

STUDENT HANDBOOK  
*for*  
UNITY CHRISTIAN SCHOOL  
2022 - 2023



*WARRIORS FOR CHRIST*

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## **LETTER FROM THE ADMINISTRATION & SCHOOL BOARD**

### **2022-2023 School Year**

Welcome to Unity Christian School!

As parents, we have the primary responsibility for the education of our children. UCS considers it a privilege to be in partnership with families - not usurping the responsibility or authority of Mom and Dad, but working together to provide the best in academics, environment and extra-curricular activities.

We commit to you to provide:

1. Academic excellence
2. A well-disciplined environment, conducive to learning
3. A spiritual foundation, consistent with the values you are instilling at home
4. A place where your children are loved

As a partner, you will find that our facility is dedicated to instilling the Lordship of Jesus Christ in our students. Our Mission Statement guides all of our activities and our leadership is committed to integrity.

We are excited to be a part of the process that God is using to raise up the next generation of Kingdom leaders. No matter what the vocational ambition of our students, the Lord can greatly use them as they discover their spiritual gifting and seek to follow Him in all their ways.

### **UNITY CHRISTIAN SCHOOL MISSION STATEMENT**

***TO AID AND SUPPORT CHRISTIAN FAMILIES IN EDUCATING STUDENTS FROM A BIBLICAL PERSPECTIVE AND TO EQUIP THEM WITH THE REQUISITE KNOWLEDGE, SKILLS, AND VALUES SO THAT THEY MIGHT INFLUENCE CULTURE AND SOCIETY FOR CHRIST***

### **PHILOSOPHY OF UNITY CHRISTIAN SCHOOL**

The educational philosophy of Unity Christian School is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible, authoritative Word of God which contains this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot, however, glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

Our aim socially is to provide a Christian perspective on the total world view from which will come a balanced personality and a proper understanding and acceptance of a person's life at home, at work, at play and at worship, all grounded in the Christian concept of love.

This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best integrated curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of his choosing, whether in college, university or in vocational training areas.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social and emotional areas. These are inseparable and through them runs the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone, the scarlet thread must be woven throughout the total curriculum.

It is apparent, then, that the types of activities we employ or permit in the classroom or school program would either facilitate or militate against our basic philosophy. ***The spiritual must permeate all areas, else we become textbook oriented rather than student oriented.***

This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of Unity Christian School.

## **PURPOSE OF UNITY CHRISTIAN SCHOOL**

The purpose of Unity Christian School shall be to provide a quality education without compromising the Word of God. This purpose calls for development in the following areas.

### I. Spiritual

To present the basic tenets of Christianity.

To seek to win to Christ those who are uncommitted.

To educate students so that they successfully integrate Christian philosophy, which includes: compassion, fairness, justice, mercy, generosity, and service to others, into their lives.

To teach our students that the Bible is the Word of God and the guide for all areas of life.

To demonstrate an understanding and commitment to Christ through a personal, life-long and transforming relationship with Him.

To teach students that there is Absolute Truth and encourage them to be truth seekers in all areas of life.

### II. Intellectual

To provide an academic climate conducive for learning.

To encourage the learning of necessary skills required for meaningful participation in society as an adult.

To nurture competency in communications and research skills in order to make mature, responsible decisions.

To aid the home in developing good study habits, the ability and the desire to continue the process of learning after school, and in being self-supporting as adults.

To demonstrate proficiency in all grade level curricular areas.

### III. Social/Cultural

To provide students with opportunities for growth in the social skills required for adequate interaction in society.

To enable students to adequately understand and appreciate the privileges and responsibilities of living in a democracy.

To encourage students to demonstrate integrity and respect for others.

### IV. Physical

To provide opportunities for the growth in physical performance skill.

To provide opportunity for the learning of physical skills necessary to participate in sports.

## STATEMENT OF FAITH

1. **We believe** the Bible to be the inspired, the only infallible, authoritative, inherent Word of God. (II Timothy 3:15, II Peter 1:21).
2. **We believe** there is only one God existent in three persons - Father, Son and Holy Spirit (I John 5).
3. **We believe** in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16 - 19, 5:24, Romans 3:23, 5:8 & 9, Ephesians 2:9 & 10, Titus 3:5).
5. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28 & 29).
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12 & 13, Galatians 3:26 - 28).
7. **We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13 & 14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).
8. **We believe** that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26, 27). Rejection of one's biological sex is a rejection of the image of God within the person.  
**We believe** that the term "marriage" has only one meaning: The uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25).  
**We believe** that God intends sexual intimacy to occur only between a man and woman who are married to each other through Christian marriage (I Corinthians 6:18; 7:2-5; Hebrews 13:4).  
**We believe** that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9, 10; I Corinthians 6:9-11).  
**We believe** every person must be afforded compassion, love, kindness, respect and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed

toward any individual is to be repudiated and is not in accordance with scripture.

9. **Final Authority** for Matters of Belief and Conduct: The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of UCS's faith, doctrine, practice, policy, and discipline, our governing Board of Directors is UCS's final interpretive authority on the Bible's meaning and application.
10. **We believe** that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect and value all human life (Psalm 139).

### STUDENT GOALS AND STANDARDS

1. Recognizing Jesus as my standard, and His Word as the supreme standard of all wisdom and knowledge, it is my aim to develop myself accordingly, realizing that as I seek first His kingdom and righteousness all these things shall be added. (*Hebrews 12:1-2, James 1:5-6, I Peter 1:24, I John 2:5-6, I John 5:3-5*)
2. I will endeavor to follow the will of God for my life and to exemplify Christ-like character through daily personal prayer and consistent study of the Word of God and through faithful group worship both at school and church and in my conduct and treatment of others. (*Matthew 7:7-11, James 1:22, I Peter 1:13-16, II Peter 1:10-11, Galatians 4:7, Ephesians 4:29-32.*)
3. I will apply myself to my studies and endeavor to develop the full powers of my mind in Christ. (*Luke 2:52, Philippians 2:5, I Corinthians 1:5*)
4. I will practice good health habits and regularly participate in wholesome physical activities. (*I Corinthians 3:16-17, Romans 12:1*)
5. I will yield my personality to the healing and the power of the Holy Spirit. (*Acts 1:8*)
6. I will endeavor to faithfully give heed to the call of God on my life and develop the gifts and abilities God has given me. (*I John 2:20, I Corinthians 12:18-31, Ephesians 4:11-12*)
7. I will seek to practically share the love of Christ through personal witness and specific ministry on a regular basis in an area of Christian service where I feel called. (*Matthew 28:19-20, Matthew 10:8, I Corinthians 9:22*)
8. I will submit myself to the leadership of Unity Christian School and any rules or regulations that may be adopted or changed from time to time. I realize that my attendance here at Unity Christian School is a privilege and not a right. I determine to give my best and prayerfully support

Unity Christian School and its philosophy of providing a quality education without compromising the Word of God.

9. I will expect from myself the highest standards of integrity, honesty, and morality.

10. I will help others in maintaining a quality atmosphere at Unity Christian School. I will encourage my fellow students by word or deed to become the men and women God intends each to be.

