of meeting assignment deadlines. Failure to attend assigned detention may result in additional disciplinary consequences. Parents are permitted to excuse their child from detention but will be required to sign a form stating they understand the potential academic consequences.

ATTENDANCE

Students at Union Bible Academy are required to attend school regularly and must be present for at least 162 out of 180 school days to receive credit for the academic year. Regular attendance is essential for academic success, and families are encouraged to communicate promptly with the school regarding any absences.

Excused Absences

For an absence to be considered excused, a written note must be submitted to the academy office by a parent or guardian. Missed assignments must be completed to receive a grade. Students with excused absences have as many days to make up their work as the number of days they missed. For example, a student missing five days of school will have five days to complete their missing assignments. Excused absences include:

- Death in the family
- Medical appointments

- Military-related obligations
- Personal illness

Unexcused Absences

Parents/guardians will be notified after 5 unexcused absences. UBA will notify the Department of Child Services after 10 unexcused absences. Students who miss assignments, quizzes, or tests due to an unexcused absence will receive a grade of zero.

Total Absences

Parents/guardians will be notified after 9 total absences. UBA will notify the Department of Child Services at 18 total absences. Students who reach over 18 total absences will not receive credit for the class/grade for the academic year.

Exemptions

An absence will be exempt if a student is absent due to any of the following:

- Serves as a page or honoree of the General Assembly (IC 20-33-2-14)
- Serves on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15)
- Subpoenaed to testify in court (IC 20-33-2-16)
- Serves with the National Guard for no more than 10 days (IC 20-33-2-17)
- Serves with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
- Approved for an educationally related non-classroom activity (I.C. 20-33-2-17.5)
- Student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)

In each of these circumstances, the student is excused from school and is not recorded as absent and is not to be penalized in any way by UBA.

Tardies

- Students are considered tardy if they are not in their class when the bell rings.
- To obtain an excused tardy, a parental note (or social dean for boarding students) must be submitted to the academy office.
- Students who are more than 20 minutes late for their first period will be marked absent for the day.

ACADEMIC INTEGRITY

Our school is committed to creating a learning environment built on honesty, responsibility, respect, and trust. Students are expected to complete their own work, do their best, and demonstrate what they have learned. Academic integrity helps ensure that grades accurately reflect student learning and prepares students for success in school and beyond.

Students who violate this policy may receive academic and/or disciplinary consequences based on the severity of the incident, the student's age and grade level, and whether previous violations have occurred.

Plagiarism

Plagiarism is using someone else's words, ideas, images, or work and presenting them as your own without giving proper credit.

Examples of plagiarism include:

- Copying information from a book, website, or another source without citing it.
- Copying another student's work.

- Changing only a few words from someone else's work and claiming it as your own.
- Submitting work completed by another person.
- Turning in work created by an artificial intelligence (AI) tool without permission from the teacher.

Students are expected to:

- Complete their own work.
- Give credit when using information, ideas, or images from another source.
- Ask their teacher if they are unsure how to use or cite a source correctly.

Cheating

Cheating is any behavior that gives a student an unfair academic advantage or helps another student gain one.

Examples of cheating include:

- Copying answers from another student during classwork, homework, quizzes, or tests.
- Allowing another student to copy your work.
- Using notes, electronic devices, websites, or other resources during an assessment without permission.
- Sharing test or quiz questions or answers with other students.
- Working with others on an assignment that is meant to be completed independently.
- Changing answers after work has been graded without teacher approval.

Students are expected to complete assignments and assessments honestly and follow all teacher directions.

Appropriate Use of Artificial Intelligence (AI) and Technology

Technology, including artificial intelligence (AI), can be a valuable learning tool when used responsibly and with teacher approval.

Students may use approved technology to:

- Brainstorm ideas.
- Practice skills or review concepts.
- Check grammar, spelling, or organization.
- Conduct research using reliable sources.
- Support learning as directed by the teacher.

Students may not use AI or other technology to:

- Complete assignments or assessments that are intended to show their own learning unless specifically permitted by the teacher.
- Submit AI-generated work as their own.
- Copy or paste AI-generated responses without teacher approval.
- Create false information, citations, or sources.
- Use AI or technology during quizzes, tests, or exams unless authorized.

Whenever AI is permitted, students remain responsible for ensuring that all submitted work is accurate, appropriate, and reflects their own understanding.

Consequences for Academic Dishonesty

Repercussions for plagiarism, cheating, or misuse of AI or technology may include:

- A conference with the student.
- Parent or guardian notification.
- Requiring the assignment to be redone.
- Partial or no credit for the assignment or assessment.
- Loss of privileges related to the assignment or activity.
- Additional disciplinary action in accordance with the school's Student Discipline.

