

Unity Christian School Handbook 2011-2012



For Parents & Students

Unity Christian School Handbook 2011-2012

UCS General Information

FORWARD

Welcome to Unity Christian School! Our goal is that involvement with you and your family will be one of mutual understanding and respect. If you have any questions or concerns, let us address them. We believe communication between the home and school is vital as we partner with you to provide a Kingdom education for your children.

Unity Christian School is dedicated to the spiritual and academic preparation of students for a meaningful and productive life as exemplified in the teaching and instruction of our Lord and Savior, Jesus Christ.

This Handbook serves as a guideline for parents and students to acquaint themselves with UCS and to evaluate if Unity Christian School is the Lord's will for their children. The Handbook sets forth the expectations that each student will be required to agree to and abide by while enrolled at Unity. It is the Spirit of brotherly love and cooperation for those that attend Unity Christian School that the following standards are set forth. All student requirements are biblically based and prayerfully considered as the most effective way to honor and serve the Lord with that which He has entrusted us, His children.

Thank you for choosing the ministry of Unity Christian School; and thank you for your continued prayers for the student body, the staff and the school.

OUR HISTORY

Burdened to pray for a work of the Gospel in our community, local pastors Charlie Bridges, Jerry Chitwood, David Harper, and Jamie Work joined their hearts to wait on the Lord for direction. Inspired by the leading of the Holy Spirit, a need was seen. Our community was in need of a Christian school, a Christ centered educational facility that would seek to minister to the spiritual and academic needs of Christian parents and students. With the enthusiastic support of their churches, West Rome Baptist, North Rome Church of God, Hollywood Baptist and Fellowship Baptist, they covenanted to birth a Christian school. The vision for a school to serve the

entire community was soon caught by pastors Nim Russell of Thankful Baptist Church and Phil Wall of the First Assembly of God. The basis for their unity was belief in the inerrancy of the Scriptures and essential doctrines of the faith. The dream began to take form. In 1998 board members were selected from the churches. Organizational meetings were held and a building was purchased. The serious process of staff selection, "getting the word out", and the enrollment of students began. Different from others, this education would be thoroughly integrated in the Word of God, not secular, not private for profit, but distinctively Christian. Students would learn "how to live", and see enrollment as a privilege. Teachers would perceive their task as a sacred trust.

STATEMENT OF FAITH

WE BELIEVE. . . .

- We believe the Bible is the inspired, inerrant and authoritative Word of God. (2 Timothy 3:16; 2 Peter 1:21; Hebrews 1:1-2)
- We believe there is one God who manifests Himself in three distinct personalities: God the Father, God the Son and God the Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30; Luke 3:22)
- We believe Jesus Christ is the Son of God who came down in human form, lived a sinless life, died on the cross, was buried, rose again and ascended to heaven to the right hand of God. (John 10:33; Isaiah 7:14; Matthew 1:23; Luke 1:35; Luke 1:26-34; Matthew 1:18-25; Hebrew 4:15, 7:26; 1Corinthians 15:3; Ephesians 1:7; Hebrews 2:9; Mark 16:19)
- We believe in the Holy Spirit, whose ministry to the world is the conviction of sin, of righteousness, and of judgment and whose indwelling ministry to the saints is the empowerment to live a godly life, dedicated to serving Christ and His church. (John 14:15-17; Romans 8:13-14; 1Corinthians 3:16, 6:19-20; Ephesians (4:30, 5:18)
- We believe in the total depravity of man. Man is without mercy before God in his natural state. (Romans 1:21-32)

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We believe in the necessity of the new birth for salvation, which comes through faith alone in the Lord Jesus Christ and His finished work on the cross. (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5)

We believe in the reality of an eternal Heaven and an eternal Hell. (Matthew 25:46)

We believe that the church is a body of born again believers who meet together for worship, fellowship and evangelism. (Ephesians 5:25b-27)

We believe in the return of Jesus Christ for all believers, dead and alive. (John 5:28-29, 14-1-3; 1Thessalonians 4:15-17)

Mission Statement

We will partner with Christian parents committed to Christ-centered, biblically-based education to promote excellence in academics, to equip students with Christ-honoring leadership skills, and to develop their God-given potential which empowers them to impact the world for Jesus Christ.

Core Value: Bible

The Bible, God's spoken, inerrant word, is the only authoritative source of divine revelation given to man to govern all things.

II Timothy 3:16-17, Matthew 7:24, Psalm 119:105, Titus 1:9, Matthew 24:35

UCS will:

Be governed by Biblical principles

Be led by a Board of Directors who govern policies and make decisions in light of Biblical truth.

Develop an entire educational program that is based on the truths of God's Word.

Train teachers to effectively integrate Biblical truth.

Practice Biblical integration in all aspects of the curriculum.

Equip students to defend their faith.

Provide resources for Biblical model of parenting.

Require Scripture memory at all grade levels.

Insure that Biblical discipline is used as means of character development and accountability.

Core Value: Church

God has ordained the Church to be the means through

which He ministers to a lost world. The local church is a fellowship of believers whose primary role is to equip its members to carry out God's plans throughout the world.

Ephesians 5:25b-27

UCS will:

Actively pursue unification of purpose with local Christ-centered, evangelical, Bible-believing churches.

Help students and families recognize their part in the corporate Body of Christ, the Church.

Expect Board Members, Administration, Teachers, Staff and Volunteers to be actively involved in Christ-centered, evangelical, Bible-believing churches.

Encourage parents and families to be active members of local evangelical, Bible-believing churches.

Provide students and families with opportunities to serve ministries of the local church.

Core Value: Character

Character is a reflection of Christ and the school.

Psalm 15:1-2; Eph. 5:1

UCS will:

1. Employ administrators, faculty, and staff whose actions and attitudes reflect and model Jesus Christ.

2. Train, encourage and hold students accountable to walk as Christ walked.

3. Discipline and uphold behavioral standards based on biblical principles.

4. Challenge parents to demonstrate Christ-like character in their lives before their children and the community.

5. Encourage all staff to demonstrate Christ-like character before the students, their parents and the community.

Demonstrate Christ-like character in all of its business interactions.

Core Value: The Christian Family

In order to bring Himself glory and honor, God has ordained the family as the core unit of society.

Deuteronomy 6:5-9; Proverbs 22:6; Psalm 78:5-7; Eph. 6:4

UCS will:

Partner with parents to provide kingdom-focused education for their children.

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Provide training, resources, and support to help parents build a Christ-honoring home.

Value parents.

Encourage open communication and parental involvement.

Extend acceptance and love to single parent families.

Pray for the family and encourage the family to pray for the school.

Honor the role of the family as ordained by God.

Core Value: Teachers and Staff

Teachers and staff are the living curriculum of a kingdom-focused school and are called by God to exhibit godly character.

Ephesians 4:11-12, Isaiah 54:13, I Corinthians 9:14, James 1:22

UCS will:

1. Employ faculty and staff who proclaim Jesus Christ as their personal Savior and have real and growing relationship with Him.
2. All employees are to be active members of a local Bible-believing evangelical church.
3. Exhibit Christian virtues and godly wisdom and cultivate this in the lives of the students
4. Offer competitive Compensation and benefits packages.
5. Evaluation based upon job description and mission statement.
6. Provide opportunities and incentives for training and professional growth.
7. Employ teachers and staff who are professional, conduct themselves with integrity, and display strong moral character.

Seek to develop each student's potential through curriculum and formal methods of instruction which reflects God's truth and prepare the student for a life of service to Christ.

Core Value: Quality Bible-based Education

All scripture is given by inspiration of God and is therefore for the foundation of an excellent education.

II Timothy 2:15; 3:16-17

UCS will:

1. Use the Bible as the basis of our educational program.
 2. Provide a curriculum defined by clear and measurable goals and high standards.
 3. Use teaching methodologies in and out of the classroom that reflect God's Truth and prepare students for a life of service for Christ.
 4. Provide opportunities through extra curricular activities and missions projects to expand students' awareness of the need for service to others.
 5. Challenge students to use the Bible as a filter for all information.
 6. Educate and train our teachers to cultivate and nurture godly wisdom and Christian virtues in the lives of their students.
 7. Help parents understand God's mandate for biblical education.
 8. Provide a safe and secure learning environment where students are actively engaged and challenged in their learning.
 9. Require teachers to be prepared and be knowledgeable of various teaching techniques and learning styles.
- Develop in students a sense of biblical morality and honor.

Core Value: Stewardship

God is the source of all human, financial and physical resources and calls us to be wise managers of His resources.

Matthew 6:19-21; Matthew 25:14-30; Titus 1:7-9

UCS will:

- Develop and implement a budget that reflects Biblical principles of stewardship.
- Make wise use of time to develop the God-given potential in each student.
- Prudently invest all its tangible resources.
- Entrust the Board of Directors to diligently apply all resources to the furtherance of the school's mission.
- Teach staff, families and students to be

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effective stewards, using time, talents, and financial means to serve others.

Recognize that stewardship, ultimately, calls for a life of service.

Operate financial aspects of the school in a manner that reflects biblical principles of stewardship.

Offer competitive Compensation and benefits packages.

Seek God-honoring alternative resources for funding budget.

Display environmental stewardship.

Core Value: Students

UCS is committed to partner with parents to raise up a generation who love the Lord and serve Him in all of life's endeavors.

Proverbs 22:6; Psalm 78:5-7; Deuteronomy. 6:4-9

UCS will:

Provide students with a Christ-centered, Biblically-based education. Provide an excellent learning environment.

Provide the opportunity for each child to develop their God-given potential.

Strive to love our students as Christ loves them.

Provide opportunities for student ministry in our community.

Offer training in the Biblical perspective parenting.

Train students to instill Christ-like discipline in daily lives.

Provide opportunities for small group accountability.

Develop Biblical worldview in students.

Core Value: Prayer

Prayer is an essential and foundational means of communication with God

Psalm 55:1; Psalm 6:9; Proverbs 15:29; Matthew 6:5-18; 9:37-38; 21:21-22; Luke 6:12; John 17; Romans 8:26-28; Ephesians 1:17-21; 3:14-19; Philippians 4:6; 1Thessalonians 5:17

UCS will:

1. Provide daily opportunities for worship through prayer.

2. Embrace opportunities to address specific prayer

needs during class time.

3. Sponsor groups who desire to pray specifically for the school, administration, teachers, staff and students.

4. Teach students to pray through modeling and specific lessons as an essential in the Christian walk.

5. Set aside one staff devotional per week to pray for specific, known prayer needs of UCS families.

Philosophy of Christian Education

The Bible mandates that parents serve as the primary educators of their children. (Deuteronomy 6:6-8) When seeking a partner in their children's education, parents must ensure that the partner provides quality, biblically integrated instruction in a secure environment. This scholastic setting must aim to minister to the spiritual, intellectual, physical, and social needs of every student in order to guide each one toward his God-given mission.

Spiritually, it is the primary responsibility of the parent to provide the cultural and educational structure that will allow his child to discover and believe that Jesus Christ is "the Way, The Truth, and the Life." (John 14:6) With an authentic, heart-filled relationship with Jesus Christ as the ultimate goal for each student, the Christ-centered and biblically based education aids parents in training up their children in the nurture and admonition of the Lord. An academic program rooted in God's infallible and inspired Word equips a student to rely on his salvation through and relationship with Christ as the spiritual and moral compass by which he navigates through life and further fulfills the Great Commission by training up disciples in His name (2 Timothy 3:16-17).

Knowing that God is the source of all truth and that true education must be born out of a foundation in Scripture (2Proverbs 4:4-7; Peter 1:5), the educational process must aim to develop young minds that seek to be like Christ. With a critical focus on biblical integration, the academic program allows students to construct a worldview centered entirely on God's Word (Philippians 2:5). This training emphasizes critical thinking and reasoning skills, presents students with challenging opportunities for intellectual growth, and trains them to

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be lifelong learners. Ultimately, students grow in their appreciation of the unity and order of all knowledge and as disciples under the Lordship of Jesus Christ.

The development of a biblical worldview not only shapes the spiritual and intellectual character of an individual but also molds his awareness of the physical body as a temple of the Holy Spirit designed to honor God (1 Corinthians 3:17-20). Therefore, proper nutrition, exercise, and a pure lifestyle are all essential to our obedience in serving and worshipping Him. By teaching discipline, teamwork and responsibility, noncompetitive and competitive athletic opportunities foster Christ-like confidence and attitudes. Such a program employs physical education as a vehicle for learning lessons of dedication, respect, and selflessness and thus builds on what we, as servants of Jesus Christ, need to effectively impact the world for Him.