### **CLASSROOM CODE**

1. I will do my very best to obey those that have authority over me, for this is right in the sight of God.

2. I will, at all times, abide by the designated classroom rules.

3. I will learn to accept all school policies with a positive attitude because discontentment can become nothing more than a bad habit, a costly attitude that can rob me of the pleasure of being a positive student.

4. I will refrain from being disrespectful, selfish, irresponsible, demanding, discourteous, irreverent, or destructive with my attitude toward fellow students, teachers, and/or staff.

5. I will at all times refrain from the use of profanity, offensive slang, vulgarity, and foolish jesting.

6. I will refrain from chewing gum or eating candy in the classrooms.

7. I will not lie, cheat, or steal.

8. I will promote and encourage my peers in following the Classroom Code.

### ***School's Responsibility to Parents***

1. To provide competent, well-trained teachers who have felt the call of God on their lives to guide students to have a personal relationship with Jesus.
2. To provide a challenging, Christ-centered curriculum.
3. To provide a disciplined atmosphere conducive to learning.
4. To provide an adequate and safe facility.
5. To communicate effectively all information the school and parent feels is vital to a child's education.

### ***Parent's Responsibility to School***

1. To have the child in regular attendance and to school on time.
2. To follow through on all homework assignments
  - Being willing to assist their child
  - Providing adequate homework time
3. To see that their child dresses according to the dress code.
4. To be willing to seek parent/teacher conferences and any other involvement necessary for their child's advancement.
5. To pay all accounts regularly and promptly.
6. To support the school's procedures and policies by first talking with the teacher, then, if no satisfaction, voicing dissatisfaction and suggestions with the administration.
7. To pray and fast for the school's leadership and staff.
8. To provide an atmosphere at home that is peaceful and honors God and raise my child in the nurture and admonition of the Lord.
9. To maintain membership and faithfulness to the local church of your choice.



## **ADMISSIONS POLICY**

### **Academics/Probationary policy**

\*Unity Christian School is currently not equipped to serve children with physical, emotional, behavioral, or learning disabilities that cannot function in a regular classroom setting.

\*Acceptance is dependent upon receipt and review of academic information from the former school as well as a review of any disciplinary issues that may have existed previously.

\*Unity Christian School reserves the right to dismiss any student on the grounds that the student or their parent/legal guardian does not respect the spiritual standards of the school or cooperate with the educational program. A six-week probationary period is imposed for all new applicants and may be extended as necessary. The principal, teacher and School Board will individually assess each case.

\*There is a minimum of a 3-day waiting period after initial application before starting classes at UCS.

\*Placement testing is required of new students applying for admission to UCS in grades Pre-K 3 through 8. This testing is only a part of the criteria for admission and placement. There is a \$25.00 fee for testing for students in grades K5-8. There is a \$15.00 fee for students in Pre-K3 & Pre-K4.

\*Pre-Kindergarten readiness screening is required of new students applying for admission to K3, K4 and K5.

\*After receiving a completed application for students in 6<sup>th</sup> grade and above, an interview with the student and their parents will be scheduled with the School Board. Admission of new students (grades 6-8) is dependent upon School Board approval.

\*Students entering PreK – K5 programs must be age appropriate on or before September 1, and MUST be potty trained. NO exceptions.

It is the goal of the Unity Christian School Pre-K staff to have the best interest of every student at all times. It is for this reason that the following guidelines have been set forth, to accommodate all families.

All UCS Pre-K students must be potty-trained prior to the beginning of classes in the Pre-K program: this includes during naptime. An accident should be occasional, and no more than 2 per month. If a student has more “accidents” than 2 per month regularly, then they are not considered to be “potty-trained.”

\*Classes are taught in English. Children whose first language is not English will be admitted to their appropriate age/grade level only after passing an English proficiency test.

\*Placement of students will be decided by UCS administration.

### **Church membership**

\* The board requires that at least one parent is committed to serving Christ in a local church and is whole-heartedly committed to the distinctive of a Christian education. Families new to UCS are required to provide a letter of reference from their pastor. This is listed in the “Required Forms and Documents for Enrollment” section of the handbook. Any exceptions can be considered by special request to the board. Parents must accept the school’s Statement of Faith as the standard for spiritual instruction.

\*UCS does not discriminate on the basis of race, color, gender, and national or ethnic origin in educational policies and programs or admissions.

### **Notification of Admission**

After the applicant’s file is evaluated, parents will receive notification (verbal and/or written) of the decision made regarding admission. Unity Christian School shall not admit or retain upon discovery, any child, for whatever reason, mental, physical, or emotional, that it is not properly equipped and staffed to teach.

### **Required Forms and Documents for Enrollment**

1. Completed Enrollment Packet
2. Signed Student Application
3. Immunization Record
4. Physical form for K-5, & 6<sup>th</sup> Grades or whenever a student enrolls in school for the first time (regardless of the student’s grade).
5. Dental form for K-5, 2<sup>nd</sup> and 6<sup>th</sup> Grades or whenever a student enrolls in school for the first time (regardless of the student’s grade).
6. Eye examination for K5 or whenever a student enrolls in school for the first time (regardless of the student’s grade).
7. Copy of State Birth Certificate
8. Complete transcripts from former school or home school if applicable
9. Signed Pastoral Reference form

## **FINANCIAL POLICY**

### **Registration Fee**

There is a non-refundable registration fee per family due at the time of enrollment.

### **Tuition**

Families are given several tuition payment options.

1. Full amount paid by August 1<sup>st</sup> (5% discount)
2. Two Payment Option – 50% due August 1<sup>st</sup> and 50% due December 1<sup>st</sup> (2.5% discount)
3. FACTS 10 Month Plan – monthly installments beginning August 1<sup>st</sup> thru May 1<sup>st</sup>
4. FACTS 12 Month Plan – monthly installments beginning June 1<sup>st</sup> thru May 1<sup>st</sup>
  - a. Payments may be scheduled for the 5<sup>th</sup> or the 20<sup>th</sup> of the month.

- b. Families are allowed to adjust payment date twice a year.

**Book Fee**

Unity Christian School assesses a book rental fee which varies according to grade level. Fees are set annually by the School Board and are billed on July 1<sup>st</sup> and due August 1<sup>st</sup>.

Current fees are:

K3-K4 \$150.00                      K5 \$200.00                      1<sup>st</sup> – 8<sup>th</sup> \$225.00

**Fund-Raising**

All families are expected to participate in fund-raising activities.

Some of the fund raisers: UCS Candy Bar Sales; PTO Trivia Night; PTO Scholastic Book Fair; PTO Mums sales; PTO Carnival; etc.

**ATTENDANCE POLICY**  
**Elementary Campus - 8:05 – 3:00**  
**Pre-K Campus 8:05-2:45**

Students are expected to be in attendance for classes. When a student fails to attend school for any reason, parents are to notify the school office by 9:00 a.m. on the day of the child's absence. If a parent does not call, it will be assumed the parent is not aware of the absence and will be notified by telephone of their child's absence. Parents are asked to cooperate with the school by calling when a student is going to be absent.

When a student is absent from school it will be recorded in the school office.

