

OFFICIAL UP-TO-DATE COPY

***FOUNDATION POLICY MANUAL***

*PROPERTY OF*

**UNITY CHRISTIAN SCHOOL**

**WILLIAMSON COUNTY**

**ILLINOIS**

**Reprinted: March, 2008**

# W E L C O M E

The administration, staff, and Board welcome you to the ministry at Unity Christian School.

It is a privilege for the entire staff to work together as a team for the LORD.

This Handbook is for staff at all levels of employment in Unity Christian School, and it enjoys the unqualified approval of the Board. It is designed to acquaint you with Unity Christian School and provide you with information about working conditions, employee benefits, and other policies affecting your employment. Because of the at will employment relationship (explained further in this document), this Handbook is not in any way a contract. In addition, the Board may elect to change, delete, or add policies at any time.

You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Unity Christian School to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Please thoroughly familiarize yourself with the contents of this Handbook and help ensure that all of Unity Christian School's human resource policies and procedures are administered as consistently and fairly as possible.

In our work together as a team, our mission is to:

**"...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."**

God bless you.

## **Policy Manual Conventions**

This manual contains the policies and practices of the Board of Education of the Unity Christian School. It is not, however, intended to alter the employment-at-will relationship in any way.

As used in this manual:

- A. The words "shall" or "will" are understood to be mandatory in nature, and the word "may" as permissive in nature;
- B. The masculine gender includes the feminine gender;
- C. "Supervisor" means an individual with the authority to assign, direct, and review the work of two or more subordinates; and
- D. "Immediate family" means the employee's spouse, brother, sister, parent, child, step-child, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household.
- E. Policies formatted in italics are generally original language statements from the school's bylaws.

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**SCHOOL ORGANIZATION**

**SCHOOL LEGAL STATUS**

**ARTICLE I: NAME**

The name of the corporation is UNITY CHRISTIAN SCHOOL Incorporation.

**ARTICLE II: PERIOD OF DURATION**

The period of duration of the Corporation is perpetual.

**ARTICLE III: PURPOSES AND POWERS**

**Section 1 – Purposes** The purpose for which this Corporation is organized is to establish, maintain, promote, and operate Christian Schools, Foundations, other out reach ministries which are charitable, religious/educational, and which may make distributions to organizations and individuals under 501 (c) (3) of the Internal Revenue Code of 1954 (or any amendment thereof).

**Section 2 – Mission.** The specific mission of this Corporation shall be:

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.

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 property 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 for 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.

**Section 3 – Powers.** This Corporation is organized pursuant to the laws of Illinois and no part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

**Section 4 – Carrying Out of Purposes and Exercise of Powers in Any Jurisdiction.** The Corporation may carry out its purposes and exercise its powers in any state, territory, district, or possession of the United States, or any foreign country.

**Section 5 – Direction of Purposes and Exercise of Powers by Directors.**

The Board of Directors (School Board), subject to any specific written limitations or restrictions imposed by Illinois state law or by these Articles of Incorporation, shall direct the carrying out of the purposes and exercise the powers of the Corporation.

**Section 6 – Limitation of Activities.** No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) of any political campaign on behalf of any candidate for public office.

**Section 7 – Activities Limited by Tax Code.** Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1954 (or any amendment thereof) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or any amendment thereof).

**Section 8 – Dissolution.** Upon the dissolution of the corporation, the Board of Directors (School Board) shall, after paying or making provision for the payment of all the liabilities of the Corporation, dispose of all assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501 (c)(3) of the Internal Revenue Code of 1954 (or any amendment thereof) as the Board of Directors (School Board) shall determine. Any such assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE IV: NO MEMBERS**

**Section 1 – Members.** The Corporation shall have no members.

**ARTICLE V INITIAL REGISTERED OFFICE AND REGISTERED AGENT**

**Section 1 – Registered Office.** The Address of the initial registered office of the Corporation is:

100 E. College St.  
Energy, Illinois 62948

**ARTICLE VI DIRECTORS**

**Section 1 – Number of Directors.** The number of Directors may be increased or decreased from time to time by amendment of the Bylaws; but no decrease shall have the effect of reducing such number below five or of shortening the term of any incumbent Director.