Socially, Christian education fulfills and enhances God's command to love one another and live in community (1 John 3:11; Psalms 133:1). It provides direction in and opportunity for spiritual growth through social interaction at school as well as in the community. Lifelong skills to impact society for Christ develop as a student builds relationships with leaders living according to biblical standards, preparing them to witness to others by his light (Matthew 5:13, 16). Social ministry opportunities allow children of all ages to realize their spiritual gifts and to utilize them by serving others both locally and globally (1 Peter 4:8-11).

In each of these four facets of life, the Christian school equips the student with the tools to become a lifelong servant of Christ and achieve his God-given purpose. By creating an intentional and controlled atmosphere that keeps Christ at the center, children are not only prepared for the rigors of this life, but also receive the chance to experience God through his body, mind, and soul. The foundation of a biblical worldview will prove instrumental as the student embarks on a life lived through and for Jesus Christ.

Membership/Accreditation

Unity Christian School is fully accredited by Association of Christian Schools International (ACSI). Accreditation through SACS (Southern Association of Colleges and Schools) will be conferred in January 2009.

ACADEMIC POLICY AND INFORMATION

Teacher Standards and Qualifications

All faculty employed by Unity Christian School must be dedicated to serving the Lord through their education ministry. Teachers are hired on the basis of their demonstrated faith in Jesus Christ, love for children and desire to educate. All teachers are required to hold a valid teaching certificate issued either from the state of Georgia or ACSI and/or have graduated from an accredited University or College.

Many members of the Unity Christian School faculty hold advanced degrees in areas of their specialization and all are encouraged to work toward advanced degrees to promote personal enrichment and student welfare.

Curriculum

Unity Christian School provides an excellent, Bible-based curriculum that utilizes biblical integration in most subject areas. Bible, math, language arts, history, and science are the core subjects of our academic program. Students receive a well-rounded education that includes fine arts, athletics, foreign language, challenge for gifted students, support for atypical learners, and a missions program.

We believe that each student is a unique creation of God with individual talents, abilities, and learning needs. We are committed to helping each child develop his or her God-given gifts to their fullest potential. To meet students' needs, our staff uses a variety of teaching techniques, learning tasks, and assessments. Our instructional methods are designed to affirm each child's dignity and worth and support individual learning styles. Students have opportunities to use higher level thinking skills and explore topics in greater depth. We also provide supplemental and enrichment instruction.

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Students are expected to demonstrate a biblical worldview and use this understanding as they are challenged to make decisions, raise questions, and examine real-life problems through the curriculum. We also expect students to be active participants in their learning, giving their best efforts towards developing a strong academic background for using their God-given potential to impact the world for Christ. We believe that all students can be successful; however, much of the success depends on working as partners with families. This provides the luxury of in-depth study in these fields.

At Unity we use an “all encompassing” method of instruction in our upper grades. The purpose is to have students grow in their appreciation of the unity of all knowledge. As we study literature we will study the culture and time period of the people who wrote it. The point is that all disciplines are related to and under the Lordship of Jesus Christ. We merge the study of history, theology, and literature with development of skills and applications from logic and rhetoric.

Bible: We believe the Bible, God’s spoken, inerrant word, is the only authoritative source of divine revelation given to man to govern all things. We see the importance to teach God’s word to our students. Our goal is to prepare them to be able to defend their faith and impact our community for Jesus Christ.

Using ABeka resources we introduce students in K-3 – K-5 to familiar Bible stories. The ACSI resources expound on these Bible stories by challenging students in first grade through third grade to relate the biblical truths taught in the stories to their own lives. *It All begins with Genesis* is a complete curriculum on creation. This curriculum helps students in sixth grade to think biblically about the world. The LifeWay series provides the students in fourth and fifth grade with the opportunity to be personally and actively engaged in the study of the Bible. This series challenges students to know and accept Christ as Savior and serve Him from a biblical worldview. In 7th and 8th grade we look at God’s hand in history and introduce our students to Him as a Sovereign God. Our

9th and 10th grade students survey the whole Bible and are taught how to study the Bible. In 11th grade our students learn about other religions and how to defend their faith. In the 12th grade our students are encouraged to embrace their God given life purpose.

Math: Mathematics demonstrates God’s order. Just as the Bible says, “precept upon precept, line upon line...” (Isaiah 28:10), students must build concept upon concept in mathematics. The sequential mastery of concepts is the primary objective of our math program. Our resources for K-3, K-4, and K-5 are from ABeka, for grades one through seven we use Saxon, and for pre-algebra, algebra I, algebra II, geometry, and pre-calculus we use material published by Prentice Hall. We have intentionally selected resources that are challenging yet allow for individual differences.

Science: We believe the purpose of science is to investigate and explore God’s creation, and that creation exists to demonstrate: the glory of the grace of God, God’s eternal power, and His divine nature. Students are naturally curious about the world around them. We encourage investigation as early as K-3 where students are given basic concepts on which to build as they progress through school. We do this in a variety of creative and interesting ways for our younger students including cooking, nature walks, field trips, and experiments. Our older students participate in lab experiences such as dissection. All students are taught the scientific method and students in third grade and up are required to do a science project. These are judged by outside judges and winners are sent to ACSI competitions. Our younger students are taught in units. Third graders use resources from Bob Jones University Press. Fourth, fifth, and sixth graders use resources from ABeka. Our seventh graders study general science and the eighth graders study physical science. These resources come from Apologia. In ninth grade we begin our study of biology. We continue in tenth grade with a study of physics and in 11th grade chemistry. We also offer environmental science. Our resources for science in high school come from Prentice Hall and other reputable

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sources.

Language Arts: Language is foundational for all learning. God gave us the gift of language as a means to communicate with Him and with others. It may be divided into two parts: receptive and expressive. Reading, listening, understanding and interpreting the written word are receptive modes of language covered by our curriculum at UCS. Speaking, grammar, and composition are expressive modes of language covered. We use a variety of resources to achieve our goals. We use ABeka phonics in K-3 through K-5 to introduce our students to letters and sounds and beginning reading skills. At these grade levels we also incorporate sight words and language experience stories as well as great literature. Students are encouraged to share with their classmates verbally and in written form. We combine ABeka reading/phonics and spelling, great classics of literature, creative writing and Shurley English to round out our program in grades one through three. In grades four through six we prepare our students by using *Wordly Wise* for vocabulary/spelling, creative writing, speech opportunities, Shurley English, and literature selections that coincide with the time period in history they are studying. Seventh and eighth grade students begin reading works from classical civilizations such as *The Odyssey* and end up reading through the Middle Ages. These students are introduced to logic and learn to defend their opinions through the written and spoken word. Ninth through twelfth follow the following sequence: Introduction to Literature, World Literature, American Literature, and British Literature. During these years, students gain a greater command of the English language through their studies of vocabulary, rhetoric, writing, and speaking.

History: History is an exciting subject at Unity. We begin in our Pre-Kindergarten and Kindergarten classes by discussing the child in relationship to family and community. They are introduced to their country and the world. In first grade students begin map skills and gain a better understanding of the world, their country, and their state. In second grade, students study Old Testament and ancient Egypt over the course of the year.

The third graders study ancient Greece and Rome. Middle Ages, the Renaissance, and the Reformation are studied in fourth grade. The fifth graders continue with the explorers to 1815. The sixth graders finish with 1815 to the present. Students are then recycled through the time periods again with a more in-depth study. Biblical and Classical Civilizations are studied in seventh grade and church fathers through the Reformation are studied in eighth grade. The resources we use come from Veritas Press. In the ninth through the eleventh grade a traditional course of study is done. Ninth graders study World History I and tenth graders study World History II. Our eleventh graders study American History and our twelfth graders study Government and Economics.

Music: Music is a God creation given to us so that we may communicate our love for Him in worship. Our music curriculum at Unity Christian School includes not only the academic side of music, but teaches students how to view music as a life skill which God expects us to develop. Students learn basic music theory and composition, music history, and have opportunities to sing and play instruments as well. We learn through music research and experiments how music affects our minds and bodies. We learn to select music responsibly, use music to enhance the lives of ourselves and others, and to develop the musical gift God has instilled in each one of us.

“Sing and make melody in your heart for the LORD” (Ephesians 5:19).

Beyond regular music classes students have the opportunity to participate in the UCS chorus and steel drum band. They perform at various school and community events throughout the year.

Art: In the art program at Unity Christian School, we teach: the elements and principles of art, famous artists and their lives, famous works of art, different art media such as painting, drawing, sculpting, printmaking, and photography.

We view art as a God-centered gift given to us to express our love for Him and one another. God intended us to enjoy all of His creation, to take in all the beauty around

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us, allowing Him to use us as instruments to create works of art to glorify Him.

Physical Education: In our physical education program at Unity Christian School, we teach the basic principles of physical fitness and health. We encourage students, regardless of skill level, to participate in and enjoy a wide variety of physical activities. We aim to help students discover their God given talents which will promote life-long physical well being.

Student Teacher Ratio

Unity Christian School strives to maintain a student to teacher ratio of 20:1 in classes from 2nd grade and above and 15:1 in K3-1st grade.

Grade Reporting

Regarding evaluation and assessment of student progress, Unity Christian School seeks in each subject the most indicative and effective evaluation of progress available. Assessments are intended to be age-appropriate, consistent within sections of a grade, and grow with the child. Each teacher is given charge under the direction of the academic dean to design assessments for his or her class.

In general, through 3rd grade, Reading, Spelling, and Math are graded numerically. While progress in the remaining subjects is assessed using a letter or symbols such as: "E" for exceptional work, "S" for progress that is satisfactory, or "N" to signify needed improvement. In 4th grade through 12th, progress in academic subjects is indicated using a numeric grading system based on a one hundred point scale.

Report Cards are sent home every six weeks to show student progress. The numerical grading system will be used whenever possible. The grading scale is as follows:

Grade Code		GPA Value
A+	96	4.0
A	93	4.0
A-	90	3.7
B+	86	3.3
B	83	3.0
B-	80	2.7
C+	76	2.3
C	73	2.0
C-	70	1.7
D	68	1
F	0	0
I - Incomplete	NA	NA
P - Passing	68	NA

CONDUCT

- E Excellent
- S Satisfactory
- N Needs Improvement

SPIRITUAL LIFE & MISSIONS

Genesis 12:1-3 and Psalm 67 set the stage for Matthew 28:16-20. If Jesus is God, the only God, Yahweh, then the obvious conclusion is that Jesus is not to be a tribal God that remains secluded from the rest of the world. He is to be worshipped by every tribe, tongue and people. Therefore, our spiritual formation must take a global perspective.

We seek to distinguish between relief, development and missions.

Development - seeking positive change in the whole of human life materially, socially, and spiritually. The goals of such transformation are 1) to recover our true identity as human beings created in the image of God and 2) to discover our true vocation as productive stewards, faithfully caring for the world and all the people in it^[1]

Relief – providing assistance to help alleviate need brought on by tragedy whether personal, corporate or

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national

Missions - the preaching of the Gospel to the unreached people groups of the globe with the goal of establishing an indigenous church that is self sustaining and multiplying and participating in missions.

Our students may not be able to do missions proper; however they can be educated about and prepared to do missions upon graduation through their local church or mission agency of choice.

We seek to be faithful to our core value of "church". We want to be a value added to the local church and local pastor whose members attend Unity by equipping parents and teachers to be more active in the local church and the church's mission work.

We also seek to be a value added to the local church and local pastor whose members do not attend Unity by offering to assist them in being able to equip parents and teachers to be more active in the local church and the church's mission work. We also seek to be able to partner with them financially and practically by being the place the parents of that church send their students for Christian Education.

Teachers will seek to educate their students about missions, missions' history and specific men and women who have been and are part of the global Christian movement.

This will not only prepare them for future work in missions; it will prepare them to be better communicators of the Gospel in their own circles of influence.

Admission

The following are the policies of UCS regarding admittance.

A. Philosophy

The primary reason for the existence of Unity Christian School ("UCS") is to provide a Christian education for children from Christian Families. By "Christian Families" UCS means those families who believe and are committed to the Scriptural principles which are enunciated in UCS' Statement of Faith. This is in harmony

with the fact that the school views itself as an extension of the Christian home as it fulfills its Biblical responsibility for the educating of children.

B. Non-Discrimination Policy

UCS admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at UCS. UCS does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, tuition assistance programs, athletics, the arts and other school-administrated programs.

C. Admission Requirement

Admission will be limited to Christian Families in which at least one parent expresses a clear testimony of salvation through Jesus Christ and agreement with the Scriptural principles which are enunciated in UCS' Statement of Faith. Also, parents must be willing to sign UCS' parental Statement of Faith and Standard of Community Life. Included with this, all parents must be interviewed as outlined in this policy and students must successfully pass entrance testing requirements.