Lunch time is the guideline for calculating half-day absences for grades 1<sup>st</sup> – 8<sup>th</sup>. Elementary students will be counted absent if signed out before 9:00 a.m. or present a full day if at school by 9:00 a.m. Elementary students will be counted present a full day if signed out at 2:45 p.m. or later.

It is the responsibility of the student to obtain homework assignments, see that all assigned work is turned in, and/or to make special arrangements concerning assignments with the teacher for a prolonged absence. Any student missing over 30 days in one year is subject to retention.

**EXCUSED AND UN-EXCUSED ABSENCES**

**Excused Absences**

Students will have six (6) parental approved absences per semester. The parent must contact the school office in writing or by phone to indicate the reason for the child's absence. An absence must be approved by the parent for one of the following reasons:

1. Sickness - personal or immediate family
2. Death in the family

3. Emergency situations
4. Medical or dental appointments
5. Religious Functions
6. Special needs

If your student is absent more than six (6) days or six (6) times in a single semester, the absence must be excused by the attending physician. All other absences will be considered un-excused unless otherwise approved by the administration.

For an excused absence, a student may make up classroom assignments, quizzes, or tests. All pre-scheduled tests should be made up at the convenience of the teacher no later than two (2) school days after a student's return. Any work not completed in two (2) days will be counted as a zero (0). The accountability for missed material due to an absence lies with the student and parent.

### **Un-excused Absences**

In the case of an un-excused absence, a student will not be allowed to make up missed work and will receive a zero (0). Excessive absenteeism could result in a conference with the administrator and/or School Board. If the problem continues, it could result in suspension or even expulsion.

### **MAKE-UP WORK**

The accountability for missed materials due to an absence lies with the student and parent. As soon as a student returns to school after an absence, arrangements with teachers to make up missed work should be made. Following is a list of rules regarding incomplete work.

1. Teachers will set a deadline for making up work (usually the number of days absent). Work not completed by the deadline set by the teacher will result in a zero (0).
2. In the case of an un-excused absence, a zero (0) will be averaged in with the quarter grades for work missed. However, the student must make up all work missed during the duration of an absence.
3. Any student who has been suspended from school will receive a zero in their classes on the day(s) of suspension.

## **VISITOR POLICY**

During school hours, all visitors, including recess monitors, volunteers, etc. must enter and exit in through the main office to sign in and out. Visitors will be given a badge that must be worn while on site. To maintain safety and account for everyone on site this will also include staff family members. All visitors must leave the premises upon completion of their task.

### **TARDY**

Students are expected to be on time for school and classes. A tardy pass from the school office will be required for any student who is late for school. A student will not be allowed to enter a class without one.

When a student is late arriving at school, he/she must report to the school office to receive a tardy pass. Students are not to go to a classroom without checking in the office first. If excessive tardiness continues, the parents will be contacted by the principal and or school board.

*Daily school attendance is 8:05-3:00*

#### **Pre-K 3 and Pre-K 4 Tardies**

The Pre-K department has a limited amount of instruction/classroom time and must hold parents accountable for their student's presence in school by 8:05 a.m. Tardies will accumulate for each quarter. At 3 tardies, the student will be issued a school disciplinary referral that must be signed and returned by the student's parent(s). The school disciplinary referral will be attached to the student's permanent record. At 4 tardies, parents will be charged a \$10 fee for each tardy thereafter, to cover the cost of lost classroom instruction time.

#### **Elementary Tardy - Grades K5-8**

Tardies will accumulate for each quarter. At three (3) tardies, the student will begin losing break or recess privileges in order to make up any work missed. At six (6) tardies, students will begin serving a ½ hour after-school detention for each additional tardy in that quarter with a \$10 fee assessed to the parent for each detention served to cover the cost of a detention supervisor.

### **BEFORE CARE AND AFTER CARE**

Students arriving at school between 7:00 and 7:45 a.m. and/or remaining at school after 3:30 p.m. will be charged an hourly fee of \$4.00 for extended care. Any child NOT picked up by 5:30 p.m. will be charged at the rate of \$8.00 per hour. All fees will be figured on hourly intervals.

### **LEAVING SCHOOL GROUNDS**

Any time a student leaves school, for whatever reason, he/she must sign out in the school office. Also, if and when a student returns to the school grounds, he/she must sign in. It is important that UCS be able to account for all students at any given time during the course of the school day.

Parents wishing to sign a student out must come by the office to do so. The secretary or office

personnel will get your child. Please do not go to a classroom without authorization. Not only does this interrupt a teaching lesson, but for the safety of your child, it could prevent those not authorized to remove your child from the school grounds from doing so. Parental cooperation is extremely important in this area.

Students will not be excused from the building without an advanced written request from a parent or by the parent coming to the building to do so in person. Written authorization to leave must be on file in the school office. A student cannot leave with another student during the day unless arrangements have been made with the Principal's office in advance. After a student has signed out for the day, they are to leave the school grounds and not return that day unless arrangements have been made to do so.

### **BAD WEATHER SCHOOL CLOSINGS**

Announcements of school closing in bad weather will be made on the following stations:

WSIL (Channel 3), KFVS (Channel 12), WPSD (Channel 6)  
School closing will also be communicated through the school phone messaging system.

### **BOY-GIRL RELATIONSHIPS**

Boys and girls shall be expected to exercise restraint in their personal, social relationships. Examples of physical contact, such as, but not limited to, holding hands, embracing, kissing, and seeking spots of seclusion during school hours and/or school related events, will be considered unacceptable behavior and inappropriate.

### **DISCIPLINE POLICY**

At Unity Christian School, self-control and responsibility are encouraged through rewarding acceptable behavior and through actions against irresponsible behavior. Despite efforts to channel behavior in desired directions, there are occasions where a student develops a pattern of disruptive behavior which creates an undesirable atmosphere in the school and which inhibits learning. Any activity that prevents other students the right to learn is called undesirable.

UCS has a minimum of rules; where there are rules, these are considered necessary for safety and cooperative activity. Repeated disrespect for these rules will result in a notice to the parents where efforts to get the student to cooperate are ineffective and the student may be placed on probation. Suspension and ultimate expulsion could result if the parents are unable to correct the situation with the school staff and if the student's attitude is such that it deems it best for the situation.

UCS expects full cooperation from the home in matters of discipline as well as in all matters. This **MUST** be a team effort, and only when the school and the home work together can the goals set

for our students be realized. Discipline in the home and in the school must be synonymous in order for it to be effective.

Students are responsible to every staff member for their conduct at all times. Respect and obedience is expected at all times from each student enrolled at UCS.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct.

### **Scope of Disciplinary Action**

The scope for disciplinary action applies whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On school grounds before, during, or after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event;
3. Traveling to and from school or a school activity, function, or event, or:
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

### **Delegation of Authority**

Each teacher, and any other school personnel, when students are under his or her charge, is authorized to impose any disciplinary measure, other than in-house suspension, school suspension or expulsion, which is in accordance with the policies and rules on student discipline. Teachers may use reasonable efforts to remove a student from a classroom for disruptive behavior.

The administration is authorized to impose the same disciplinary measures as teachers and may suspend students of gross disobedience or misconduct from school (including all school functions) provided the appropriate procedures are followed. The administration may deviate from prescribed discipline by weighing other factors such as level of cooperation, overall student history or prior disciplinary infractions.