**Section 2 – Self-Perpetuating Board.** After designation of the initial Board of Directors herein, the Board shall be self-perpetuating with Directors elected by the Board.

**Section 3 – Current Board of Directors.** The Board of Directors shall consist of those persons whose names are listed below.

**Doug Parks – President**

**Jeremy Sargent – Vice President**

**Lauren Miller – Secretary**

**Don Reis Jr.**

**Keith McDannel**

**Beth Patterson**

## **SCHOOL ORGANIZATION**

### **PHILOSOPHY OF EDUCATION**

*The educational process in a Christian school is dependent on a Biblical philosophy which provides the right world view and essential truths for life so that children may be prepared to assume their proper place in the home, the church, and the state. Accordingly, the philosophy of education for Unity Christian School is as follows:*

*The education 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.*

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*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.*

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**SCHOOL BOARD**

**SCHOOL GOVERNANCE**

*The number of School Board members shall be at least five but not more than seven. The number of members may be increased or decreased from time to time by the School Board pursuant to amendment of the bylaws.*

*The Administrator shall be an ex-officio (non-voting) member of the School Board.*

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## **SCHOOL BOARD**

### **POWERS, DUTIES AND RESPONSIBILITIES**

#### **General Responsibilities**

*Unity Christian School's School Board shall oversee the continuing operation of this ministry and generally oversee the school's business affairs. The responsibilities of the Board shall include, but not to be limited to, making policy, acting on matters of personnel including hiring and firing, establishing tuition and fees, promoting Christian education in the community, and praying for the ministry of the school.*

#### **Duties of the Board**

- A. *The School Board shall help set the spiritual tone for the school. Board members shall individually and corporately pray for the administration, faculty, staff, parents, and children of the school. They will be inclined to prayer, ever mindful of their own dependence upon God for His grace and wisdom manifest in their leadership.*
- B. *The primary function of the School Board is to set school policy; not to administer the school. The daily administration is the work of the Administrator. The Board's policies set the boundaries within which the Administrator administers the school.*
- C. *The School Board's authority is corporate. Individual Board members have authority to act only when the Board is convened in regular or special session. There shall be only one line of authority, which will flow from the Board through the President to the Administrator, who is charged with the responsibility for properly conveying the decisions and actions of the Board to the faculty, staff, students and parents as appropriate.*
- D. *The School Board shall procure, protect, maintain, and manage the property and equipment of the school.*

- E. The School Board shall oversee the general financial operation of the school by approving annual budgets, devising methods of raising necessary operating funds, and determining how these funds shall be disbursed. The Board shall arrange for a certified financial audit on an annual basis.*
- F. The School Board shall have the authority to borrow money in the name of the school, but all measures will be taken to operate with a balanced budget.*
- G. The School Board shall determine the fiscal year for the school.*
- H. The School Board shall exercise due care to determine that the school operates according to the accepted legal principles which should include, but not be limited to, the obtaining of competent legal counsel to advise the Board on matters of safety, general liability, and personnel issues.*
- I. A significant duty of the School Board is the selection of the School's Administrative Officer (Administrator). The Administrator will implement the Board's legislated policies and directives and manage the day to day operation of the school. The annual evaluation of the Administrator is the responsibility of the entire Board.*
- J. Upon recommendation of the Administrator, the faculty and staff of the school shall be appointed by the Board after careful consideration of their spiritual and academic qualifications. Such employees shall be chosen to meet the educational objectives and to execute the academic programs and policies of the school.*
- K. The School Board shall have the authority to dismiss and/or not renew the contract of any personnel associated with the school who do not fulfill the requirements set forth in these Bylaws, their employment agreement, or fail to be a Christian role model.*
- L. The School Board shall ensure that a Faculty and Staff Handbook is developed, revised as needed, and annually distributed to all employees.*