D. Parent Participation

The Lion's Pride plays a vital role in supporting the school through various service projects and activities. Parental involvement is of the essence. God has given parents the responsibility of raising children (Eph. 6:1-4, Psalm 127:3, Deut. 6:6-9.) Therefore, the relationship between Unity Christian School and parents is a partnership in which parental participation in the education of students is both welcomed and encouraged.

E. Application for Enrollment

An application for enrollment is considered properly submitted when the application forms provided by UCS are completed and returned, together with an official transcript, signed Statement of Faith, signed Standard of Community Life, the appropriate **non-refundable registration fee**, teacher reference form and the pastoral reference form. No child will be assigned a position on enrollment lists until the application is complete. *See checklist for more information.*

Admission

F. Parent/Student Interviews

An interview of the applicant's parents and student (grades 6 through 12) will be conducted by a school administrator upon receiving all of the required application for enrollment forms. The purpose of the interview(s) is to ensure that:

- at least one parent believes in and is committed to the Scriptural principles which are enunciated in UCS' Statement of Faith;
- the parents' desire for a Christian education for their child;
- parents have an understanding of Christian education;
- that family beliefs and practices are consistent with the standards and values of UCS;
- the child, if high school age, expresses a desire to attend UCS and agrees to live in harmony with school standards;
- academic records and/or transcripts of previous school work, health records, and references are reviewed and found to be acceptable under the standard set by UCS;
- students with a history of behavioral problems have cleared their records with previous schools and now demonstrate a commitment for a changed life style in both personal testimony and character references; and questions that parents/students may have are answered.

G. Entrance Testing

All students seeking admission into first grade and up at UCS will be tested or must submit testing information before enrollment can be granted. Junior and senior high school students seeking admission must produce an official school transcript and most recent report card, along with previous school records that would indicate any standardized testing. UCS administration will determine the appropriateness of the information received and level of testing required.

H. Records

All records must be on file before a student will be allowed to attend school [Georgia Law O.C.G.A. § 20-2-771(h).]

Required by Georgia Law:

- Current Georgia Immunization Certificate (form 3231)
- Supplemental Vaccine Certificate (form 3189) - 6th grade and up or equivalent age
- Eye, Ear, and Dental Exam Certificate (form 3300)
- Birth Certificate (copy)
- Social Security Card (copy)

Admission

Required by UCS:

- Student Application
- Permanent records from previous school (if applicable)
- Insurance Card (copy)
- Signed Discipline Plan
- Signed Affirmation of Standards Form
- Student Recommendation Form (grades 1-12)
- Church Reference Form
- Signed Standard of Community Life Form
- Signed Technology / Computer Acceptable Use Agreement Form
- Signed Publicity Release / Student Directory Participation Form

I. Admission Decisions

Standard Admission - is offered by UCS administration to those students who meet all requirements for enrollment at UCS.

Probationary Admission - is set by UCS administration due to extenuating circumstances brought about by the student's academic or behavioral profile. This probationary period would vary in length from one term to the entire academic year. At the end of the probationary time, as well as throughout the period, student's progress will be monitored and evaluated, with a decision made as to the student's continued enrollment at UCS. Disciplinary probation would be established due to past behavioral problems, attitudes expressed during the interview or concerns raised by references. As with academic probation, students placed on disciplinary probation will be monitored during the length of the probation period and evaluation made as to the student's continued enrollment at UCS.

J. School Age

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All students enrolled in UCS' kindergarten program must be at least five years old on or before August 31st of the school year that they are to be enrolled. In certain individual circumstances, administrators may admit students younger than the stated policy based upon demonstrated abilities.

Health and Immunizations Requirements/Records

All students must have on file an updated Certificate of Immunization and Eye, Ear and Dental Form as required by the state. All students must also have on file a copy of their birth certificate, social security card, insurance card and permanent records from their previous school. Students who are required to have a second dose of MMR to meet school requirements-children entering a Georgia school for the first time, and children entering the 6th grade and above-must have the required Certificate of Immunization (Form 3231) before entering school.

Emergency Forms

Parents are responsible for providing the school with updated information. The school must be informed of changes in emergency contact people.

Withdrawals

Upon realizing the need to withdraw from Unity Christian School, the following steps need to be taken:

- Notify the Admissions office located at the upper campus.
- Sign a withdrawal form.
- The withdrawal form is then processed by different departments to assure that your account is up to date, library books are turned in, after school care fees are paid, final grades are collected from teachers, etc.
- A student's permanent records are then made ready for transferring via the postal service to the student's new school.
- Any fees needing to be refunded to the parents/guardians are then refunded.
- **In the event that an account is past due no records will**

be released. Please note: A 3-5 day period is needed to process a withdrawal request.

Tuition

We believe our tuition payments are an investment in your child's education and spiritual formation. Therefore, the school's Board of Directors accepts the responsibility of working closely with the Headmaster concerning policies on the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Board to insure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

TUITION PAYMENT

The following will be effective immediately:

- I. Families who are members of supporting churches shall receive the benefit of a reduced rate of tuition determined annually by the Board of Directors.
- II. Families, who are not members of supporting churches, shall pay full tuition amounts equal to the total cost for educating each child in attendance. (Total per student cost x total number of children enrolled.)
- III. All families are expected to make tuition payments according to one of the following payment plans. (Each family's preferred manner of payment must be submitted each year at the time of student registration.) Options for payment shall include:

Full Payment. Under this plan, the entire amount of tuition is paid on or before July 1st. A tuition reduction of 3% is applied to the tuition cost of a family's first or only child enrolled in the school. Tuition reductions shall be determined annually by the Board of Directors. Please make your payment directly to the school.

Monthly Payments. Under this plan, families choosing not to pay in full may elect to pay monthly. Families may choose from one of the following monthly payment plans, which will be set up through FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking or statement savings

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account. Those choosing this plan will complete a FACTS agreement form to authorize the automatic monthly payments on either the 5th or the 20th of each month. If you choose to do so, you may elect to divide your monthly payments into two (2) payments per month, which will be deducted on the 5th and the 20th of each month.

1. 12-month payment plan which begins in June and ends in May.

- Payment deducted on the 5th of every month.
- Payment deducted on the 20th of every month.
- Payment divided into two payments deducted on the 5th and 20th of every month.

2. 10-month payment plan which begins in July and ends in April.

- Payment deducted on the 5th of every month.
- Payment deducted on the 20th of every month.
- Payment divided into two payments deducted on the 5th and 20th of every month.

LATE PAYMENTS

It shall be the responsibility of each school family to keep the Financial Director informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

Full Payment. If payment is not received on or before July 1, the discounted rate of tuition will not apply. When full payment has not been made by July 1, the family will be contacted within five (5) days by the Financial Director concerning the missed payment and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments must be made through the FACTS Tuition Management Plan.

Monthly Payments. School families who choose the 12 or 10 month payment plan and miss a monthly payment due to insufficient funds, will be assessed a \$25.00 missed payment fee by FACTS and may incur a fee from their own financial

institution. The missed payment will be reattempted by FACTS within 20 days.

In addition, school families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be readmitted to school according to the specifications of this policy.

NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY

School families failing to pay tuition according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements with the school, will be informed that their child(ren) will not be re-admitted to our school. All families must be current in their payment of tuition in order to be eligible for re-enrollment. Records will be held for families with delinquent tuition.

If tuition is delinquent as of July 20th:

Students will not be admitted on the first day of school.

If tuition is delinquent as of December 20th:

Students will not be readmitted on the first day of class in January and will not be eligible for re-enrollment.

If tuition is delinquent as of March 20th:

Students will not be readmitted on the first day of class forwarding spring break.

If tuition is delinquent as of May 20th:

Students will not receive report cards and permanent records will not be released until delinquent tuition is paid in full.

LATE REGISTRATIONS

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A. Families registering after July 1st shall be expected to fulfill their tuition obligation according to the tuition policy stated above.

B. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance according to a formula.

If tuition is delinquent as of May 21st:

Students will not receive report cards and permanent records will not be released until delinquent tuition is paid in full.

Delinquent Tuition from Previous Year(s)

All previously unpaid tuition must be paid by June 1 if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school. Records will not be released for students with delinquent tuition.

Tuition Refunds

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition that has been paid for the current school year. Since the school must budget for the entire year on enrolling students, parents paying full tuition in advance and who withdraw for any reason will be charged a 10% penalty of the entire year's tuition in addition to the current month's bill. Students who attend any part of a month are charged for and owe for the entire month. Tuition payments cease at the end of the month in which the student transfers, moves, or is dismissed. The school is not obligated to refund any tuition paid if the student is expelled or if the parents lack of cooperation with the education process results in dismissal.

Financial Aid

A limited amount of financial aid assistance is available from the school for school families experiencing economic difficulties. Requests for such assistance should be made at the time of registration. Financial Aid requests must be received by the deadline date of April 1. No requests will be accepted after this date.

For the sake of your family's security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact the school as soon as possible when they are experiencing economic difficulties.

Lunches

Lunches will be provided through several local vendors. The price for lunch is \$5.00 a day and does include a hot lunch and drink. All lunch orders must be done on-line through RenWeb. No menus will be sent home to place and order. Everything will be done on line.

Student Driving

Students who have good attendance and good deportment and are licensed are permitted to drive a vehicle to school. All parking is limited to designated areas. Student parking is in the gravel lot on the UCS Crossfit side of the school. Students may not leave the campus for any reason during the school day without written permission from a parent or guardian. No student will be permitted to leave the campus with another student unless parental permission is provided in writing from both parents. A copy of the student's driver's license and vehicle registration information must be on file in the UCS records office.

ATTENDANCE

Regular attendance is necessary for success in school. Chronic absenteeism and excessive tardies will be referred to the campus principal for investigation. Excused absences are for the following reasons: personal illness, death or illness in the immediate family (immediate family is interpreted to mean parents, siblings, children, grandparents, brother-in-law, sister-in-law, or legal guardian), religious holidays, government-mandated absences, conditions which render attendance impossible or hazardous to health and safety, military service tests and physical examination, Georgia General Assembly page service, and participation in educational activities outlined below:

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Educational trips must meet the following five criteria: student accompanied by parent or guardian; written plan showing educational merit submitted to the principal five days in advance; list of educational activities, objectives, and project description to be turned in to the principal upon return to school; limit of five days; all work to be made up. ***Educational trips DO count against the 10-day attendance rule. No educational absences are granted prior to or during exams. Educational absence forms may be picked up in front office and must be submitted to the principal 5 days in advance of desired absence(s) date(s).***

Students who miss over 10 days during a semester are at risk of compromising course credit for any course unless a physician's statement is turned in to Mrs. Baker on time for all days in excess of the 10 days. Physician's notes should be turned in within five days after an absence-preferably, the first day a student returns to school so that teachers will have approval to assign make-up work.

For students who have received a short-term in-school or out-of-school suspension the first time ever at UCS, the days absent due to the suspension will not count toward the 10-day limit. Students cannot make up missing assignments. All future suspensions will count throughout his/her school career.

A student returning to school after an absence is to bring a written excuse signed by a parent/guardian telling why the student was absent. Notes will be verified by the principal's office. Mrs. Baker accepts excuses each morning beginning at 7:50. Students are to turn in excuses immediately upon arriving at school-before the tardy bell rings.

It is the student's responsibility to arrange with each teacher for make-up of work missed during an **excused** absence. The following time limit has been set: If a student misses one day, he/she will have two days to make up the work; two day absences – four days to make up work, etc. When a student has been absent from school for a period of three days or more, make-up work

can be collected if a parent calls the principal's office before 9 a.m. For one or two day absences, it is easier for the student to make up the work upon returning to school. Make-up work for lab-type activities will be explained in course outlines. For extended consecutive absences over 5 days, the time allowed for making up work will be determined administratively. A student will not be allowed to make up any work for an **unexcused** absence.

According to Georgia State Law (40-5-22; 2—2-701) (Attendance and Driver's License):

This code section requires a person younger than 18 who has not completed high school (or has not received GED, a special diploma, or certificate of high school completion) to be in school and meet attendance requirements in order to obtain and keep a learner's permit or a driver's license.

The minor must have satisfied relevant attendance requirements for one academic year prior to applying for a learner's permit or driver's license.

The minor is ineligible to receive a learner's permit or driver's license if the minor has been suspended from school for certain discipline code violations: suspension from school for threatening, striking, or causing bodily harm to a teacher or a school personnel; possession or sale of drugs or alcohol on school property; any sexual offense prohibited under Chapter 6 of Title 16; or causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

The minor who misses ten school days of unexcused absences will have his/her learner's license suspended or revoked by the Department of Motor Vehicle Safety.