The School Board, upon recommendation from the administration, may expel students for the remainder of a school term or for a shorter period as determined by the board.

### **Detention**

Disciplinary Referrals (white slips) are issued by teachers and/or staff for inappropriate student behavior. These forms are sent home to the student's parents. Withdrawal of privileges and/or detention could result if a student's behavior does not improve. Detention will typically be served after school and parents will be charged at a \$10 per hour rate.

Level I detentions, as outlined in the Disciplinary Code, will be issued by the faculty or staff.

Level II and III detentions may be issued by the faculty, staff, and/or administration. Any detention time incurred over two hours in a single semester will result in a one-day (1) in-house suspension.

### **In-School Suspension**

In-house suspension is the exclusion of a student from classes and all activities for a day with the student serving the suspended time at school under the supervision of the administration.

Any test, quizzes, and/or homework grades received during in-house suspension will be counted as a zero (0) and the student will not be allowed to make up the missed work.

### **Out-Of-School Suspension Procedures**

1. Before suspension, the student shall be provided notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his/her version.
2. Prior notice is not required and the student can be immediately suspended when the student's presence poses a continuing disruption to the educational process. In such cases, the necessary notice shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A follow-up written notice of the suspension shall be forwarded to the parent(s)/guardian(s) informing them of the reasons for the suspension and their right to review the suspension.
4. Documentation of the suspension shall be placed in the student's permanent record.

### **Expulsion Procedures**



1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a meeting with the school administrator requesting the appearance of the student and his/her parent(s)/guardian(s) to review the reasons for the expulsion in the presence of the School Board.
2. Upon presentation of the evidence and recommendation for expulsion by the administration, the School Board shall decide whether or not to expel the student.
3. Documentation of the expulsion shall be placed in the student's permanent record.

## **DISCIPLINARY ACTIONS**

### ***Level I***

#### **ACTS OF MISCONDUCT**

Creating Minor Disturbances  
 Failure to Do Homework  
 Disrespect  
 Tardiness  
 Excessive Absenteeism  
 Violation of the Dress Code  
 Refusal to Participate in Academic Pursuits  
 Failure to Return Requested Signatures of Parents  
 Gum Chewing  
 Failure to Have Necessary Class Materials

#### **SCHOOL DISCIPLINARY OPTIONS**

Prayer with Teacher and Student  
 Parent Contacted  
 Withdrawal of Privileges  
 Detention

### ***Level II***

#### **ACTS OF MISCONDUCT**

Repeated Violations of Level I Item(s)  
 Cheating  
 Failure to Obey Instructions  
 Boy/Girl Relationships  
 Skipping Class  
 Leaving School without Permission  
 Lack of Reverence      Lying

#### **SCHOOL DISCIPLINARY OPTIONS**

Prayer with Teacher and Student

Conference with Parent and Administrator  
Withdrawal of Privileges  
Detention  
In-House Suspension

***Level III***

**ACTS OF MISCONDUCT**

Unmodified Level II Misconduct  
Repeated Disciplinary Problems  
Disrespect/Insubordination  
Stealing  
Fighting  
Vandalism  
Possession or Use of Controlled Substance and/or Alcohol, or Tobacco  
Profanity  
Overt Act of Disrespect toward Teachers and/or Staff  
Arson or False Alarms  
Inappropriate Sexual Behavior  
Possession of Weapons and/or Firearms  
Expressing violent behavior either actually or verbally

**SCHOOL DISCIPLINARY OPTIONS**

Prayer with Student  
Out-of-School Suspension  
Expulsion  
Restitution of Vandalized or Stolen Item(s)  
Administration Will Decide Appropriate Action

\*\*\*\*\*

ANY DETENTION TIME INCURRED OVER TWO HOURS IN A SINGLE SEMESTER WILL RESULT IN A ONE-DAY (1) IN-SCHOOL SUSPENSION.

**AGGRESSIVE BEHAVIOR**

The Unity Christian School Board of Education has determined that a safe school environment facilitates learning. Accordingly, it is the policy of this Board of Education that aggressive behavior of students of the school shall not be permitted.

Aggressive behavior is defined as:

Any behavior that may cause physical or emotional harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitations, the use of violence, force, noise, coercion, threats, intimidation, fear-bullying, or other comparable conduct.

The main types of aggressive behaviors are:

- Physical (hitting, kicking, grabbing, spitting, etc.)
- Verbal (name calling, racist remarks, etc.)
- Indirect (spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, etc.)
- Harassment (verbal, sexual, touching, rubbing, groping, etc.)

Grounds for disciplinary action apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including, but not limited to:

- On school grounds before, during, or after school hours or at any other time when the school is being used for a school group.
- Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school.
- Traveling to or from school/school activity, function or event.
- Anywhere, if the aggressive behavior may be reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

Students who are victims of aggressive behavior, as stated in this policy, at any time by anyone are encouraged to notify any school employee who in turn, reports the alleged incident to the school principal.

When there is substantial evidence of violation of this policy, the administration and/or Board shall take appropriate action that may include expulsion, suspension, detention, police contact and report, warning, and/or such other disciplinary action as may be warranted.

### **BULLYING, INTIMIDATION, AND HARASSMENT POLICY**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important goals of the Unity Christian School Board of Education and administration. In accordance with the provisions of the Illinois School Code Section 5/27-23.7, it is the policy of this Board of Education that bullying, intimidation, and/or harassment of students of the school shall not be permitted.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;

3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Bullying* is prohibited and grounds for disciplinary action that apply in each of following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, or buses or other vehicles, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased or used by UCS if the bullying causes a substantial disruption to the educational process or orderly operation of the school. This paragraph applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Students who are victims of bullying, intimidation, or harassment as stated in the policy, at any time, by anyone are encouraged to notify any school employee (orally or in writing) who in turn, will report the alleged incident to the school administrator.

**All reports will be investigated by the school administrator, When there is substantial evidence of violation of the this policy, the administration and/or Board shall take appropriate action that may include expulsion, suspension, probation from school, detention, police contact and report, warning, and/or such other disciplinary action as may be warranted.**

**Consequences for Bullying, Aggressive Behavior, Harassment:**

1. Fighting: In-school Suspension to out of school suspension (depending on the seriousness of the situation). Both students will receive equal consequences unless there is a clear indication that only one student is responsible for the fight.
2. Hazing: 5-10 days out of school suspension (depending on the seriousness of the situation, an expulsion recommendation or a referral to local authorities may be warranted).
3. Bullying, Cyber Bullying, Sexual Harassment, or Ethnic Harassment: 3-5 days suspension (depending on the nature), parent notification. (Depending on the seriousness of the situation, further suspension, expulsion, and/or a referral to the local authorities may be warranted).
4. Possession of a deadly weapon on school property: Weapon Confiscated; Depending on the nature of the weapon, the student may be suspended or brought up for expulsion for up to 2 years, as well as, referred to the local authorities.
5. Possession or consumption of alcohol on school property or at school activities: 1<sup>st</sup> offense – 10 days out of school suspension and referred to local authorities for prosecution; 2<sup>nd</sup> offense – expulsion hearing.
6. Cursing, profanity, or vulgar speech: Detention to Suspension (depending on the seriousness of the situation).
7. Insubordination or disrespect to school personnel or other students: Detention to Suspension (depending on the seriousness of the situation).
8. Vandalism or theft of school or personal property: 1-10 days of out of school suspension (depending on the seriousness of the situation, restitution, expulsion and/or referral to the local authorities may be warranted).
9. Causing a false fire alarm, bomb threat, or other emergency: 10 days out of school suspension (Depending on the seriousness of the situation, further suspension, expulsion, and/or a referral to local authorities may be warranted).
10. Tampering with fire extinguishers or AED devices: 3-5 days suspension (depending on the nature) parent notification. (Depending on the seriousness of the situation, further suspension, expulsion, and/or a referral to local authorities may be warranted).