Consequences will be determined based on the student's age, grade level, the seriousness of the incident, and whether the behavior has occurred previously.

Student Responsibility

Students are encouraged to ask questions whenever they are unsure about assignment expectations, collaboration, citation requirements, or the appropriate use of technology. By acting with honesty and integrity, students contribute to a respectful learning environment and demonstrate the character expected of all members of our school community.

GRADUATION REQUIREMENTS

In order to qualify for graduation, a student must. . .

1. Complete a minimum of 42 credits.
2. Be approved by the Administration and Board of Directors.

Honors Recognition

To qualify for graduation honors, a graduating student must. . .

1. Have a minimum GPA of 3.5.
2. Have been a student at UBA for their senior year.
3. Have the approval of the administration.

To qualify for Salutatorian or Valedictorian, a student's GPA will be assessed against the student's total number of earned credits and level of classes.

The junior with the highest cumulative GPA for their class will serve as a flag bearer for the UBCA graduation ceremony.

DIPLOMA OPTIONS

High School students will automatically be enrolled in the general diploma pathway. A student may choose to take extra courses to obtain an Honors Diploma. The student will be responsible to

communicate with the Principal if they wish to obtain the Honors Diploma.

General Diploma

<i>English/Language Arts</i>	8
English I	2
English II	2
English III (DC)	2
English IV (DC)	2
<i>Mathematics</i>	4
Algebra I	2
Math (DC)	2
<i>Science</i>	4
Biology	2
Physical Science	2
<i>Social Studies</i>	4
US History	2
Government	1
Economics (DC)	1
<i>Physical Education</i>	2
<i>Health</i>	1
<i>College and Career Pathway Courses</i>	6
Keyboarding/Doc. Processing (DC)	2
Foreign Language (DC)	2
Bible III (DC)	2
<i>Flex Credit</i>	6
College Elective (DC)	2
Speech (DC)	2
Bible IV (DC)	2
<i>Electives</i>	6
Bible I	2
Bible II	2
Choir	2
Total Required Hours:	40
Total Hours	41

Dual Credit courses = DC

RECOGNITIONS

Union Bible Academy Honors

All students are eligible to receive the following honors:

Principal's Honor Roll

To qualify for the Principal's Honor Roll, a student must have all A's on their report card throughout the year.

A Honor Roll

To qualify for the A Honor Roll, a student must have at least an overall average of A-, as well as nothing lower than a C on their report card throughout the year.

B Honor Roll

To qualify for the B Honor Roll, a student must have an overall average of B-, as well as nothing lower than a D on their report card throughout the year.

Union Bible College Distinctions

Juniors and seniors are eligible to receive the following distinctions each semester from Union Bible College:

Honor Roll

A student may be placed on Honor Roll if the following criteria are met:

- A term GPA of 3.0 – 3.49.
- Enrolled in a minimum of six credit hours.

Dean's List

A student may be placed on the Dean's List if the following criteria are met:

- A term GPA of at least 3.5 – 3.89.
- Enrolled in a minimum of twelve credit hours.

President's List

A student may be placed on the President's List if the following criteria are met:

- A term GPA of at least 3.9.
- Enrolled with a minimum of twelve semester hours.

CODE OF CONDUCT & DISCIPLINE

Behavioral Expectations

Students are expected to demonstrate respectful behavior by treating all members of the academy community with kindness, dignity, and consideration through their words, actions, and interactions. The following expectations outline the behaviors that support a safe and respectful learning environment:

1. In the classroom follow these expectations: stay in your seat unless you have permission to get up, stay focused on the task at hand, and do not communicate without permission.
2. Address all school personnel in a respectful manner (i.e. Mr., Ms., Mrs., Bro., Sis., Dr. or other suitable titles). Students may not refer to school personnel by their first names.
3. Please respond cheerfully and willingly when asked by any member of the faculty or staff to participate in any school activity.
4. Help keep the campus clean by putting all trash in the proper containers.
5. Any disorder or destruction of property must be reported to the principal immediately. Any destruction of property will be added to the student's school bill.
6. Any form of media that is contrary to Christian character is prohibited.
7. Students are not permitted to be in any on-campus housing or dorms during school hours without permission from the principal, student life dean, or the faculty/staff member who resides there.