Tardy Morning Arrival Tardiness

Students who arrive late to school must first obtain a tardy slip from the receptionist before going to class. A pattern of excessive tardiness will result in the need to meet with the appropriate school principal. For grades 7th-12th grade, a student with more than four

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unexcused tardies per semester will be required to serve detention. Detention will be held on scheduled days from 3:45pm-4:30pm. Detention cannot be missed due to any afterschool activity.

Tardy Times

Lower Campus tardy time is 8:11am

Upper Campus tardy time is 7:51am

ACCIDENTS

In case of an accident, report the incident immediately to the teacher or coach if the injury occurs in the classroom or athletic program. If medical attention is required, parents will be notified as soon as possible. Staff members are to fill out an accident report the day an accident occurs. The school cannot assume any liabilities for injuries.

ACADEMIC POLICY AND EXTRA CURRICULAR ACTIVITIES

The following academic policy governs the participation of students in extra- curricular activities at Unity Christian School:

1. Eligibility – Full Status

Any student with an average of 70% or above and with no core-course failure at the end of any grading period (6-weeks or mid-6-weeks progress report) is eligible to participate in the activity of his/her choice.

2. Probation Status

Any student with an average below 70% and /or a core-course failure at the end of any grading period (6-weeks or mid-6-weeks progress report) may participate on probationary status as follows:

The student will be required to serve in After School Tutoring provided by the school for 3 days every week. After School Tutoring is provided 4 days a week, Monday-Thursday, 3:30pm-4:30pm. A teacher will be present to help with any needs or questions. The student must be on time and stay the full hour. If a

student does not meet this requirement, he/she will not be eligible for any afterschool activity.

During probation status, a student must also have no missing homework and/or failing test grades.

3. Ineligibility Status

If the student does not meet the guidelines for probation status, he/she is declared ineligible until the next grading period and the student meets eligibility requirements.

AFTERSCHOOL

Students are not allowed to wander the building after school. After the last bell of the day all students are to wait on the locker-hall until 3:45 or until the "All remaining students report to after school care." call is given. At that time, students who are assigned to ASA or who are planning to go to ASA for tutoring may report; Between 3:45-4:00 students who are still waiting for rides, may do so in the lobby. After 4:00, all remaining high school/middle school students who are not in ASA or in a school-sponsored activity must report to After School Care.

CHECKING IN OR OUT OF SCHOOL

Students are to check-in with Mrs. Baker when arriving at school any time after 7:50. Except n cases of doctor's appointments or court appearances, late arrivals will be treated as tardies. Students who drive to school and wish to check out of school early are to bring a note from the parent or guardian to Mrs. Baker by 8:10, stating the reason and departure time; all notes will be verified. If a student leaves campus without verification, truancy rules apply. Students who do not drive can only check out and leave campus after being properly signed out with Mrs. Baker. Students will NOT receive notes to leave a classroom early for checking out. Teachers will verify check out times at the end of the day. Checking in or out for unexcused reasons results in zeros on all class work, If checking out for medical reasons, students are to bring a doctor's note when they return to school. Doctor's offices will be called for verification. Altered or forged notes of any kind will result in disciplinary action.

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Students are not to leave campus until Mrs. Baker has called and verified approval with a parent.

COLLEGE VISITATION DAYS

Juniors and Seniors may visit a college if the College Day Form (available from Mr. Davis) is completed and approved **three days** in advance by the counselor. This will count as an excused absence. College visits are limited to two days. All missed work must be made up. College visitation days **will not** count as unexcused absences provided students return approved college documentation to Mrs. Baker prior to 8:10 a.m. We encourage you to visit colleges on teacher in-service days and student holidays.

CONDUCT IN HALLS

Students should walk in the halls. No running; no loud talking; no pushing; no loitering between classes. Teachers and staff will assign detention for misconduct in the halls. No public display of affection; students should demonstrate respect and courtesy to others and themselves. **Middle and High school students are not allowed in the 2-6 grade hallways during the school day. Middle and High School students are not allowed to use the downstairs primary school bathroom located across the hall from the teacher's lounge during the school day.**

RULES FOR SOCIALS AND DANCES

Admittance to school functions is limited to the 1st hour of the event. Students will be asked to leave for inappropriate behavior. If a student is asked to leave, they must leave the premises and a parent will be contacted. When students exit the facility they may not return. Any student in ISS, suspended out of school, or under school discipline cannot attend a social. High School socials are for students who are considered to be of high school age; dates over the age of 20 will not be admitted.

Dance Dress Code

There is a formal attire pictorial guide which is the standard for appropriate apparel for UCS formal and

semi-formal events. Attire must be within the boundaries of the standard in order to be considered acceptable. Formal dress guidelines are available in the Principal's office.

DRESS CODE

UCS is committed to excellence. Excellence is seen in all aspects of the school, including daily dress. Appropriate dress is a part of the expectation of a work place. In the interest of taste, modesty, school pride, and safety, we require our students to follow the guidelines below.

P.E. - Only UCS issued PE Uniforms should be worn on PE day.

Regular wear should be worn on all other days.

Spirit Day - Provided no dress code violations exist, Friday dress will be Spirit Day. Students must wear a visible UCS approved shirt and blue jeans pants, Bermuda shorts in good condition, or UCS issue PE shorts. No holes in jeans.

Chapel wear should be worn on Wednesday.

*****Flip Flops cannot be worn at any time during the school year.**

Uniform Violations

The school will follow the following procedures to correct students in violation of uniform policy.

1. On the first offense of a "Dress Code Violation" a warning will be noted in RenWeb with an email being sent to parents and the principal.
2. On the second offense, the student will lose Spirit Dress on the next Friday and the violation will be noted in RenWeb with an email being sent to parents and the principal.
3. In the event of a third offense, the student will be issued a detention and parents will be contacted.

PE Uniform

1. School issued PE Shorts and school issued PE shirt, and school issued PE warm-up attire only.
2. Conservative athletic shoes in good condition.

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3. Socks
4. Students may wear school-issued warm-ups to PE when needed.

Regular Wear for Boys

1. Polo shirts **with logo** (pale yellow, green, navy, burgundy, and white)
2. Only grades 9-12 may wear black polo shirts.
3. Navy or khaki pants or shorts (pleated or flat-front styles) no exterior pockets.
4. Belt must be worn every day; shirt must be tucked in at all times.
5. Conservative tennis shoes (same as PE) or conservative school shoe (dark brown, tan, navy, or black)
6. Shoes must be in good condition with backs.
7. Students may wear white or gray undershirts. NO long-sleeve or long under-wear articles of clothing are to be worn under shirt sleeved polo style shirts.
8. No cargo pants

Regular Wear for Girls

1. Polo shirts with logo (pale yellow, green, navy, burgundy, and white)
2. **Only** grades 9-12 may wear black polo shirts.
3. 7-12 grade girls may wear tailored shirts untucked.
4. Navy or khaki pants, Capri's, or knee length shorts (pleated or flat-front styles) no exterior pockets.
5. "Knee length" is determined by measuring 1 & ½ inches from the top of the knee-cap.
6. Navy or khaki jumpers, skirt (knee length), or full-wrap skirt in styles pictured.
7. Belt must be worn whenever pants have loops
8. Conservative tennis shoes (same as PE) or conservative school shoe (dark brown, tan, navy, or black)
9. Shoes must be in good condition with backs.

10. Students may wear white or gray undershirts. Long-sleeve or long under-wear types are NOT to be worn under polo style shirts.

Chapel Wear

Boys K3-8th

1. Light blue Oxford shirt with logo, buttoned & tucked in.
2. #80 plaid tie
3. Khaki pants with belt (pleated or flat-front) no exterior pockets.
4. K3-3rd grade may wear khaki shorts for Chapel.
5. Conservative school shoe with back in dark brown, tan, navy or black; **No Athletic Shoes or Boots**
6. **No turtlenecks, no-showing long-underwear style apparel.**

Boys 9th-12th

1. White Oxford shirt with logo, buttoned & tucked in
2. #9 tie
3. Navy pants with belt. (pleat or flat-front) no exterior pockets
4. Conservative school shoe with back in dark brown, tan, navy or black; **No athletic shoes or boots.**

Girls K3-2nd

1. White Peter Pan blouse with navy trim
2. #80 plaid jumper (style #194_
3. Navy bike shorts (worn under jumper for modesty)
4. Navy tights; navy knee, crew socks or no socks.
5. Conservative school shoe with back in dark brown, tan, navy, or black; No athletic shoes or boots.

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Girls 3rd-8th

1. White Oxford blouse with crest logo, buttoned & tucked in
2. #80 plaid skirt (style #134) knee length
3. Navy bike shorts (worn under skirt for modesty)
4. #80 plaid cross tie (note: required for all Chapel dress, competition, and pictures)
5. Navy tights; Navy knee or crew socks.
6. Conservative school shoe with back in dark brown, tan, navy, or black; No tennis shoes or boots

Girls 9th-12th

1. White Oxford blouse with crest logo, buttoned & tucked in
2. Navy skirt (style #134 and #143) knee length
3. Navy cross tie (note: required for all Chapel dress, competition, and pictures)
4. Navy tights; Navy knee or crew socks
5. Conservative school store shoe with back in dark brown, tan, navy or black; No tennis shoes or boots.

Jackets, Sweaters and Sweatshirts

All jackets and sweaters worn on campus must be solid navy, blue, black, brown, or grey, or white (logo or embroidery optional)

All sweatshirts must be Unity spirit wear.

Jewelry

1. Boys: 2 rings (at most), 1 watch, 1 necklace, 1 bracelet
2. Girls: 2 rings (at most), 1 watch, 1 set of earrings, 1 necklace, 1 bracelet
3. Studded and spiked bracelets, necklaces, and other items are prohibited
4. Long chains and overly heavy or jagged pendants are prohibited.

5. Any jewelry item or display that distracts from the educational process is prohibited.

Hair

Hair styles are to be non-distracting in color, cut, and length. (Examples: No Mohawks, No skin heads, NO extreme hair color, etc.)

All boys' hair must not be below the top of the collar in length. Boys cannot have any facial hair and must be clean-shaven.

Hair should not cover the eyes.

The administration retains full discretion in determining the appropriateness of school dress and its effect on the instructional environment.

DRIVER'S/LEARNER'S LICENSE

A certificate of attendance is required for all students under the age of 18 in order to get a learner's and/or driver's license. Confirmation that a student has successfully completed the Alcohol and Drug Awareness Program is also required for a student to receive his/her driver's license. Each form requires a 24-hour turn around time and can be requested in the Guidance Office. The certificates of attendance are good for only 30 days from the date they are notarized.

EMERGENCY DRILLS

Fire drills are held monthly. Other drills are held as needed. Instructions are posted in each classroom indicating how to leave the building; listen to teachers' instructions and the intercom. Walk quietly and quickly to designated areas.

EXAMS

During exam week, most students will have two exams a day. There is one exam week per semester. Teachers are required to give exams on assigned days. **A doctor's excuse is required for absences during final exams.** It is the student's responsibility to make up the exam at the convenience of the teacher; all exams must be made up

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within one week unless there is permission from the principal. **No exams will be given early.**

Re-exams are given to students whose overall average prior to the exam was passing. As a result of a failing exam grade the student failed the class. With a re-exam, the highest grade that a student can earn in a class is 70%.

****There are NO exam exemptions 1st or 2nd semester.**

EXAM SCHEDULE

- ✓ *All projects or performances that are considered "the exam" must be completed and turned in by Friday, 12/10 for 1st Semester and by Tuesday, 5/17 for 2nd Semester.*
- ✓ *Activity periods will not meet during exams unless a written final is required in the class.*
- ✓ *Students do not have to attend classes in which no exam is scheduled.*
- ✓ *Students are welcome on campus to study. Students on campus during exams but not participating in a final will be asked to stay in a supervised study hall.*
- ✓ *All teachers who are proctoring exams must keep students the length of the exam period.*

1st Semester Exam Schedule 12/12 Monday

7:50-8:00 Homeroom

1st Period 8:00-8:30 Exam Review

1st Period Exam 8:30-11:30

Lunch 11:30-12:30

4th Period 12:30 – 3:20

12/13 Tuesday

Homeroom 7:51-8:00

7th Period Exam 8:00 – 11:30

Break/Lunch 11:30-12:30

Study Hall for each class period is available. It is up to the students to attend these sessions

12/14 Wednesday

2nd Period Exam 8:30-11:30

Break/Lunch 11:30-12:30

5th Period Exam 12:30-3:20

12/15 Thursday

3rd Period Exam 8:30-11:30

Break/Lunch 11:30-12:30

6th Period Exam 12:30-3:20

12/16 Friday Half Day Schedule - all classes will meet that meet on a half day. Teachers and students are asked to schedule class parties on 12/16.