**COMMITTING ASSAULT OR BATTERY AGAINST A STAFF MEMBER**

**Assault:** Verbal threat or physical movement to commit battery.

**Battery:** An unlawful attack upon another person by beating or wounding, or by touching in an offensive manner.

- Committing assault or battery against a faculty member or other UCS staff member (verbal threat or physical): Parents and Local Authorities will be notified
- 1<sup>st</sup> offense – 10 days out of school suspension and referred to local authorities for prosecution.
- An expulsion hearing may be recommended
- State Code {23 Ill. Adm. Code 425.30(a)(1)(G)} {105 ILCS 5/10-21.7}

**DRESS CODE**

All student apparel should reflect modesty and sensibility as indicated in the Scriptures (I Timothy 2:9). Students are expected to be well-groomed and appropriately dressed at all times while at school and at all functions representing UCS. Any apparel or extreme appearance that interferes with the learning process or with classroom management is prohibited. Hair, including facial hair, should be neat and clean. Hair should be natural looking and above the collar for boys.

**Students**

Monday-Thursday	Acceptable	Unacceptable
	<p><b>Shorts</b> (a dollar bills width above the knee maximum)</p> <p><b>Polo Dresses or Polo with Skirt</b> (a dollar bills width above the knee maximum) with shorts or leggings underneath</p> <p><b>Capri's/crop pants</b></p> <p><b>Slacks</b></p> <p><b>Jeans</b> (including ripped with patches and no skin showing)</p> <p><b>Leggings or jeggings</b> with a polo shirt that completely and loosely covers the buttocks in the rear and is the same length in the front</p> <p><b>Polo collared shirts with two to three buttons</b> - short or long sleeve with no writing or graphics, excluding the label logo</p> <p><b>Sleeveless polos</b> (no visible under garment)</p> <p><b>UCS Sweatshirts or Hoodies</b> with polo underneath</p> <p><b>Tennis shoes</b></p>	<p><b>Button down dress shirts</b></p> <p><b>Tight fitting tops</b></p> <p><b>Tight fitting pants of any style</b> (unless worn with a shirt that completely and loosely covers the buttocks in the rear and is the same length in the front)</p> <p><b>Ball caps/hats</b> inside the school</p> <p><b>Back exposure</b></p> <p><b>Midriff exposure</b></p> <p><b>Cleavage exposure</b></p> <p><b>Buttock exposure</b></p>
Friday	All of the above <b>UCS Spiritwear</b>	All of the above

The faculty and Administrator(s) are charged with monitoring and enforcing the dress code. If a violation of the dress code occurs, students will be required to conform to the standards before being admitted to class.

### Dress Code Violations

Upon first violation, the student will be sent to the office and the student's parent/guardian will be notified of the violation and requested to address the violation. If the parent/guardian cannot be reached by phone or otherwise and is unable to address the violation immediately, the student will be sent to a designated area to complete schoolwork for the remainder of the day.

At the end of a regular school day, a letter will be sent home with the student stating the violation.

Second and third violations of the dress code will result in disciplinary action including suspension, as deemed appropriate by administration.

## ARTICLES PROHIBITED IN SCHOOL

**Students are not to bring Toys, Games, Gadgets and Electronic Devices to school without consent of their teacher.**

- Cell phone usage during school hours is prohibited. If students use or have in their possession a cell phone during school hours, the phone will be taken from them.
- First offense: Parent will be notified and may retrieve the cell phone from the principal's office.
- Second offense: Parent will be notified and may retrieve the cell phone from the principal's office. A Level II disciplinary option will be enforced.
- Further offenses: Parent will be notified and may retrieve the cell phone from the principal's office. An in-school suspension will be implemented. Continued offenses may lead to a Level II school disciplinary option.
- Electronic Device usage during school hours is prohibited: **An exception is for an assignment or school activity assigned by the student's teacher.** All electronic devices, but not limited to iPods, mp3 players, tablets, mini-computers, cameras, etc., are prohibited from school. Students with such devices at school will result in the same consequences as for the use and possession of cell phones.
- Students are not allowed to have laser pointers and other gadgets (ex. Fidget Spinners) at school.

## DRUGS, TOBACCO, AND ALCOHOL

The involvement of a student in the usage, possession, or distribution of tobacco, e-cigarettes, alcohol, and/or drugs, on or off campus, may be cause for immediate expulsion from Unity Christian School.

## FIRE AND CIVIL DEFENSE

During the school year, fire drills, tornado drills, and/or earthquake drills will be staged. Signals and directions for these drills will be posted in each classroom.

## GRADING SYSTEM

There are four grading periods per school year with each quarter running approximately nine weeks in length. Report cards are issued at the end of each grading period.

Grades will be made up of major tests, quizzes, and homework.

### **Average For End-Of-The-Year**

1<sup>st</sup> - 8<sup>th</sup> grade grades are figured on a quarterly basis. Students are expected to maintain a C- average. Failure to maintain a C- could result in academic probation. Complete details of the academic probation policy is available in the school office.

### **Honors**

Unity Christian School recognizes students for end-of-year honors beginning in the 3<sup>rd</sup> grade. Students must be enrolled in at least one (1) semester at UCS to be considered for end-of-the-year honors. The following honors will be a cumulative average of the four quarters or two semester grades.

*High Honor* - Yearly average of an A+ or A

*Honor* - Yearly average of an A-

*Honorable Mention* – Yearly average of a B+

### **Grading Scale**

#### *Kindergarten - Eighth Grade*

<i>A+</i>	<i>99 - 100</i>
<i>A</i>	<i>94 - 98</i>
<i>A-</i>	<i>90 - 93</i>
<i>B+</i>	<i>88 - 89</i>
<i>B</i>	<i>83 - 87</i>
<i>B-</i>	<i>80 - 82</i>
<i>C+</i>	<i>78 - 79</i>
<i>C</i>	<i>73 - 77</i>
<i>C-</i>	<i>70 - 72</i>
<i>D+</i>	<i>68 - 69</i>
<i>D</i>	<i>63 - 67</i>
<i>D-</i>	<i>60 - 62</i>
<i>F</i>	<i>59 and below</i>

## CURRICULUM

Unity Christian School implements and instructs the Bob Jones University (BJU) Press curriculum.

Teachers will also compliment the BJU Curriculum with enrichment from other resources.