*M. The School Board shall approve the educational programs and standards of achievement for the school. This shall include the review and approval by the Board of all textbooks and courses of study recommended by the school's faculty under the leadership of the Administrator.*

*N. The School Board shall evaluate itself annually. Each member shall also evaluate his/her willingness and ability to continue in a Board position.*

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**SCHOOL BOARD**

**SCHOOL BOARD NOMINATIONS**

*Candidates for the School Board may be nominated by the members of the School Board. Parents of students or other interested individuals may recommend candidates by submitting the name to the President of the Board who must submit the names for consideration.*

*Such candidates must be interviewed prior to approval for submission to the members for a vote to determine interest, suitability, and eligibility. All candidates shall meet the qualifications of Board members set forth in the bylaws.*

*The School Board shall present the nominees under consideration at any scheduled meeting of the membership for approval by majority vote.*



**SCHOOL BOARD**

**BOARD MEMBER QUALIFICATIONS**

*The membership of the school board shall be comprised of individuals who meet the following requirements:*

- A. Those individuals who, at the time of a given meeting are 21 years of age or older and have submitted a written application for membership and a pastoral reference, which has been approved by the School Board.*
- B. Those individuals who are born-again believers and have, without reservation, subscribed in writing to the Statement of Faith and Philosophy of Education. Further, they shall be members in good standing of local evangelical churches whose doctrine is in agreement with the Statement of Faith.*
- C. Members of the School Board shall be Christian role models in the school and community.*



**SCHOOL BOARD**

**TERM OF OFFICE**

*Each School Board member shall serve on the Board for a term of three years, unless such service is terminated by resignation, death, or dismissal. Any Board member is eligible to be considered for a second successive three-year term. After a second term on the Board, the Board member shall step down from service for at least one full year before being eligible again for the Board.*

*Terms of service upon the Board should be staggered in such a manner that no more than one-third of the full Board will complete their term of service in any given year.*

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**SCHOOL BOARD**

**BOARD MEMBER REMOVAL FROM OFFICE**

*A board member may be terminated by the action of the School Board upon a determination by the Board that the member has conducted himself/herself in a manner which is inconsistent with the Statement of Faith and Philosophy of Education.*

*Any School Board member may be removed from the Board for failure to be a Christian role model, for excessive absence from regular and special meetings of the Board, or whenever such removal in the judgment of the Board would be in the best interest of the school. Removal shall require a two-thirds vote of the Board.*

*In view of the serious nature of a School Board member's involuntary removal from office, every effort shall be made by all parties to show Christian compassion and forbearance. Corrective measures and actions designed to promote genuine repentance and personal restoration shall be applied. Dismissal from the Board shall be a matter of "last resort". Any unpleasantness surrounding such action shall be dealt with quickly and take into account the dignity and personal privacy of the individual in question.*



**SCHOOL BOARD**

**BOARD MEMBER VACANCIES**

**Board Member Resignation**

*Any Board member may resign from office by tendering the resignation in a letter to the Board President.*

*A vacancy on the School Board shall be deemed to exist in the case of resignation before expiration of the term, death, or removal from the Board.*

*Any vacancy of the School Board due to an un-expired term may be filled by a majority of the remaining School Board Members.*

*In the event a School Board member who has left the Board was an officer, another member shall be designated by majority resolution of the Board to assume the responsibilities of the office now vacant.*

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## **SCHOOL BOARD**

### **BOARD MEMBER ETHICS**

The Board adopts the following "Code of Ethics" as promulgated by the Illinois Association of School Boards in its "Code of Conduct for Members of School Boards".