2nd Semester Exam Schedule

5/4 Friday Senior Portfolios Due

5/5 Junior/Senior Prom

5/7-5/11 Senior Presentations

5/19 Baccalaureate/Commencement

5/16 Wednesday:

7:50-8:00 Homeroom

1st Period 8:00-8:30 Exam Review

1st Period Exam 8:30-11:30

Lunch 11:30-12:30

4th Period 12:20-3:20

5/17 Thursday:

7th Period Exam 8:30-11:30

Break/Lunch 11:30-12:30

Study Hall for each class period is available. It is up to the students to attend these sessions

5/18 Friday:

2nd Period Exam 8:30-11:30

Break/Lunch 11:30-12:30

5th Period Exam 12:30-3:20

5/21st Monday

3rd Period Exam 8:30-11:30

Break/Lunch 11:30-12:30

6th Period Exam 12:30-3:20

5/22^h Tuesday: Half Day Schedule

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FUND RAISING

Only school-sponsored fund raising items may take place on the school campus.

GIFTED EDUCATION

Students, grades kindergarten through twelve, who demonstrate a high degree of intellectual and/or creative ability, exhibit a high degree of motivation, and/or excel in specific academic fields are provided with special instructional services. Eligibility criteria for placement in this program is determined by the Student Support Services coordinator & director of the Charisma program. Referrals for consideration for eligibility for gifted services may be made by teachers, counselors, administrators, parents or guardians, peers, self and other individuals with thorough knowledge of the student's abilities. For a summary please contact the student support coordinator.

GRADING POLICY

Grades are determined solely on the basis of achievement of stated learning objectives and performance in the subject. The criteria for evaluation includes, but is not limited to, written and oral classroom performance, homework assignments, scores achieved on tests, and completion of assignments for enrichment, acceleration, exploration, research, or extra practice. Learning objectives may legitimately include such things as following directions, proper format, and other such procedural considerations.

The grading scale is as follows:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 69 - 68

F = 68 and below

Advanced Placement Classes grades are scaled to equate course difficulty.

NOTE: GPAs are used for class rank and honor rolls and are communicated to colleges and universities for scholarship purposes.

If a student has incomplete work at the end of the semester, a zero will be given for the work and the final average will be computed. If prior administrative approval was given for the incomplete work, the grade will be changed when and if the work is completed (must be made up within 10 days). Students who have more than 10 absences in a course during a semester, excused or unexcused, without a doctor's note for the absences exceeding 10 will receive their average in the course if the average is 68 or less. If they attain a passing average, they will receive a 68 grade average in the course for the semester. *UCS will accept ONLY the actual transcript grade sent by the other school.*

GUIDANCE

Guidance counselors help new students adjust to teachers and friends, and school life. The counselor gives guidance with regard to college admissions. Schedule individual conferences whenever a student, parent, teacher, or administrator deems it necessary.

HONOR GRADUATES

UCS honor graduates will be those who have maintained a 90 average in a regular education diploma program and have met all other requirements for a regular education diploma. Grade averages will not be rounded up to achieve a 90 average. A grade below 74 at the end of the second semester will disqualify a student for honor graduate status. Valedictorian and Salutatorian will be the # 1 and # 2 ranked students who have met all requirements for a diploma.

HONOR ROLL

The honor and high honor rolls are determined each semester. High honor roll is a 95-100 average with no grade below 90; honor roll is a 90-95 average with no grade below 85; and honorable mention is an average of 80 with no grade below 80.

2. Courses used for core academic credit must be equivalent to the state required course and must cover the Georgia QCC/Performance Standards objectives.
3. Students may not take courses off campus if the courses have a required End of Course Test component.
4. Courses taken for high school credit must be listed in the Postsecondary Dual Credit Program Directory or be approved by Mr. Davis.
5. Courses or equivalent courses may not be repeated for core academic or elective credit on the high school transcript to satisfy any Carnegie unit requirements for graduation.
6. Students who transfer to UCS the 2nd semester of their senior year may not participate in the Joint Enrollment program.

Grading Procedures

1. UCS will accept only the official transcript grade sent by the Joint Enrollment School.
2. Letter grades will be posted numerically on the UCS transcript according to the following scale:

A=90	C=70
B=80	D=68
F=67.9 or lower	
3. Courses taken that meet core academic requirements for graduation and will be used for that purpose will be given the multiplicative weighting of 1.

LOCKERS

Lockers are available for students in grades 4th - 12th. 4th, 5th and 6th graders may be required to share lockers. Lockers are assigned in summer prior to school. Locker assignments are given at orientation. Students will be held responsible for the repair cost of lockers they damage. The school reserves the right to open and inspect any of the school lockers at any time. Make sure the door of your locker is operating properly. If not, notify the office as soon as possible. Exercise care in sharing your locker combination with other students. **UCS will not assume responsibility for items stolen from lockers.** We cannot assure students that stolen items will be found **or** replaced. ***We caution students not to place any items of special value in the hall lockers. These items, such as money and expensive jewelry, should be left at home.***

ILLNESS AT SCHOOL

If students became ill after they have come to school, they should get permission from their teacher to go to the attendance office to sign out. Mrs. Baker will call parents. Once parents are contacted and/or parents arrive, the student will be called from class to check out.

IMMUNIZATIONS

Georgia law requires that students have an immunization form from the county health department stating that shots are up to date. If this form is not filed with the office by the required deadline, students cannot continue to attend school.

INSURANCE

All students participating in any extracurricular activity must have insurance and a signed waiver releasing the school of all responsibility in case of accident or injury.

JOINT ENROLLMENT

Students participating in joint enrollment must meet all rules, regulations, and guidelines outlined in the following: [Georgia Board of Education Rule 160-4-2-.34](#), [Postsecondary Dual Credit Program Regulations](#) (GaDOE & Ga. Student Finance Commission); [Postsecondary Dual Credit Programs Directory](#) (GaDOE & Ga. Student Finance Commission).

Enrollment / Scheduling Procedures

1. Students must meet with Mr. Davis to establish an approved Joint Enrollment.

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LUNCH PROGRAM

Students may eat a school lunch or bring a lunch; both, however, should be eaten in the lunchroom area. Hot lunches are available for a maximum of \$5.00 Monday-Friday. Our lunch service is offered by a local caterer. Lunch menus are prepared in two-week increments and are available on line. All lunch orders are to be placed on line through RenWeb.

Drop-off/Pick-up

Morning Drop Off

Drop off students at the front door of the lower Campus or side door (Highway 53) of the upper Campus. If you need to speak with someone in the morning, please park and come in. Do not block the drive through and drop off area. Do not get out of your car in the carpool line. Both campuses open at 7:30 a.m. and a teacher will be on duty to greet your child. Lower School students should report to the cafeteria where they will stay until 8:00am. Upper School drop off ends at 8:00. Please note, those students are considered tardy if they arrive to their homeroom classes after 7:51. Although, the side door may be open this does not indicate that a student is on time.

Regular Dismissal

The following procedures are in place to protect your child from leaving school with someone against your permission: All parents must have on file an approved list of people who may pick-up their child during the regular dismissal time.

Students may not leave school with someone who is not on the approved pick-up list unless written permission is sent stating who your child will be riding with.

School officials may follow-up the note with a phone call to the parent as an added measure of security. School officials will ask to see identification for people they are unfamiliar with.

Name cards must be clearly displayed in vehicles of people on the approved pick-up list.

Approved pick-up lists for each student will be kept in student files and at the front desk.

Additions to the approved pick-up list must be made in writing and turned into the front desk or student's teacher.

Pre-K3 through Kindergarten—11:50 a.m. and 2:45 p.m.

Form two lines. Front cars need to pull up to the cones. Pick-up at the front door. If you need to speak with a teacher, park and come in the building. **Do not block traffic.**

1st Grade – 3:00 p.m.

Form two lines. If you need to speak to a teacher, park and come in the building. **Do not block traffic.** Students who are not picked up by 3:20 will be sent to After School Care.

Grades 2-12 - 3:20 p.m. – 2960 New Calhoun Highway

Form two lines. Front cars need to pull up to the handicap entrance on the Highway 53 side of the building. If you need to speak to a teacher, park and come in the building through the front door. Do not park in the carpool line and come into the building. Students who are not picked up by 3:45 pm will be sent to After School Care. We ask that parents not take students out of class early unless a Doctor's appointment or other unavoidable issue.

Early Dismissal

Students may only be picked up for early dismissal by parents except under the following conditions:

- A signed note from parent granting permission for child to dismiss early with someone other than parent.
- Note must indicate relationship to person picking-up child and a contact phone number for parent.
- School officials may follow-up the note with a phone call to the parent as an added measure of security.
- School officials will ask to see identification for people they are unfamiliar with.
- Note must indicate reason for early dismissal.

After School Care

After School Care (ASC) is a safe place for the student to stay who is not able to leave for home when school ends. During ASC, we have an excellent staff to help students with homework and other activities. These activities include playground time, special crafts, game time, snacks, etc. We require that our staff be first aid and CPR certified and trained for fire safety.

We are excited about having your child join us! After School Care at Unity Christian School is a relaxed, yet structured program that provides lots of fun and creative and interesting things to do. If you have any questions concerning ASC please contact me. I welcome your input.

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Marjorie Lambert

After School Care Director

706-292-0778 ext. 301

mlambert@unitychristianschool.org

After School Care Fees

Upper Campus 3:45pm-6:00pm \$8.00

Lower Campus 3:15pm-4:00 pm \$4.00

3:15pm-6:00pm \$8.00

“extended day” pricing for ½ day students who might need to stay all day? This year that pricing is \$10 to stay from 12:00 – 3:15.

Chapel

Chapel will be every Wednesday at 9:00am and 9:30am at the lower campus and 10:00am (2nd – 6th grades) and 8:00am (7th -12th grades) at the upper campus. Chapel is a time of worship and praise. All students are expected to attend. Students are to wear appropriate uniform dress for chapel. Parents are always welcome.

Field Trips

The classes will make trips to interesting and educational places in the area from time to time as a vital part of the instructional program. Parents will be notified beforehand of these trips. Small fees may be charged to cover expenses. If you are chaperoning a trip and want your child to ride home with you, please make sure that the teacher has a signed note with that request. Itinerary will be planned by the teacher and all chaperones should abide by the itinerary. Stay with the group unless arrangements are made with the teacher.

Lost and Found

Parents are encouraged to mark clothing and personal articles with the student’s name. If properly marked, articles that are lost will be easy to return. We periodically show the items to the students in an attempt to verify ownership. Items turned in to Lost and Found will be kept for 30 days. Unclaimed articles will be given to a charitable organization.

Inclement Weather Information

In the event of bad weather, please tune to your local stations and the Rome-News Tribune website for important information on school closings. We will follow the same closing plan as Rome City and/or Floyd County Schools.

MEDIA

Students are encouraged to use the media center for reference work and for other media business. The media center is open daily during regular school hours. No food or drinks are to be taken to the media center. Books can be checked out, and reference and reserve books can be checked out overnight. Overdue fines will be assessed for items turned in late. ***Failure to return media center materials can result in flagged records and the loss of other privileges such as taking exams.***

MEDICINE

Medicine of any kind-prescription and non-prescription-must be left with Mrs. Baker (in the original container). A medical release form must be completed by the parent allowing the student to take **medication. Students are not to give other students medicine of any kind (this includes ALL over-the-counter medications).** All medications will be discarded at the end of the school year unless collected by the student on the last day of class.

PROMOTION REQUIREMENTS

UCS’ promotion requirements are as follows: A student must pass all subjects in order to promote to the next grade level. Averages are determined by the average of the first and second semester grades. A student must successfully complete a minimum of 5 units per year. Units (a Carnegie unit is equivalent to successful completion of one full year in a course or a combination of two semester courses) are based on the Carnegie standard of academic course measurement. In order to graduate a student must complete satisfactorily a minimum of 24 units. Students with 27units and high school average of 90% or higher with no grade below 85% graduate with Honors.

A student must have:

- 4 Bible Units
- 4 English Units
- 4 History Units
- 4 Science Units (including 2 lab sciences)
- 3 Math Units (2012, 4 Units required)
- 2 Spanish Units
- 1 Fine Art
- 1 Health & Physical Education

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REPORT CARDS AND PROGRESS REPORTS

Students receive report cards at the end of each six weeks. Report cards are emailed to parents. Students are given a copy of the report card to bring home to get signed as well. Progress reports are issued every 3 weeks to students.