The UCS Curriculum consists of Bible, Math, all areas of Language Arts, Science, Social Studies/Heritage Studies, Health and Physical Education, Spanish, Art, Music, and Technology.

### **UNITY CHRISTIAN SCHOOL RETENTION AND PROMOTION POLICY**

Unity Christian School students should be well prepared to meet the rigor and challenge of a new grade level as they progress through the school years. Promotion to a new grade level is an accomplishment for a student because promotion demonstrates that the student has learned the requisite skills and knowledge and is prepared for the next challenge. It is the policy of Unity Christian School that each student successfully completes existing course work and acquires the skills and competencies as required before that student is promoted to the next grade level.

Decisions on promotion, retention, and placement of students shall be made in the best interest of the student after consideration of known factors. These factors include student grades, student performance on Students' Criterion Referenced Tests, student attendance, teacher recommendations, and student's social and emotional maturity and age.

**Kindergarten:** Kindergarten students must be firm on their letters, sounds, and numbers. They must also be ready for the challenges of first grade. Teacher recommendation will also be important in order to determine promotion or retention.

**1st and 2nd Grades:** Students may not fail two or more of the following subjects for the academic year: reading, mathematics, and language.

**3rd through 8th Grades:** Students may not fail two or more core curriculum subjects for the academic year: math, science, social studies, language arts and reading. 8th grade students may also be required to meet state requirements such as passing the Constitution Test and State of Illinois History Exam.

No student records, transcripts, nor diplomas will be issued until all monetary obligations are fulfilled.

### **HOMEWORK**

Homework assignments are given to aid in the overall academic learning process of a student. Discretion is used on the part of the classroom teacher in determining the amount of homework a student is given. We do request the parent's full cooperation in seeing that assignments are completed and turned in on time.

Repeated, delinquent homework could result in the expulsion of a student from UCS.

### **Homework Guidelines**

1. Assignments must be complete, on time, and written properly. The only acceptable excuse for not completing homework is the student's illness or a written note from a parent or guardian stating an emergency which prevented homework from being done.
2. Teachers will set a deadline for making up work (usually the number of days absent). Work not completed by the deadline set by the teacher will result in a zero (0).
3. Teachers may have students copy homework over if it is written poorly or in ink or pencil when the other has been required.
4. Students may be kept in at recess or lose break time to do make-up work.
5. Quizzes, announced or unannounced, may be given on material assigned to be read as homework.
6. It is the responsibility of the student to obtain homework assignments and complete make-up work when absent.

### **Consequences For Failure To Do Homework**

A conference with parents will be scheduled, a detention, and/or failure of class or subject may be implemented.

## **LOST AND FOUND**

Students are encouraged to be responsible for all personal belongings, textbooks, and school materials. Lockers are provided for secondary students to help aid in keeping up with belongings. Elementary students have desks available for book storage.

Lost and found articles are to be turned in to the school office. These items may be claimed by the student after identification and proof of ownership.

Most articles not claimed within a reasonable time will be discarded with the exception of textbooks. Textbooks not reclaimed after a reasonable amount of time will be returned to the financial office for resale.

Students are encouraged to label personal belongings with their names, including textbooks.

## **LUNCHROOM**

Parents are urged to provide a nutritious, well-balanced lunch for their child. Diet strongly affects the over-all performance of the student. Students may bring their lunch from home or purchase one from the school lunchroom. If you are sending a lunch with your child, please include an icepack for cold items or a hot pack for hot items as the lunchroom is unable to cook or warm frozen or pre-packaged foods or warm-ups.

School lunches, which includes milk, are available and may be purchased. The price of school lunches will be set at the beginning of each school year.

It is the responsibility of parents to provide a lunch for their child, whether a lunch is brought from home or purchased at school.

Some students have an early morning snack break and a lunch period. A lunch menu (published each month) and price list is made available at the beginning of each school year to all students. Students are made aware of any changes in either of the lists during the course of the year.

### **Morning Break/Recess**

Pre-K and K5 will have a snack provided each day. A monthly snack fee will be assessed to the student's account.

### **Lunchroom Procedures**

Students are to eat in the designated area of the lunchroom only. Food is not to be eaten in the hallways or classrooms without specific teacher approval and supervision.

Students are expected to behave in an orderly fashion while eating lunch. Table manners should be used at all times.

Students are to clear their place at the table and throw all litter away. Designated students may be assigned the responsibility of cleaning the tables for each grade at the end of the lunch hour.

No trash is to be left on the tables or floor when a class has finished their lunch period.

## **MEDICAL POLICY**

### **PHYSICALS AND IMMUNIZATIONS**

Physical examinations and immunizations as required by the Department of Public Health shall be required of all pupils attending UCS as specified in Article 27-8.1 of the School Code of Illinois.

Such examinations and proof of immunizations shall be completed prior to entrance into kindergarten and sixth grade or into any grade if the student is entering Illinois schools for the first time. The examination shall verify that the child has been immunized against the diseases required by law before entrance into school.

If a student does not comply with the requirements of this policy by October 15 of the current school year, such student may be excluded from school until valid proof of having received the required health examination and immunizations is presented to the school.

Such examination or immunizations shall not be required for children whose parents or legal guardians object on religious grounds and present a signed statement detailing grounds for objection; and those whose physical condition is such that immunization agents should not be administered and examining physician endorses this fact upon the health examination form and by a signed statement for the child's records.

### **BIRTH CERTIFICATE**

A copy of a student's legal birth certificate is required at the time of enrollment at UCS. This document will be kept permanently in said student's cumulative folder for the duration of his/her education at UCS. A hospital certificate is not valid and is not acceptable. A legal birth certificate must be submitted.

### **MEDICATIONS**

Unity Christian School recognizes that the administration of medication to students during the school day is sometimes deemed necessary. However, according to the Illinois School Code, 10-22.21b, it shall be the policy of UCS that teachers and other non-administrative personnel employed by UCS cannot be required to administer medication to students. This is the responsibility of the parents.

No non-prescription or over-the-counter medications (Tylenol, cough syrup, eye drops, etc.) will be dispensed by any faculty or staff member or administrator at Unity Christian School without prior parent authorization.

All student medications brought to school must be left in the school office for the duration of the school day. A student must come to the office to administer his/her own medication. Medications must be accompanied by a signed note from a parent or guardian indicating the time and dosage for said child to take the medication. It will be the responsibility of the student to pick the medication up at the end of the school day.

**HEARING AND VISION**

Per ISBE ruling effective January 1, 2008:

Public Act 95-671 requires that all children enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private, or parochial school shall have an eye examination. Each child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year.

**Dental Screening**

The Illinois State Board of Education now requires that all students entering Kindergarten, 2<sup>nd</sup> grade, and 6<sup>th</sup> grade must now have a dental exam by a licensed dentist. The dental form must be filled out by the dentist and turned in to the office by October 15 of the school year (exam must have been completed within the last 6 months).

**Eye Examination**

The Illinois State Board of Education now requires that all students entering Kindergarten must have a vision screening by a licensed optometrist. The eye exam form must be filled out by the Optometrist and turned in to the office by October 15 of the school year.

**SPEECH THERAPY**

Please contact school administration if your child needs these services.

The Williamson County Special Education Co-op currently provides speech therapy on-site for UCS students needing services.