Each member of the Unity Christian School Board ascribes to the following code of ethics:

1. I shall represent all school constituents honestly and equally and refuse to surrender my responsibilities to special interest groups. (supported by Hebrews 13:18)
2. I shall avoid any conflict of interest or any appearance of impropriety which could result from my position, and shall not use my School Board membership for personal gain or publicity. (supported by I Thess. 5:22)
3. I shall recognize that a School Board member has no authority as an individual and that decisions can be made only by board action. (supported by Acts 27:12)
4. I shall take no private action that might compromise the Board or administration and shall respect the confidentiality of privileged information. (supported by Philippians 2:3)
5. I shall abide by actions of the School Board, while retaining the right to seek changes in such decisions through ethical and constructive channels. (supported by Philippians 4:8)
6. I shall encourage and respect the free expression of opinion by my fellow School Board members and others who seek a hearing before the School Board. (supported by I John 1:7)

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**SCHOOL BOARD**

**BOARD MEMBER COMPENSATION**

Members of the School Board shall receive no compensation for their services. The Board may authorize the reimbursement of expenses, incurred by any Board member, in the performance of official business for the school or the Board.

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## SCHOOL BOARD

### QUALIFICATIONS, TERM AND DUTIES OF BOARD OFFICERS

*The School Board shall annually elect officers of the Board from among its members.*

#### Duties of Board Officers

*The duties of the Officers shall be limited to the following:*

- **President:** *The President shall preside at all School Board meetings and perform such other duties as approved by the Board. The President shall be the Administrator's point of contact with the Board when the Board is not in session.*
- **Vice President:** *The Vice President shall perform the duties of the President in the latter's absence, disability, or refusal to act. When so acting, the Vice President shall have all powers of and be subject to all the restrictions upon the President.*
- **Secretary:** *The Secretary shall cause to be recorded the minutes of any and all meetings of the Board. The Secretary shall have custody of the Board records and documents and shall conduct necessary correspondence and perform other duties associated with the office.*

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**SCHOOL BOARD**

**COMMUNICATIONS TO AND FROM THE BOARD**

Staff members, parents and community members should submit questions or communications to the School Board through the administration. Board members' questions or communications to staff or about programs shall be channeled through the administrator's office. If contacted individually, Board Members shall refer the person to the appropriate channel of authority, except in unusual situations. Board Members shall not take private actions that might compromise the Board or administration.

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## **SCHOOL BOARD**

### **COMMITTEES**

The School Board shall operate using a standing committee and ad hoc committee system. Each committee shall have the responsibility to review and make recommendations in its assigned area for consideration and action by the full Board. Each committee is to meet independently and report to the School Board at regular meetings through a written report submitted by the committee chairman.

Each committee shall gain input from Administration to help develop an annual plan for the committee work which relates directly to the goals of the school for the year.

Each standing committee shall:

- A. Each standing committee shall have no less than one Board member. This member will be appointed by the Board President.
- B. The President may appoint interested parents or individuals to serve on the committees.
- C. The size of each committee should normally be between five to seven members.
- D. The committee will select its own secretary.
- E. Meetings will operate following Roberts Rules of order.
- F. Minutes will be taken during meetings and will be distributed to the Administration and Board.
- G. Administration will serve on committees as exoffico members, but will not be voting members and will not count towards a quorum.
- H. Members must sign a confidentiality agreement.
- I. The term of each committee will be one year, one school year, beginning August 1<sup>st</sup> and ending July 31<sup>st</sup>. . Members may be considered for reappointment and must be appointed by the Board President.

**COMMITTEE DUTIES**

**Academic Advisory Team**

1. Investigate and maintain the school curriculum making recommendations for change to the School Board as necessary. This includes curriculum choices, academic structure and recommendations for improvement of existing academics.
2. The Academic Advisory Team shall meet quarterly or at the call of the committee chairman, Board chairman or Principal.