Parent Conflict/Grievance Policy

Unity Christian School recognizes the need to have a biblical model for filing a grievance or resolving a conflict. The objective of this policy is to establish biblical guidelines for the resolution of conflict and grievances in the partnership between parents and the school. These guidelines, based upon Matthew 18:15-17, are to be followed as means for resolving all conflict and grievance.

Parents/Students to teachers

Level One:

All concerns involving your child's teacher or issues in the classroom (curriculum, discipline, homework etc.) must first be directed to classroom teacher. If, after ample time for agreed action to take place, the parent is still not satisfied they should request an additional conference with the teacher. However, if the parent desires they may request that the teacher organize a conference involving the teacher and the appropriate school principal. All conferences involving a teacher and parent will be organized by the teacher.

Level Two:

A grievance is considered to be at Level Two upon the involvement of a school principal. In the event that an acceptable resolution can not be made as a result of meeting between a parent, teacher and principal, the parent may request a meeting with the headmaster. This meeting will include the parent, teacher, principal, and headmaster.

Level Three:

A grievance is considered to be at Level Three upon the involvement of the headmaster. It is the expectation that all conflicts and grievances will be resolved as a result of this meeting. At the discretion of the headmaster, the Chairman of the Board of Directors may be included in the final decision rendered by the school.

Conflict/Grievance Policy Minimum Expectations

- Parents will not discuss a conflict or grievance regarding the school or a teacher.

- Teachers and administration will not divulge any information regarding a parent decision to file a grievance.
- UCS teachers or administration will in no way discriminate against any parent or student for using following the biblically consistent methods of conflict/grievance resolution outlined in this policy.
- Confidentiality is essential for the Parent Conflict/Grievance Policy to be effective.
- If at anytime the guidelines outlined in the Parent Conflict/Grievance Policy are not followed by either the school or the parent it is understood that the next level may be pursued.

SCHEDULE CHANGES

Because much time and effort that goes into the process of scheduling students for classes, schedule changes requested **by** students will be reviewed but rarely granted. Occasionally, however, the need to drop or add a class is justified. Some legitimate reasons for requesting a schedule change are:

1. The course has been taken and passed previously.
2. The student is misplaced in the class, and his or her ability level requires a change of schedule.
3. The schedule contains a course obviously inappropriate for the student's grade level. (example: a freshman has been scheduled for English IV instead of English I.)
4. The student needs another class to meet graduation requirements.

When such an error appears on the student's schedule, the student should see the principal immediately. ***The student must remain in his scheduled classes until he is notified in writing that the requested change has been approved and processed. It is the student's responsibility to return any textbooks/materials to teachers of courses dropped.***

Some common requests for schedule changes that will NOT be approved are:

1. Requests for change of teacher.

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2. Requests to move into classes with friends or out of classes with students one "doesn't like."
3. Requests to change the time of day a class is scheduled.

SEARCH AND SEIZURE

According to Georgia Laws, schools have access to student lockers, automobiles, and personal belongings while on the school campus when there is reason to suspect that the welfare of students and other personnel may be threatened. The search shall be made in the presence of at least one witness, except in emergency situations or if dangerous or illegal materials are in plain view. Discovery of dangerous or illegal materials shall be reported to proper authorities. Delegated search officials are the principal and certified employees who are responsible for students who are away from school before, during, or after regular school hours.

SELECTIVE SERVICE REGISTRATION

The law requires that all males age 18 register for the Selective Service. Information on how to register may be obtained from the Principal's office.

SOCIAL EVENTS

Social events are primarily for the benefit of UCS students. The school reserves the right to refuse admittance to any school event. Students who wish to invite non-students to dances and other social events at UCS must sign up the date with the sponsoring advisor two weeks before the event. All dates must adhere to UCS policies.

STUDENT DISAGREEMENTS

Students are to confer with a teacher or administrator and attempt to use peer mediation to resolve differences before they escalate into more serious situations.

STUDENT WELFARE/CHILD ABUSE/NEGLECT

Georgia law requires that school personnel report all cases of suspected child abuse to the Department of Family and Children Services (DFACS). The law requires the reporting of injuries or neglect of minors, provides immunity for those

reporting in good faith, and provides penalty for violation of the law. Suspected cases are referred to the counselor who will contact DFACS.

TELEPHONES AND MESSAGES

A phone is located in the school's main lobby. Calls are limited to two minutes each. Abuse of the time limit, students using the phone during class time, and students congregating around the phone during lunch will result in the phone being turned off. **Students may not be allowed to leave class to use the telephone. While cell phone use during the school day in the halls, in classes, or restrooms is strictly forbidden, students are allowed with Mrs. Baker's permission to use cell phones in the lobby should a phone call need to be made.**

VANDALISM

Any acts of vandalism or pranks resulting in destruction of UCS property will be dealt with by filing charges with the police department. Students are never to be on campus during unauthorized times without faculty supervision. Disciplinary action may include in-school suspension, out-of-school suspension, placing of "holds" on school records (diplomas, transcripts, etc.) until restitution is made, loss of privilege to participate in graduation activities.

VISITORS

All visitors are to see Mrs. Baker in the lobby, who will issue a visitor's pass, which must be worn and visible, if there is a legitimate reason to be on campus. Students are not allowed to have visitors at school at any time.

Students from other schools are not allowed to visit unless their parents have had a conference with an administrator with the intention of enrolling their children at UCS. Parents are always welcome at UCS and are encouraged to make appointments with the principal to see a teacher. Conferences are usually scheduled during teachers' planning periods or after school and should be arranged at least a day in advance.

VOTER REGISTRATION

All students who are at least 18 years old may register to vote. Students who are nearing their 18th birthday can complete the registration form early if they wish, but they cannot vote until their 18th birthday. Registration forms are available in the principal's office to fill out and mail to the Floyd County registrar's office which verifies eligibility.

UCS CODES OF CONDUCT

In matters of disciplinary consequences for minor repetitive offenses, the Classroom Management Plan is the model for reporting and measuring consequences for behaviors. The CMP can be found in Appendix B

In order for the educational process to be successful, students must have a learning climate which is free from distractions. UCS students are expected to display self-discipline, respect, and responsibility. Parents must be the first to foster self-discipline within the student at home.

For those students who disrupt the orderly operation of the school, procedures have been established to prevent and correct abuses. An attempt will be made by teachers and administrators to work cooperatively with parents in helping troubled students modify inappropriate behaviors. When chronic disruptive patterns develop, parents are encouraged to meet with school administration to develop a discipline plan and/or attend classes with their children. However, all students must be governed by the policies, rules, and regulations of Unity Christian School. Rules listed in this handbook are applicable on all UCS school grounds, on school buses, en route to and from school, and at school activities away from school. If a student has to be asked to leave an extracurricular activity, he/she will not be permitted to attend any activities the remainder of the year, ***Penalties for violations of rules are not limited to disciplinary actions listed in this handbook.***

DETENTION HALL

Detention hall is assigned as a method of discipline; no other punishment will be substituted for detention hall. Having a job or being involved in athletics, band, or any other extracurricular activity is no excuse for missing D-hall. D-hall is from 3:45-4:30 on scheduled days. No one is admitted to D-hall after 3:50p.m. **Students who do not arrive on time will be regarded as skipping. Students are required to be actively engaged in school work in D-Hall, failure to do so will be regarded as skipping. There is no talking allowed in D-Hall.**

No one can miss D-hall for any reason other than a doctor's appointment or court--ordered appearance during the D-hall time. A doctor's note or a court subpoena must be given to the D-hall teacher the first day back to school so that doctors' appointments/time or court appearances/time can be verified. All **athletes, band members, etc., must report to D-hall on the assigned day regardless of game or practice. Teams dismissed early from school will NOT be excluded from this rule.**

Students dismissed from D-hall for any reason will be assigned two days out-of-school suspension {OSS}. No more than 10 days of D-hall per semester can be served by a student. D-hall referral #11 will result in two days ISS; all referrals for the remainder of the semester after #11 will result in two days OSS.

IN-SCHOOL SUPERVISION PROGRAM (ISS)

The purposes of ISS are teaching self-discipline, concentrating on academic work, and replacing out-of-school suspension in less severe discipline cases. Only an administrator may assign ISS except for dress code violations. *Refusal to report immediately to ISS will result in five days OSS with the student being required to return to school with a parent/guardian for a conference and then serving the original ISS assignment.*

Students who are in-school suspension are not allowed to participate in or attend any school function during or after school-on or off campus. Students in ISS are confined to one area; they do not change classes or eat lunch with the student body. Students report to ISS at 8:10 a.m. on days assigned. Students in ISS cannot take part in or attend any school functions--this includes all athletic activities on or off campus, classes, club meetings, field trips, etc. Violation of this rule will result in additional days in ISS. Students in the co-op work-study programs do not leave early if assigned to ISS. All students in ISS remain at school for

the entire day. Teachers send students' work to the ISS coordinator. ISS work is monitored, and assistance is available if requested. Students are to make up the work that is taking place in the regular classes; students must work the entire time they are in ISS; and they must have supplies and books each day in ISS. Students must have permission to speak or leave their seats for any reason. Students are to attend to cosmetics and personal appearance prior to school--personal care items must be kept in the pockets or purse at all times. ISS students are not allowed to use the telephone. Days in attendance in ISS are not recorded as absences from school. Work is sent to the classroom teacher for evaluation. Work will not be sent to students who are assigned to 1 day of ISS or less. Students are responsible for making that work up with individual teachers. *Note: Students are limited to 12 days of ISS per semester. Each discipline code violation thereafter, which would normally result in ISS, will result in OSS.*

OUT-OF-SCHOOL SUSPENSION (OSS)

Students who are suspended out of school are not allowed to participate in or attend any school function during or after school--on or off campus. Students suspended out of school are NOT allowed to make up any work. Parents will be notified when a student is suspended and are required to come for a conference with the principal before the student is allowed to return to school. **Please call the principal's office for an appointment.**

Although the punishment for some offenses is specific, no student or parent should expect to automatically receive the minimum or maximum disciplinary action when he/she is involved in a problem. Disciplinary action may be determined on an individual basis based on a wide range of variables such as, but not limited to, the age of the student, past record of behavior, student attitude, the severity of the infraction, and the severity of the problem as it exists in that particular setting. School administrators will exercise professional judgment in these decisions. Administrators retain the right to treat each occurrence on an individual basis without creating a precedent in any future case and to

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suspend any disciplinary action **which they deem appropriate.**

The types of **consequences** that will **be used at USC** are, but not limited to:

- **Silent lunch**
- **Classes only restriction**
- **Loss of extracurricular privileges**
- **ISS (In-school suspension)**
- **OSS (Out-of-school suspension)**
- **D-Hall**
- **Police referral and/or arrest**

In matters of disciplinary consequences for minor repetitive offenses, the Classroom Management Plan is the model for reporting and measuring consequences for behaviors. The CMP can be found in Appendix B

GRADES K3 – 1st MINIMUM EXPECTATIONS We want to show love to those within our classroom and around the school. We do this by being courteous to one another and showing respect. Discipline at this level is a training process with lots of love and mercy.

Training Points:

1. Quietly pay attention to instruction. Look at and listen to the person talking. Raise your hand before speaking unless asked a question. Remain seated.
2. Respect others when they are speaking. Do not interrupt. Patiently take turns.
3. Show kindness to others. Respect the property of others. Encourage and praise others.
4. Participate in classroom cleanliness.
5. Take care of personal belongings.

Positive reinforcement will be used to motivate students to good behavior. However, if appropriate behavior is not attained through positive reinforcement, a plan of correction will be followed.

In order to ensure that your child will have the best

school experience possible we will implement the following discipline plan if needed:

- 1st Offense – Verbal redirection
- 2nd Offense – Redirection/Remove from the situation
- 3rd Offense – Time out (At this point the child could miss recess time or have silent lunch, depending on the age.)
- 4th Offense – Time out and a note sent home

If the behavior or situation occurs again after the fourth offense the child will be sent to the Principal's office. Parent(s) will be contacted by letter or by phone. If behavior does not improve a conference will be set up with parent, teacher and Mrs. Mabry to develop a plan for the child.

Certain behaviors require an immediate visit to the Principal's office; these include but are not limited to the following. Please see Harassment policy regarding these matters.

- hitting
- biting
- indecent language
- disrespect to teacher or aide

GRADES 2 - 3: MINIMUM EXPECTATIONS

We want to show love to those within our classroom and around the school. We can do this by being courteous to one another and showing respect.