**EMERGENCY MEDICAL ATTENTION**

If and when a student needs emergency medical attention during the school year, the administration, secretary, and/or teacher in charge will notify the parents. All efforts possible will be made to seek and administer medical attention deemed necessary for the welfare and safety of the student.

**LICE - HEAD OR BODY**

Students who are found to have head or body lice shall be excluded from school as soon as reasonably practicable.

Students who have been excluded from school because of head or body lice will not be readmitted until all evidence of nits, either dead or alive are gone.

## **ILLNESS**

Students dismissed from class due to illness are to report to the school office. The student's illness will be assessed and if the student registers a fever of over 100.0 the parent or guardian will be notified to pick up the child. Please do not send your child to school if they have had a fever of 100.0 or higher during the past 72 hours or are showing signs of contagious illness.

Injured students are brought or sent to the office. If an injury is such that the pupil cannot be moved, the office will be notified and emergency procedures will be followed. In the case of an injury that may require a doctor's attention, parents will be notified to pick up their child. For questionable injuries, parents will be notified as to what they want to do concerning their child.

## **PARENT/TEACHER CONFERENCES**

A formal parent/teacher conference is held for each student after the first quarter grading period and parents are expected to attend.

Parents of students making grades of "D" and/or "F" may be required to attend a parent/teacher conference each grading period thereafter.

Other conferences may be arranged by parents and/or teachers as seems desirable. Parents may call the school office to arrange a conference with a teacher. All efforts possible will be made to arrange a conference convenient for the parent. However, due to teacher schedules, consideration should be made concerning spur of the moment conference requests.

## **REPORT CARDS AND SYCAMORE**

### **Report Cards**

**Report cards** are issued at the end of each quarter grading period to inform parents and/or guardians of a student's academic progress.

Should there be a question concerning a child's grades, please notify the school office.

There is a \$5.00 charge to replace a lost and/or damaged report card for PreK3-K5 students.

### **Sycamore**

Student's grades are regularly posted on Sycamore, our online grading system. When a student enrolls parents will be given a family code and each student assigned a student number. You can access your child's grades at any time by logging on to the Sycamore Education website. Parents

are encouraged to check their child's progress on a regular basis and contact the teacher if any questions arise.

### **REQUESTS FOR STUDENT RECORDS POLICY**

The Board of Education in compliance with the "State and Local Records Act" and the "Family Educational Rights and Privacy Act of 1974" adopted the following policy and procedures governing student records at its meeting of February 16, 1976:

- I. **EDUCATIONAL RECORDS:** Any records, files, documents, or other materials directly related to a student and maintained by the school district or a person employed by the school district. Personal files of educational personnel that are in the sole possession of the maker and not accessible to any other person are not "educational record." All other records are the property of the Board of Education.
- II. **RELEASING RECORDS:** The parent of a student must give written consent before the school may release a student's records. However, in Illinois, students are permitted to give consent for release of their records at the age of 17. The school district should notify the parent, or student, of the following:
  1. The specific records to be released.
  2. The reason for the release.
  3. The name of the person to whom such records will be released.
- III. **RECORD RELEASE CONSENT NOT NEEDED:** In the following situations release consent is not required:
  1. School personnel in the district who have an educational interest.
  2. When transferring records to another school district that the student will be attending. However, parents or student may request to examine and challenge the contents before they are sent.
  3. Federal and state educational officials for specified statutory purposes.
  4. In compliance with a judicial order or a subpoena. The parents and student will be notified in advance.
- IV. **ADDITIONAL RELEASE REQUIREMENTS:** Additional requirements should be considered before releasing student records.
  1. The person or agency who receives the records must agree to obtain the written consent of the parent or student before releasing information to any other person or agency.
  2. The school should keep a log of all agencies or persons that request and obtain information from a student's records.
- V. **HEARING TO CHALLENGE CONTENTS OF RECORDS:** A parent, legal guardian, student over 14 years of age shall have the right of access to the student's records and also may challenge the contents of the students' records to delete or correct any inaccurate or inappropriate data in that record. A challenge to the contents of student records will result in a hearing of the parent so requests in writing to the

administration. An informal conference with the Principal will not require a written request.

1. A hearing shall be conducted by a hearing officer designated by the school board within five days or receipt of the written request.
2. The hearing shall be informal and the parents and/or student shall be granted a fair opportunity to present evidence and statements.
3. The records officer and other appropriate school personnel shall respond to these statements. The hearing shall be tape recorded or a written record made of the proceedings.
4. The hearing officer shall make a decision in writing within five days to the parents or student.
5. The decision of hearing officer may be appealed to the Board of Education.

VI. NOTIFICATION: The school shall notify annually the parents of the students of the school the following:

1. The type of records pertaining to the students kept by the school.
2. The school employees having custody and access to each type of record.
3. The school's policy for reviewing and expunging the records.
4. The rights of access and the access procedure.
5. The procedures for challenging the contents of records.
6. The categories of information designated as "directory information."\*

\*Directory information would include the newspaper and yearbook publications. The following information may be published if the parent or student has had prior notice of the categories of information to be published and their right to deny such publication.

1. Name and address
2. Date and place of birth
3. Main field of study
4. Participation in school sponsored activities
5. Weight and height of members of athletic teams
6. Period of attendance in the school
7. Degrees and awards received
8. Previous schools attended.

VII. AGE OF ACCESS: Illinois students must be granted access to their own records at age 14.

VIII. DESTRUCTION OF STUDENT RECORDS: Educational institutions are not precluded from destroying any records. However, access shall be granted prior to the destruction of education records where the parent or student has requested such access. "Temporary records, such as pupil personnel service records, may be destroyed after one year following graduation of the student from high school."



## IX. CONTENT OF RECORDS:

Permanent Record

1. Shall consists of: Students name; Parents name; Student address; Parents address; Birth date; Birth place; Gender; Academic transcript (grades; class rank; graduation date; grade level achieved; scores on college entrance exams); Attendance record; Accident and health record; Record of release of permanent information.
2. May consist of: Honors and awards received; Participation in school-sponsored activities

Temporary Record

1. May consist of: Family background information; Intelligence test scores; Aptitude test scores; Psychological evaluations; Achievement level test results; Extracurricular activities and any offices held in school organizations; Honors and awards received; Teacher anecdotal record; Disciplinary information; Report of staffing for special education and subsequent placement of student; Verified reports from non-educational persons; Other verified information of relevance to the education of student; Record of release of temporary record

**ATHLECTICS AND EXTRA-CURRICULAR ACTIVITIES**

Unity Christian School is a member of the Heartland Christian Conference for academic competitions and SIJHSAA (Southern Illinois Junior High School Athletic Association) for athletic competitions.

UCS adheres to the policies of Title IX.

Being a member of HCC affords UCS students the opportunity to participate in the Bible and Academic Competition, Music and Speech Competition and non-conference athletics.

***SPORTS***

Unity Christian School values the opportunity to provide students with a quality sports program. Athletic offerings as well as grade level requirements may vary from year to year depending on the number of participants.

Boys Baseball  
Boys Basketball  
Girls Basketball  
Cheerleading

Cross Country  
Track & Field  
Girls Volleyball

Any and all information, permission slips, and forms relating to individual sports will be provided for those students who participate.