**Building/Grounds Advisory Team**

1. Concern itself with the care, maintenance, and adequacy of all school building, grounds and equipment.
2. Organize workdays, new building projects, etc.
3. Evaluate and arrange for maintenance work, routine cleaning and sanitation.
4. Conduct or arrange quarterly safety inspections of fire escapes, grounds and out-buildings. Check for hazards from accumulations of combustible materials, unsafe play equipment, exposed electrical wiring, unsafe traffic conditions, structural deteriorations, bad paving conditions, etc. Report deficiencies to the School Board.
5. Keep fire alarm system and fire extinguishers in working order.
6. The Building/Grounds Advisory Team shall meet quarterly or at the call of the committee chairman, Board chairman or Principal.

**Financial Advisory Team**

1. Make plans for a system of income. This implies knowledge of the sources and supervision of methods or agents used to obtain funds.
2. Evaluate expenditure of school funds in such a way as to keep within the budget and available financing.
3. Conduct studies on special financial matters. Make recommendations for financial policies.
4. Shall meet quarterly or at the call of the committee chairman, Board chairman or Principal.



5. Be concerned with relationships with the public in matters of finance.
6. Recommend a tuition/fees schedule and salary recommendations.
7. Prepare, in cooperation with the administration, and present a budget to the Board at its regular June meeting. Budget should be reviewed at the following September meeting.
8. Select a representative to report the financial status of the school at regular Board meetings.
9. Arrange for annual review of school financial reports.
10. Evaluate the insurance programs annually.
11. Assume any other responsibilities as may be designated by the School Board or Administration.

**Promotions/Fundraising Team**

1. Promote the principles and philosophy of Christian education.
2. Interpret the school to the Christian and to the general public, its existence, purpose, scope, and activities/needs.
3. Establish advertising/promotions plan for each school year.
4. Provide speakers for outside meetings on Christian school topics.
5. Prepare brochures about the school.
6. Prepare press releases on school activities.
7. Promote enrollment of new students.
8. Provide channels for making needs of the school known to non-school individuals and groups.
9. Encourage parents to fulfill their responsibilities to the school.
10. The Promotions Team shall meet quarterly or at the call of the committee chairman, Board chairman or Director of Development.

**Spiritual Advisory Team**

1. Help in the promotion and maintenance of a spiritual atmosphere at Unity Christian School that is consistent with the school philosophy and mission.
2. Serve as spiritual support to the staff and students.
3. Solicit prayer support in behalf of the school.
4. Arrange and publicize prayer meetings.
5. Arrange for an annual joint meeting for fellowship for board and staff.
6. Arrange for devotions at all full board meetings.

7. Be responsible for at least one annual student spiritual emphasis week.
8. The Spiritual Advisory Team shall meet quarterly or at the call of the committee chairman, Board chairman or Administrator.
9. Assume any other responsibilities as may be designated by the Administrator or School Board.

**Legal/Legislative Advisory Team**

1. Keep abreast of the legal and legislative environment relating to Christian education.
2. Review documented policies such as student and employee handbooks, procuring proper review(s) to ensure legal compliance.
3. The Legal/Legislative Advisory Team shall meet quarterly or at the call of the committee chairman, Board chairman or Administrator.
4. Assume any other responsibilities as may be designated by the Administrator or School Board.

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## SCHOOL BOARD

### SCHOOL BOARD MEETING PROCEDURES

#### Voting

*Each board member present at a meeting shall be entitled to one vote on each matter submitted to a vote at the meeting.*