CLASSROOM RULES:

1. Quiet attention to the teacher during instruction time.
Raise your hand when you have a question or something to contribute
Remain in your seat unless permission is given
2. Listen to other students when they are speaking
Do not interrupt, take turns
3. Be kind to others
Respect other's property
Encourage, praise, and respect others
4. Participate in maintaining classroom cleanliness
Clean-up work/play area before going to the next activity
Daily clean-up duties
5. Follow "Golden" rule Maintain cooperative behavior in class and on the playground
Find a quiet activity to do when finished assigned work

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Respect other's work time by not interrupting or interfering

Do not throw objects around the class

6. Take care of personal belongings

Coats hung/lunches in cubbyhole

Put garbage in the garbage container

Keep desks neat

7. Grade 2 & 3 students - return tests, assignments and homework with a parent's signature.

POSITIVE CONSEQUENCES:

1. Praise for good behavior

2. Special privileges/responsibilities

3. Stickers/ or other motivation devices.

For kind and helpful behavior

Work well done

5. Note or phone-call home

NEGATIVE CONSEQUENCES:

1. Verbal warning / resolution of the problem

2. Time Out - temporary isolation

3. Loss of privilege

4. Note or phone call home

5. Reduction in conduct grade

SEVERE CASES:

Severe cases will be referred to the office.

GRADE 4 – 6: MINIMUM EXPECTATIONS

We want to show love to those within our classroom and our school. We can do that showing respect, both for ourselves and for others.

CLASSROOM RULES:

1. Respect the people, equipment and furnishings in this class and around the school

2. No put-downs

3. Listen the first time instructions are given

4. Come to class on time and prepared

5. Thank God for your abilities and always give your best in all you are asked to do.

6. Be kind and courteous to those you meet today.

POSITIVE CONSEQUENCES:

1. Praise

2. Notes home

3. Free time

4. Special Treats

NEGATIVE CONSEQUENCES:

1. Classroom disruptions will result in a warning first. If disruptions persist, the student may be sent out of the room and/or a detention given.

When behavior goes beyond what can be easily corrected, the student will be removed, sent to the Principal, and/or a Discipline Referral may be issued and kept on file.

2. Parents of students exhibiting ongoing difficulties with tardiness lack of preparation, and/or incomplete assignments will be contacted by the faculty.

SEVERE CASES:

Severe cases will be referred to the office.

Middle School and High School Code

Guidelines-A UCS student is called to a higher standard of conduct. UCS students are accountable for their behavior on and off campus.

Rule 1: Fighting - Zero Tolerance Policy Concerning Fighting

Fighting, physical attack, assault, taking part in arguments which lead to a fight, or doing bodily harm to another student are included in this policy. Students who do not stop immediately upon request subject themselves to a more severe school punishment and **will be arrested**. Students who incite others to fight and/or gather to watch are prone themselves to the same punishment. Students must disperse when instructed to do so. Fighting incidents will be accumulated over the course of the student's entire high school career.

Peer mediation might be an option to resolve difficulties arising between or among students depending upon the circumstances. To avail themselves of a peer mediation opportunity, students must not have been involved in any physical violence relating to the particular incident.

Rule 2: Bullying - Harassing - Abusing - Taunting

Georgia Law defines bullying as: *any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so, or any intentional display of offence such as would give the victim reason to fear or*

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expect immediate bodily harm.

Bullying, verbally abusing, making lewd or suggestive comments, taunting, harassing, inappropriately touching, or threatening students, faculty, or staff are not allowed. Students are not to annoy, intimidate, or make derogatory comments to others, or to wear clothing or act in a way that could be determined to bring about racial disharmony.

UCS is a safe haven. Students, teachers and staff adhere to the same guidelines regarding protecting the peaceful environment of our school. UCS uses an aggressive behavior rubric which clearly defines levels of consequence for behavior which threaten the peace of our community. Rubric is available upon request from the principal's office.

Rule 3: Refusing to Follow Instructions

Refusal to follow instructions of faculty or staff and all acts of insubordination are serious offenses at UCS.

Rule 4: Academic Misconduct/Honor

All acts of dishonesty in any academic work constitute academic misconduct. All academic misconduct will be dealt with on an individual bases. Lying regarding homework assignments, sharing homework, take home quizzes and tests without express permission from the teacher is considered a breach of honor. Copying information from the internet without citing the source is considered plagiarism.

Rule 5: Classroom Disturbances, Rude and Discourteous Behavior

Any continuous student actions or inappropriate comments/disruptions/disrespect which prevents a teacher from conducting class is not tolerated. Teachers **at** UCS who find it necessary to stop teaching in order to discipline a student who continues to be uncooperative will send him/her to the office immediately with a disciplinary referral. Students misbehaving with a substitute teacher subject themselves to a severe penalty.

Rule 6: School Disturbances

Disturbances and loudness in the halls, classrooms, commons, or other areas of the building and campus endanger the safety of others. **Students who gather around and**

encourage others to argue or fight will be considered participants. If students are arguing, fighting, etc., all other students are to **leave the area immediately** so that teachers can handle the situation.

Rule 7: Drugs and Alcohol - Zero Tolerance Policy

A student shall not possess, sell, use, transmit, or be under the influence of any illicit drug or inhalant, substance represented as a drug, drug paraphernalia, or alcohol. This rule is in effect on all UCS grounds, en route to and from school on school-related activities, on school buses, and at school activities away from school. The proper use of a drug authorized by a registered physician shall not be considered a violation of this rule- prescribed medication must be kept in the school's designated office.

Rule 8: Weapons - Zero Tolerance Policy

Students cannot possess, supply, handle, use or transmit a knife of any size, razor blade, or other object that can be considered a weapon or represents a weapon including but not limited to toy guns. This rule is in effect on all UCS grounds, en route to and from school at school-related activities, on school buses, and at school activities away from school. **State Law O.C.G.A. 16-11-127.1 prohibits any person from carrying, possessing or controlling any weapon at a school building, school function or on school property or on a bus or other transportation furnished by the school.** The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of three or more inches, straight-edge razors, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chuck, or chain, throwing star or oriental dart, or any weapon of like kind. No mace, pepper spray, stink/smoke bombs, firecrackers, explosives, gasoline, etc. **State law provides for a fine of not more than \$5,000 and/or imprisonment for not more than five years for those found guilty of violation.**

Rule 9: Vulgar Communications including Pornography

Use of profane, vulgar, or obscene words, gestures, or actions; or possession of pornographic materials are not allowed at UCS and cannot be displayed on clothing, book bags, school materials, etc. Students found to be distributing inappropriate images or messages via any means either low-tech or high-tech will be disciplined. Discipline may include suspension or expulsion.

Rule 10: Physical Insult

Inappropriately touching, intentionally bumping or pushing, spitting on, etc., another student; throwing objects (including food) at another person are physical insults and are not allowed.

Rule 11: Property

Willful and malicious destruction or vandalism to school or private property while under school supervision, vandalism, destruction, or theft of any property belonging to students or school personnel at any time or place is a violation of code of conduct.

Rule 12: Tobacco

Students shall not possess, transmit, or use tobacco in any form on any UCS school grounds, en route to and from school, on school buses, or off the school grounds while in attendance at any school function. Students shall not be in possession of lighters, matches, or other smoking paraphernalia.

Rule 13: Extortion or Attempt to Extort, Intimidation

Students shall not obtain anything from others through pressure, by force, or by undue or illegal power.

Rule 14: Gambling

Students shall not gamble on school property or while attending an activity under school supervision. Students should not be in possession of playing cards, dice, or other gambling paraphernalia.

Rule 15: Off-Limits

Students are to go only to sections of the building/campus where faculty/staff have given permission. Students are to remain on the UCS campus throughout the school day; students are not to go to cars in the parking lot during the day without prior permission. Students are not to be in the building at any time without supervision.

Rule 16: Cell Phones

Cell phones are not be used DURING the school day or communication whether texting or voice calling except in the Lobby with permission from Mrs. Baker.

Rule 17: Truancy-Skipping any Portion of the School day and Leaving Campus

Missing any class or homeroom time without written permission approved by an administrator or teacher constitutes truancy; failure to check in or check out properly will be considered truancy; leaving campus during the school day without permission is truancy. Students are considered to be on campus the moment they enter the parking lot and may not leave without checking out. Failing to report to homeroom is considered an issue of truancy. Students must have express written permission to miss any class or extracurricular activity.

Rule 18: Forgery/False Statements

Parent/guardian signatures are required on documents. School records or medical excuses are not to be altered. The **student** is responsible for **any** altered or forged document regardless of who actually changed the document. Making false accusations against teachers and/or students is prohibited.

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Students attending athletic events and school related activities on or off the campus are governed by school rules.

Rule 19: Lunchroom Conduct

No loud talking or other loud noises in the lunchroom; no meals are to be taken from the lunchroom. Good behavior and cleanliness are expected of all students; no trays or trash should be left on tables. All students must eat in the lunchroom.

Rule 20: State or Federal Laws

Any student violating a law of the State of Georgia or the United States of America while on any UCS school grounds or at any school function shall be subject to disciplinary action.

Rule 21: Dress Code Violations

Students will be dressed appropriately. Please refer to the "Dress Code" in the *UCS General Regulations* section of this handbook for guidelines.

Rule 22: Tardies

Students should be in class and seated when the tardy bell rings. Teachers will assign consequences for students who are repeatedly tardy. Students may be tardy to homeroom up to four times a Semester. D-Hall will be assigned for each tardy after four. No excuses, except verified doctor notes or juvenile court appearances, will exempt a student from D-hall and ISS on the tenth tardy in a semester. If a student arrives at school after homeroom is over, he or she is to see the attendance clerk to check in. Failure to follow this procedure will be considered truancy. Tardies which are excessive in length may be considered truancy.

Rule 23: Intimidation of a School Employee

Physical or verbal threats to any school employee are not tolerated.

Rule 24: Assault of a School Employee

Any hostile physical contact with a school employee is unacceptable and will be handled quickly and to the full extent of the law.

Rule 25: Athletic Events and School Related Activities

Rule 26: Computer Equipment

Students may not use or load their privately owned computer software on school computers. **Students finding any problem with any equipment are to notify the classroom teacher immediately or the student will be held responsible.** Work produced on school equipment must be academic in nature - no personal use of school equipment. Vulgar or inappropriate work will be dealt with as a disciplinary offense. **Students are only to perform those tasks assigned by the teacher; failure to comply will result in disciplinary action.**

Laptops

Students are allowed to bring their own personal laptops on campus for use in class. At no time may a student access the school's internet services from a laptop without prior permission from the school's information technology director. Students may play games on computers. Student MAY NOT use personal internet devices such as network cards or tethered cell phone network connections on campus.

Technology

Computer Acceptable Use Policy

STATEMENT OF PURPOSE:

Technology is fast becoming synonymous with learning in educational settings. There are many positive and negative ramifications that coincide with the increase in knowledge that can be attained via technology. Unity Christian School believes that it is imperative to educate our students about ethical usage of computer related technology.

Technology should be used to enhance the educational experience, not be used to replace the teacher or to merely occupy a student's time.

Teachers are still the primary educators in the classroom. They must continue to use their God given gifts to spur on our children to great works of the mind. However, technology can be used in a

variety of ways to bring students into deeper knowledge of a particular topic. When carefully coordinated with a traditional unit or lesson plan, technology can take students outside of the textbook and classroom to a vast world of information. The use of technology must cause students to think critically. Often the knowledge learned from any form of research is not as important as the cognitive process used to obtain the knowledge. Technology can be an important tool for reinforcing this concept. When a teacher uses the computer as the primary source of information on a topic, then they are missing out on opportunities to minister to their students. Reliance on a computer to obtain information must be directive and well organized. It is the teacher's responsibility to see that all lessons and assignments are intended to meet unit or lesson plan goals.

Teacher are encouraged to ask a student for proof of proper use of computer. It is appropriate to ask a student to show notes taken in class.

The Internet provides global access to people and computers. This global access also comes with the risk of obtaining material that may be contrary to the Christian ethics held by Unity Christian School. This is one of the drawbacks to such access, but Unity feels that, educationally, we cannot ignore it as a viable learning tool. Using the Campus Network creates an opportunity for teachers to teach on topics such as ethics, character, integrity and honesty.

Technology is a great way for Unity students to grow intellectually and spiritually. Our responsibility is to lead students to design a proper personal usage philosophy that is consistent with the Word of God. Ultimately, technology, as all things in life, must be used to bring Glory to the Father.