\*To assist with athletic costs, a \$40 Athletic Fee will be assessed per student for each sport that he/she chooses to participate in during a given school year.

### **Eligibility for Extra-Curricular Athletics & Activities**

Written permission must be given by the parent or guardian for the student's participation in the sports program, giving full waiver of responsibility for risks involved.

Academic standards (2.0 – C Average with no F's), must be maintained according to the Unity Christian Athlete Handbook to participate in an extra-curricular activity whether the activity be conference or non-conference in nature. The administration shall maintain the necessary records to ensure student compliance with this policy.

A sports physical is required for any student participating in sports. A physical must be on file before the start of any athletic activity, including practices.

### **Sportsmanship Code and Ethics**

Good sportsmanship is more a question of attitude, not of rules. The attitude of spectators should be one of loyal encouragement of their own team, courtesy to all, and enthusiastic approval of good work done by officials. The Christian spirit of courtesy and fair play should be displayed by spectators, as well as players.

Any person, including adults, who behaves in an unsportsmanlike manner before, during, and after an athletic or extra-curricular event may be ejected from the event the person is attending and/or denied admission to school events for a specified time to be determined by School Administration.

### **Attendance Qualifications for Sports**

Students participating in sports must be in attendance at least 1/2 day on the day of a contest or practice to be eligible, unless authorized by the Athletic Director and/or the Administration. Any exception such as medical appointments, dental appointments, and funerals may be approved by the Athletic Director or Administration. Any missed class work should be made up immediately after returning to class.

### ***BIBLE AND ACADEMIC COMPETITION/MUSIC & SPEECH COMPETITION***

The Heartland Christian Conference offers a variety of activities throughout the year. These extra-curricular activities allow students the opportunity to work toward mastering skills and knowledge in the areas of Bible, Spelling, Language Arts, Math, Poetry, Music and Speech, etc. and then competing with the conference schools. Grades 4-8 are encouraged to participate. All information concerning this event is made available to students and parents when received by UCS. All HCC and SIJHSAA extra-curricular activity eligibility guidelines apply.

### ***FIELD TRIPS AND OUTINGS***

Several times during the course of the school year local field trips and/or overnight field trips are planned for students at UCS. Many of these activities are for educational purposes and students usually earn the privilege to go. **Students are required to wear a solid red polo, red T-shirt or red UCS apparel on field trip days to assist with group identification.**

Parents are asked to sign an “Annual Field Trip Permission Slip” at the beginning of each school year for each student. Failure to return the form by the requested time will result in the student not being allowed to attend field trips. All field trips and forms of transportation will be communicated to parents at least one week in advance of the trip. Two means of communication will be used and may include a note home, e-mail, phone call, or school phone messaging system.

In the event a group from UCS goes on an extended or out-of-state field trip, a "Field Trip Permission Form" will be sent home for the parent to complete and have notarized. Failure of the student to return the form could result in the student not attending the event. Verbal permission will not be allowed for these types field trips.

The School reserves the right to exclude students from field trips if the student’s record of behavior at school indicates that the student might pose a potential threat to the educational benefit of the trip for other students or might threaten the welfare of others. A student may also be excluded from a field trip when it is determined by the classroom teacher. The student remaining at school will be under supervision to complete unfinished homework and other assignments. The exclusion of a student from a field trip does not comprise an excused absence from school.

Parents who volunteer to drive on field trips should obtain the **Field Trip Driver policy** from the school office and complete the required forms.

### **STUDENT INSURANCE**

Accidental/Medical insurance coverage is required for all students enrolled at UCS. All students will automatically be enrolled in the blanket student accident policy at UCS and will be charged the appropriate fee.

School-Time Insurance provides coverage for a student injury that might occur on the school grounds, and at any school sponsored activity.

## **ELECTRONICS, TOYS, GAMES AND GADGETS**

Due to the frequency of lost or damaged equipment, **NO ELECTRONICS, TOYS, GAMES, AND GADGETS** will be allowed at school. This includes but is not limited to iPods, CD players, iPads, Smart Watches, handheld games, musical equipment, pokemon, other games and gadgets (ex. Fidget Spinners). Cell phones must be off during school hours and in the designated teacher locker, their lockers and/or back packs. Toys include but not limited to card games, board games, dolls, stuffed animals, Lego's, trucks, cars, etc. See *Articles Prohibited in School section for details and disciplinary actions.*

## **TELEPHONE**

Students may use the office phone, if necessary, before school begins, during the early morning break, at lunch time, or after school. Students are not dismissed from class to make phone calls. Students are not called to the telephone from class, except in the case of an emergency. Cell phones are not allowed to be used at school except in the case of emergencies.

## **TESTING**

The Fast Bridges Assessments for Reading and Math will be taken by all students in grades K5-8. The assessments will be taken three (3) times during the school year. The assessments will be administered by the technology and/or classroom teacher. The scores are placed in the student's permanent folder in the school office. Parents are welcome to see the test scores by appointment at the school office and may also have a copy for their own records. The National Assessment of Educational Progress (NAEP) will be administered to the 4<sup>th</sup> grade and 8<sup>th</sup> grade students when applicable.

## **TEXTBOOKS**

Unity Christian School issues textbooks to students each year on a rental basis. Students are not to deface textbooks. Students are encouraged to take care of non-consumable textbooks so that they may be returned in good condition. Any books which have been damaged beyond normal wear and tear will be billed to parents accordingly.

Additional textbooks may be required throughout the school year. Parents will be billed when the books are issued.

If a student has lost a textbook temporarily, he/she may rent one from the financial office for that day for \$ .25, if one is available. If after three days a student is still without a textbook, a new one will be ordered and the parent will be charged. Any copies needed for the student's personal use will be billed to the student at \$ .10 per page.

## VANDALISM

Students make the school building and grounds their home seven hours per day, nine months of each year. Accordingly, they are encouraged to help make the school facilities appear as attractive as possible by not defacing or littering school property. Students will be penalized for losing and/or stealing school property.

Any school property (window, desks, etc.) carelessly broken and /or damaged by a student is to be paid for by the student(s) involved. The same holds true for neighbor's property and/or personal belongings.

### **Students are urged to help take care of UCS in the following ways:**

1. Avoid marking on tables, walls, desks, etc.
2. Avoid throwing paper on the interior floor or on the grounds outside the campus area.
3. Place all trash in waste containers.
4. Dispose of all waste materials at lunch time in designated waste containers.
5. Treat all materials, furniture, and equipment with care to reduce wear and tear.

### **Penalties for losing, stealing, defacing, or littering school property are as follows:**

1. Where damage is minor the student will be expected to perform custodial work to remove defacing substance.
2. Where the damage is major the student will be expected to pay for repair or replacement of the item.
3. Any books or materials lost or damaged must be paid for at a fair cost as determined by the financial office.
4. Any student caught stealing at school must make restitution of the item(s) of which he/she has been charged. Legal charges, in most instances, will be filed by the school.

## NON-DISCRIMINATORY POLICY

Unity Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**STUDENT LIFESTYLE POLICY**

Unity Christian School is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school

reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).