Cafeteria Expectations

To promote the values of courtesy and orderliness, students are asked to keep the following rules:

1. Lunch is served at 11:30 AM for all grades except on chapel days (Tuesday and Thursday). Lunch will be served to junior high and high school immediately following chapel.
2. Kitchen staff should always be treated respectfully.
3. Proper table etiquette is to be observed.
4. Both sitting on tables and leaning back in chairs is prohibited.
5. Only those assigned to work in the kitchen are permitted in that area.
6. No dishes are to be taken from the dining hall.

Gym Expectations

To promote the value of respectfulness to people and property, students are asked to keep the following rules:

1. The gym will be opened and closed at the discretion of the Union Bible College Vice-President of Institutional Advancement. Students are not permitted in the gym without proper supervision.
2. Students are expected to cooperate with and always respect the gym supervisor.
3. For all non-school activities, special permission is required.
4. No one is to be on the stage or steps except for special activities that require stage use. No food or drink is allowed on the stage.
5. Musical instruments are off limits except by permission of the UBC music program coordinator.
6. Any other items or conduct that would be harmful or destructive.
7. No one is to be in the gym when it is closed.

Social Expectations

1. Physical contact between male and female students, as well as inappropriate contact between same gender students is not permissible.

2. Couples can spend time together during school hours if it does not distract them from their educational goals.
3. No couple should be alone during or after school or at any school function. They may visit in mixed groups in the following designated places after school hours:
 - A. The gazebo
 - B. The foyer and parking lot of the academy building
 - C. The foyer and front porch of the Smith Memorial Building
 - D. The gym when it is open and supervised
 - E. Union Central during open hours and student activity times

UNIFORM/DRESS CODE

To exemplify Christian standards and to represent Union Bible Academy appropriately, the following dress code is applicable to all students while at UBA and for all school-related functions, whether on or off campus. Such functions may include: choir trips, IHC, senior trip, Youth Challenge, lock ins, intermural, or any venue in which the student is participating in a school-related event. Students present at such functions but not participating on behalf of Union Bible Academy are subject to their parents.

General Dress Code

Union Bible Academy believes in the values of modesty and gender distinction. Clothing must be worn in a way that is not seductive or inappropriate. It should also promote a positive, wholesome self-image.

1. Boys and girls must wear clothing distinct to their gender. Girls are not allowed to wear pants or any other masculine clothing. Boys are not allowed to wear feminine apparel.
2. Shorts are prohibited.
3. Sleeves should extend below the elbow.
4. Clothing should not be form-fitting, gaudy, or immodest.

5. Clothing that exposes undergarments is not permissible.
6. Clothing with writing which is not consistent with Christian character is prohibited.
7. Only closed-toe, closed-heel shoes are to be worn.
8. Recreational clothing may be worn for P.E. as long as it complies with the criteria above.
9. School approved sweaters and jackets will be considered part of the uniform. If it is simply worn to school, the student may wear other sweaters or jackets of their choice. If it is worn during school, it must be a school uniform option. Exceptions may be made for the comfort of the student.
10. If students receive a dress down day or uniform pass, they must abide by the general dress code.
11. No jewelry, real or fake, may be worn.
12. No makeup or nail polish is permissible.

Boys' Dress Code

Boys are expected to present themselves as gentlemen at all times, in accordance with the following:

1. Socks that cover the ankle are to be worn at all times.
2. Hats or caps are not permitted in the classes, chapel, or cafeteria, except for special allowances.
3. Hair must be kept short, clean, and neat. Unless authorized, faces are to be clean-shaven.

Girls' Dress Code

Girls are expected to present themselves as ladies at all times, in accordance with the following:

1. All dresses or skirts should fall below the knee when sitting or standing.
2. Wrap-around skirts are not permitted.
3. Open splits are not permitted.

4. Necklines must be modest.
5. Hair must be kept clean, neat, and pulled back from the face. K-6 grade girls may wear their hair down. All other girls must wear their hair up. A simple braid is permissible for all girls.

Uniform Dress Code

To promote equality and consistency among peers and to uphold our standard of modesty, Union Bible Academy requires uniforms for all students.

General Uniform Dress Code

The following color options are permissible for shirts: maroon, navy, royal blue, and white. Uniform skirts and pants must be black, gray, khaki, or navy blue. Bottoms may not be athletic or denim for regular uniform days.

K-6th Grade

Monday through Thursday students are required to wear a UBA logo polo shirt with uniform skirt/pants. Friday students are allowed to wear a UBA spirit wear shirt with denim skirts/pants.

Junior High and High School

Monday through Wednesday students are required to wear a UBA logo polo shirt with uniform skirt/pants. Chapel uniforms are required on Thursday. Boys must wear a white uniform button-up shirt, navy blue pants with a belt, tie, and dress shoes. Girls must wear a white uniform polo, navy blue pants, hose (knee highs and knee socks are allowed), and dress shoes. Friday students are allowed to wear a UBA spirit wear shirt with denim skirts/pants.