DEFINITION OF TERMS

Campus Network – The Campus Network is an experimental technology system being developed to support Unity's educational responsibilities and

missions. Among other things, it includes the Worldwide Web, FTP (File Transfer Protocol - a way to download large files and programs), E-Mail services, and Telnet (a means for contacting and accessing other computers).

Internet - Internet is used in this document as a generic term that refers to a loosely-linked network of computers that make information available and which may be accessed by users.

ACCEPTABLE USES

The purpose of the Campus Network is to enhance students' educational experience. Student use of the Campus Network resources must be for academic purposes at Unity Christian School. We realize that access to questionable material is impossible to prevent completely. The following policies have been established in an attempt to provide clear guidelines for acceptable use.

1. Conduct on the computers is to: Represent Christ with high integrity, morals and ethics, be pure in character, conduct and intent, and comply with all school policies
2. The use of school computers is a privilege that may be taken away if the student uses computers, the network, or the Internet improperly or causes damage to computer hardware or software.
3. The computers are to be used **only** for schoolwork as directed by the Network Administrator or classroom teacher.
4. E-mail may be used via the general classroom or teacher address.
5. When research of pertinent information is assigned by the teacher, careful attention must be given to proper referencing of cited material. (Do not plagiarize)
6. Students must be supervised by classroom teacher or staff while using the UIN.

Computer Acceptable Use Policy Con't

UNACCEPTABLE USES

1. Never use the network for illegal or destructive activities.
2. Never use a computer to harm other people or their work.
3. Do not vandalize or destroy another person's computer hardware or software. This includes, but is not limited to, the creation or uploading of computer viruses.
3. Computer hacking is not permitted. Hacking refers to the use of computers, programs, or files without the knowledge or permission of the owner.
4. Never use the network to violate any local, state, or federal statute.
5. No student may procure alcohol, tobacco, firearms, or medications over the Internet.
6. Never use the network for immoral purposes.
7. Do not view, send, or display sexually explicit, pornographic or offensive pictures.
8. Do not view, send, or display sexually explicit, pornographic or offensive text or messages.
9. A good rule of thumb to follow is to never view, send, or display any materials you would not want your parent or teacher to see.
10. Immediately notify an adult if you accidentally encounter such materials.
11. Never use the network for commercial purposes.
12. Do not use the network to solicit, offer, or purchase goods or services.
13. Never download commercial shareware or freeware on the network without the explicit, prior written consent of the Network Administrator. Even if the content is acceptable, it may use large amounts of network space.
14. Personal Web pages are allowed only with the explicit prior, written consent of the Network Administrator.

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15. Never use copyrighted materials in an unlawful or unauthorized manner.
16. Do not post or distribute copyrighted materials.
17. Do not use copyrighted materials in class papers or presentations without properly referencing each source. This constitutes plagiarism, the presenting of someone else's ideas, research, and intellectual property as though they were your own.
18. The illegal installation of copyrighted software on network computers is prohibited.

Each parent/student will be required to sign the Computer Acceptable Use Policy Consent and

Agreement Form.

Rule 27: Mechanical Rooms and Areas

Mechanical rooms and areas around air conditioners/ electrical equipment are off limits to all students.

Rule 28: Gang Related Activities - Zero Tolerance Policy

Gang related activities, symbols, or paraphernalia, found on body, clothing, or possessions are prohibited (examples: bandanas, graffiti on clothes/or personal possessions, sweatbands, tattoos, pants leg pulled up, etc.).

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Harassment Policy

UCS addresses aggressive behavior through providing modeling and training to faculty and students regarding making and maintaining healthy relationships.

UCS faculty, staff, and administration are vigilant in supervision of students. Should an issue of aggressive behavior be observed or experience by a student or teacher, a thorough investigation included where necessary punitive and restorative measures will be used to maintain a healthy and safe school environment. Aggressive behavior is recorded in Renweb. Consequences for behaviors are measured according to the Unity Christian School Guidance Rubric. Appendix A

Unity Christian School is committed to a learning and working environment that is free from sexual harassment of any form. Harassment of any student or employee through conduct or communication by any other student or employee is prohibited. UCS will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Employees and/or students found to have made false or frivolous charges will also be subject to disciplinary action, up to and including expulsion.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or gender. Harassment can occur any time during school related activities. It includes, but is not limited to any or all of the following:

1. Verbal Harassment: Derogatory comments and jokes with intent to harass; threatening or obscene words spoken to another person; written communication that is intimidating

and/or inappropriate for student or adult in a Christian learning environment.

2. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
3. Visual Harassment: Publicly displaying or making obscene gestures with the intent to harass; derogatory, demeaning or inflammatory posters, cartoons, written words or drawings.
4. Sexual Harassment: Includes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature, unwelcome touching, suggesting or demanding an inappropriate relationship or sexual involvement accompanied by implied or explicit threats concerning grades, job, and the like.

Harassment occurs when an individual is subjected to treatment or a school environment when:

1. Submission to such conduct is made either explicitly or implicitly a condition of employment or educational advancement or when:
2. Submission or rejection of such conduct by an individual is used as the basis for educational or employment decisions, or when:
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, or educational environment.

Responsibility

It is the responsibility of Unity Christian School to:

1. Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance.
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the schools toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment.

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4. Establish practices designed to create a school environment free from discrimination, harassment, or intimidation.

It is the responsibility of the employee/student to:

1. Conduct himself or herself in a manner which contributes to a positive Christian school environment
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to a school official.
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

Child Protection and Abuse Policy

OVERVIEW

Unity Christian School (UCS) believes that schools must be places where positive Christian values and commitment to the safety and well-being of members of the school community are evident. This should arise from the understanding that all people, being made in God's image, are entitled to a fundamental respect for their person. Children are particularly vulnerable to harm. God's people must be particularly mindful of the interests of children and strive to protect them from harm. This policy has been prepared to provide a basis by which UCS can take action to prevent abuse from occurring and respond to any allegations that abuse has occurred. UCS will deal with allegations of abuse relating to students who are at the school at the time of the allegations and will also deal with all allegations relating to former students.

PRINCIPLES

1. The care and protection of the children at UCS is of paramount importance.

2. We will strive to make our schools places of safety from abuse. Children should be, and feel, safe from any threat of abuse, both while on school property and also while in the care of school personnel and volunteers outside the school environment.

3. UCS is a place where abuse can be disclosed and dealt with effectively.

4. We acknowledge and accept that our students, their families, and the wider community place a high level of trust in us. Accordingly, we will not tolerate any acts of abuse towards children and will actively seek to prevent their occurrence.

5. Where an incident of abuse to a current student is reported to us, we will notify the State authorities in accordance with our statutory obligation to do so.

6. Where an incident of Sexual Abuse by an adult of a child is reported, we will notify the police no matter when the incident occurred. The only exception to this is where the alleged perpetrator is deceased at the time of the report.

7. We commit ourselves to do everything in our power to ensure that all our actions are morally upright and that those who work at UCS agree with and adhere to our policies.

8. We will treat allegations of abuse seriously, sensitively and confidentially subject only to such disclosure as is necessary to deal with the matter under this policy and as required by law.

9. We will strive to ensure that proper standards of conduct are maintained in our schools at all times and we will take corrective action where necessary. Our Staff should behave in a manner that makes it clear to the children and others that the Staff are responsible adults. There should be a clear delineation of boundaries between the role of authority and personal needs.

10. We will require students, parents and others to report any abusive behavior of which they become aware.

11. We will set an example by our own behavior.

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12. We will publish our policies and ensure that all Staff are aware of the standard of conduct expected of them.

13. We will treat everybody involved in an allegation of Abuse (including the alleged perpetrator) with dignity and respect. We will observe the principles of natural justice (see definition of terms).

14. We understand that people who are subjected to Abuse are harmed by it.

15. Sexual behavior by Staff with a child in our care is always Sexual Abuse and unacceptable.

Procedures for filing a child abuse claim can be obtained by contacting a UCS administrator.

Child Abuse Reporting

Unity Christian School is mandated by the State of Georgia to report child abuse and/or suspicion of child abuse to Floyd County Department of Family and Children Services (DFACS). Procedures for reporting child abuse are outlined at www.nwga-cac.org.

Additionally, consequence for not reporting suspected child abuse can also be found at this site.

School Lockdown

A plan has been implemented in the event that it is necessary for school officials to call for a school lockdown. Although not all inclusive, the following may result in a school lockdown: act of terrorism (bio-chemical hazard), act of terrorism (explosive device), act of violence, or unwelcome intruder. In the event of a school lockdown the following policies will be followed:

1. The safety of the students will be the highest priority
2. When possible school officials will keep parents informed of the situation
3. Parents will not be allowed to retrieve their child(ren) if it is deemed to put the child in harms way

4. School officials will release students when it is deemed safe for the evacuation of all children

Policy of Review

An annual review of all policies written within the Parent/Student Handbook will be performed. The review committee will be made up of administrators, teachers, and parents. The headmaster is responsible for forming this committee.

UCS Volunteer Program

Purpose of the UCS Volunteer Program

- Provide and organizational structure through which parents and volunteers work with administrators, teachers, and staff to achieve spiritual and educational objectives of the school.
- Provide standardization and coordination of communication efforts.
- Provide policies and training support for all volunteers
- Support teachers and staff by meeting their specific needs and expressing gratitude for their service.
- Encourage and stimulate parental participation in the life of UCS.
- Welcome new families and facilitate their transition into the UCS family.
- Encourage life-long ministry to UCS alumni.
- Comply with accreditation standards.
- Create a sense of community among volunteers.

Volunteer Structure

All UCS volunteers operate under the guidelines as outlined in this program manual. This manual is specifically designed to provide

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direction for all people who desire to serve in a volunteer capacity at Unity Christian School. No policy in this manual will supersede any school policy as outlined in the Faculty/Staff Handbook or the Parent/Student Handbook. All volunteers agree to serve without expectation of compensation. All volunteers must commit to providing a safe and secure environment for students and employees. Additionally, all volunteers will serve under the direct supervision of a specific school employee.

Volunteer Screening

Serving in the UCS volunteer program is a privilege and requires the agreement of the volunteer to submit to a thorough screening process prior to being permitted to serve. The screening process is outlined as follows:

- Submit a UCS Volunteer Application
- Authorize school administration to obtain a state and federal background check
 - Background check must pass standards equal to the hiring standards
- Authorize school to contact references
- Attend a UCS Volunteer Training Program

Volunteer Service

There are myriad of service opportunities within the UCS community. The vast majority of service will fall under the following categories:

- Teacher assistance
- Facility maintenance
- Transportation
- Community coach
- Fine arts assistance
- Administrative assistance
- Event management
- Fundraising

Volunteer Level System

To insure that students are safe we have adopted a leveled volunteer policy. Our commitment is to provide a safe environment and a joyful experience for our students. There are three levels of volunteer service. No individuals will be allowed to serve as a volunteer until the screening process is complete.

Level I

No direct contact with students. Volunteer service includes opportunities such as maintenance, event set-up, and fund raising.

Screening

- Completed Volunteer Application
- Comprehensive background check

Level II

Contact with students. Volunteer service includes level I opportunities as well as classroom coordinator, substitute, library support, front desk support

Screening

- Completed Volunteer Application
- Comprehensive background check
- Interview with a school administrator

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Level III

Contact with students and student transport.

Volunteer service includes level I and II opportunities as well as student transport.

- Completed Volunteer Application
- Comprehensive background check
- Interview with a school administrator
- State Department of Motor Vehicles Check

General Guidelines

- For the protection of both volunteers and the school, a volunteer should not be with a group of students unless a paid employee is also present.
- Dress within the spirit of the faculty/staff dress code. Take your cues from the faculty, and dress in like manner. For field trips or off-campus activities, ride school vehicles if space is available; if not, drive your own vehicle.
- Stay with the student group you are helping.
- Follow rules established by the supervising employee.
- Please be sure that permission for requests made by students be given by the employee (i.e. going to the restroom, getting a drink of water, going to the front desk, etc.).
- Direct **all** disciplinary situations to the supervising employee.
- Do not bring student's siblings or friends to any activity unless the appropriate school employee has approved the activity as a family event. Unless the activity has been declared a family event, the only children present at should be those enrolled in the group involved in the activity.
- Please be prompt and dependable. If you must be absent, please

contact the teacher or employee you are there to serve.

- Support and supplement the instructional program of the teacher. Seek to understand and accept all students.
- Communicate regularly with the teacher or staff member with whom you work.
- Volunteers serve in an effort to make the school process function at a higher level. All interaction with UCS students and faculty must be positive in nature. In the event there is a conflict between a volunteer and a student it must be resolved by the supervising employee and not the volunteer.