Dual Enrolled Students

Juniors and seniors that participate in the dual enrolled program are required to follow the college dress code.

TECHNOLOGY USAGE

Personal Wireless Communication Devices

To provide a safe, focused, and distraction-free learning environment, UBA follows Indiana law regarding student use of personal wireless communication devices.

Students are prohibited from using personal wireless communication devices during the school day. This includes, but is not limited to, cell phones, smartwatches, tablets, earbuds, headphones connected to personal devices, gaming devices, and other personal electronic communication devices.

The school day begins when a student arrives on campus or at the first instructional bell and ends at the final dismissal bell. The restriction applies throughout the entire school day, including:

- Classrooms
- Hallways
- Restrooms
- Cafeteria
- Study halls
- Any other time students are under school supervision during school hours

Students who bring a personal wireless device to school must power off their device or place it in silent mode and place the device in the Academy Office storage locker. Devices may not be carried in a student's hand or used during the school day unless specifically authorized under one of the exceptions below.

Exceptions

Use of a personal wireless communication device may be permitted:

- During a school-approved instructional activity when authorized by a teacher.

- To address a documented medical need.
- As required by a student's Individualized Education Program (IEP), Section 504 Plan, or other legally required accommodation.
- During a verified emergency or as otherwise authorized by school administration.

Parents and guardians who need to contact their child during the school day should do so through the Academy office. Students needing to contact a parent or guardian must receive permission from school staff and use the designated office phone or an approved method.

Violations

Failure to comply with this policy may result in progressive disciplinary action, including:

1. Warning and reminder of the policy.
2. Confiscation of the device until the end of the school day and parent/guardian notification.
3. Repeated violations may result in additional disciplinary consequences in accordance with the Academy's Student Discipline, including parent conferences, loss of privileges, detention, or other appropriate disciplinary measures.

The Academy reserves the right to investigate the use of electronic devices when necessary to protect the safety, security, and orderly operation of the school, consistent with Indiana law and school policy.

This is intended to support student learning, reduce distractions, encourage positive social interaction, and maintain a safe educational environment while complying with Indiana law governing student wireless communication devices.

Chromebook Usage

Chromebooks will be provided to students in grades 7th – 12th. Parents and students are required to sign and return the Chromebook Responsible Use Plan.

STUDENT DISCIPLINE

Union Bible Academy seeks to provide not only a quality education for every student but also to cultivate Christian character. While the primary responsibility of character building lies on the parents, we realize that UBA has been entrusted to share in that responsibility. We endeavor to do so by rewarding good behavior and correcting poor behavior.

The full cooperation of parents and students attending Union Bible Academy is therefore always expected. Lack of such cooperation will lead to student discipline or dismissal.

Disciplinary Methods

Disciplinary measures can be separated into three main categories: detention, suspension, and expulsion. Students will receive detention when they have had three consecutive violations of the same nature. The protocol of reception and notification of detention is as follows:

Upon the first violation, the student will be verbally reprimanded. The second offense will result in the same, with the inclusion of parent notification and signature. Detention will be given in response to the third offense. Parents will be notified, and a signature is received. All offenses will be documented and placed in the student's file.

Offenses of a violent or sexual nature are unacceptable and will be dealt with on a case-by-case basis. Parents will be notified in every instance, and appropriate consequences will be determined by the

principal, Discipline Committee, and the administration as necessary.

The principal reserves the right to give instant detention for intermediate offenses, the nature of which will be determined on a case-by-case basis. Parents will be notified immediately.

Detention takes place over one period and is typically issued during a study hall. A student will be sent to a separate area where they will be monitored closely and may be asked to perform various menial tasks.

Suspension (required absence from school for disciplinary reasons) and expulsion (dismissal of a student from school) will be reserved for violations of an extreme nature. The principal, Discipline Committee, and administration shall make decisions on an individual basis regarding suspensions and expulsions.

Appeals

If a student or parent feels that discipline has been unfairly administered, they have the right to appeal through the proper channels.

The following steps should be taken:

1. First, meet with the principal and voice the complaint.
2. If the conflict is not resolved, the appeal may be taken to the president and administration.

CAMPUS OPERATIONS & STUDENT LIFE

HEALTH & SAFETY

Medication Distribution

All prescription medication must be prescribed by a physician to the student taking it. All medication must be held by and administered

by authorized personnel. A form must be completed and turned into the Academy Office annually giving authorization for medications. The distribution of medications is logged and maintained in records.

Illness Protocols

Standard sickness requirements mandate students stay home if they exhibit the following symptoms:

- A temperature of 100.4°F or higher.
- Active vomiting or diarrhea.
- Signs of a communicable disease such as a contagious rash, eye infection, etc.

Students must be completely symptom-free for 24 hours without the use of fever-reducing or anti-diarrheal medications before returning to school. If a student requires prescribed medications for a communicable illness (strep throat, pink eye, etc.), they must complete 24 hours of treatment before they are allowed to return to school.

Emergency Drills

To help maintain a safe learning environment, emergency preparedness drills are conducted monthly throughout the school year. These drills may include fire, severe weather, lockdown, or other emergency response procedures. Students are expected to participate seriously, follow staff instructions promptly, and remain respectful during all drills.

Weapons Policy

No student shall knowingly possess, handle, or transmit any firearm or weapon on school property. Firearms include pistols, rifles, shotguns, and any other such devices, as well as any form of ammunition. Other weapons include brass knuckles, knives, mace, pepper spray, and any other object used to cause injury or harm.

UBA also does not permit students to bring fake/toy weapons to school.

STUDENT LIFE

Union Central

Union Central (UC) is a campus store and is available to both students and the public. Books, drinks, snacks, and spirit wear are available for purchase. UC accepts cash, credit/debit card, and apply pay. No academy student is allowed to have a tab (exception for dual enrolled students is made).

Student Events

To promote unity, school spirit, and spiritual wellness, UBA recommends and requires certain activities.

Recommended Activities

1. Banquets
2. Celebration Week Services
3. Preview Days (After School Activities)
4. Winter Revival (Evening Services)
5. World Changers Week (Evening Services)

Required Activities

1. Awards Program
2. Christmas Program
3. Graduation
4. Fall Festival: All students are required to participate in assigned activities during this fundraising event.
5. Preview Days (Morning Activities)
6. Revivals (Morning Services)
7. School picnics
8. World Changers Week (Morning Services)
9. Any other activity announced by UBCA as mandatory.

Dual enrolled students are required to abide by the college required dates policy.

Class Organizations

Students in grades 7th – 12th are involved in class organizations by grade. Each class has an adult sponsor. All fundraisers and events must be approved by the principal and president.

Dorm Students

Dorm students are also subject to any portion of the Union Bible College Handbook that pertains to them. When Union Bible Academy is not in session, they are subject to the UBC social deans.

TRANSPORTATION

To abide by UBA safety regulations, students who drive to school should observe the following:

- Cars should be parked in front of the academy building.
- No car is to leave campus during school hours without permission.
- No academy student is to ride with a student driver unless the parents of all students involved have given permission.
- Dual enrolled students are held to the same standard but a parent has an option to sign a release form for them to leave campus.

POLICIES & DISCLAIMERS

HANDBOOK DISCLAIMER

The President and Administrative Committee reserves the right of interpretation of this handbook. Should there be any discrepancies between the academy and college handbooks, the college handbook shall have precedence unless there is documentation of properly approved changes.

NON-DISCRIMINATION POLICY

Union Bible Academy does not discriminate on the basis of gender, color, or ethnic origin, or reject otherwise qualified handicapped people in its admission of students or employment of faculty and staff.

STUDENT PRIVACY

FERPA

UBA complies with the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records. Parents and eligible students have the right to access and request corrections to education records, and the academy will not disclose personally identifiable information from those records without written consent except as permitted by law.

Student Records

Student records, including transcripts and report cards, will always be accessible through Union Bible College to authorized families and/or students, regardless of the operational status of Union Bible Academy.

FINANCIAL INFORMATION

2026 – 2027 Tuition Schedule

Elementary/HS Students	Tuition Rates
Full tuition amount	\$6,200
Pay in full*	\$6,200 (\$3,720 w/discount)
10-month payment plan **	\$6,200 (\$4,340 w/discount)

Union Bible Academy's tuition includes fees and books.

Families participating in the Choice Scholarship Program must apply and be approved within 2 weeks of the first day of class.

*Pay in full: Families qualify for this payment option if they pay in full within 2 weeks of the first day of class.

**10-month payment plan (August – May): Families qualify for this payment option if they pay monthly according to the payment schedule established by the finance office. Any payment received more than 5 days late will incur the full cost of tuition for the month.

Union Bible Academy provides free lunch meals (Monday – Friday) in our cafeteria. The lunch menu is sent out each Friday for the following week. Students are permitted to bring in their own lunch if they choose.