#### Regular Meetings

- A. **Schedule:** *Regular meetings of the School Board shall convene at least once a month during the school year. The time and place of the Board regular meetings shall be posted in the school offices at least one week prior to the meetings.*
- B. **Open Meetings:** *School Board meetings shall be open to school parents and other interested individuals. The President may grant the privilege of the floor to observers at his/her discretion.*
- C. **Agenda:** *The Administrator, in consultation with the President of the School Board shall prepare an agenda for regular meetings of the Board. Such agendas shall be mailed to each Director at least one week prior to the scheduled regular meeting. Agenda format shall be as follows:*
  - I. *Roll Call*
  - II. *Devotion and Prayer*
  - III. *Introduction of Guests*
  - IV. *Agenda Modifications*
  - V. *Approval of Minutes of Previous Meeting(s)*
  - VI. *Administrative Reports*
  - VII. *Financial Report*
  - VIII. *Committee Reports*
  - IX. *Unfinished Business*
  - X. *New Business*
  - XI. *Adjournment*

**D. Executive Session:** *The School Board has the right to meet in executive session.*

- a. An executive session can be called for by any Board member during a portion of any meeting for the purpose of discussing personnel and other sensitive matters.*
- b. Executive sessions shall have in attendance all Board members present at said meeting, the Administrator of the school, and any other persons who are specifically asked to attend this session by the Board President. When the executive session is for the purpose of evaluating the Administrator, the Administrator may be asked not to attend.*
- c. No official business shall be transacted in the executive session. Rather the time spent in executive session shall be used to discuss the sensitive matter at hand. When the Board reconvenes following an executive session, any decision shall be made and stated officially so that the Board Secretary can record such decision in the official minutes.*

**Special Meetings**

- A. Calling Special Meetings:** *Special meetings of the School Board may be called by the President of the Board or by a majority of the Board members.*
- B. Notice of Special Meetings:** *Notice of the time, place, and purpose of all special meetings of the School Board shall be given to each Board member by telephone 48 hours prior to the scheduled special meeting.*

**Emergency Action**

*In an emergency, the President of the School Board may poll the full Board to secure authorization for a given course of action.*

**Presumption of Assent**

*Any member of the School Board who is present at a meeting of the Board at which action is taken shall be presumed to have assented to action taken unless his/her written dissent to the action taken with the Secretary prior to the next regularly scheduled meeting. The right to dissent shall not apply to a Board member who has voted in favor of the action.*

**Waiver and Consent**

*The transactions of any meeting of the School Board, however called or noticed, shall be valid as a meeting duly held after regular call and notice, if a quorum is present. Either before or after the meeting, each of the Board members not present shall sign a written waiver of notice or a consent to the holding of such meeting, or an approval of the minutes thereof.*

**Quorum**

- A. At all meetings of the School Board, whether regular or special, the presence in person of a majority of Board members shall constitute a quorum for the transaction of business. Only Board members may vote at any meetings of the Board and proxies shall not be valid for voting.*
- B. In the absence of a quorum, a minority of School Boards members may adjourn any meeting of the Board from time to time, without notice other than announcement at the meeting, until a quorum shall be present.*
- C. If there are not sufficient School Board members to constitute a quorum as provided in this Bylaw, a majority of Board members may qualify or approve new Board members.*



## **SCHOOL BOARD**

### **PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS**

#### **Employee Presentations**

Issues and communications from employees for school board consideration shall be handled in the following manner:

1. Complaints from employees shall be in the first instance submitted to the administration.
2. If the complaint is not settled by the administration, it shall be referred to the Board of Education. The administration shall prepare a review of the case for the Board of Education and such persons as per instruction from the Board.
3. Employees or groups of employees desiring to address the Board on any matter should direct their communication to the administration and President of the Board and not to individual members of the Board; however, copies of any communication may be sent to all members by the administration or by the President.

#### **General Public**

At each regular and special school board meeting which is open to the public, members of the public and employees of the School shall be afforded time to ask questions of the Board, subject to reasonable constraints. The President shall be responsible for conducting an orderly meeting. This responsibility for orderly conduct includes the President's right to rule on such matters as the time allowed for public discussion and the appropriateness of the remarks to the subject under consideration.

The individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the School Board President.
2. Identify himself or herself and be brief. Normally, such comments shall be limited to 5 minutes. In unusual circumstances, and when the person has given advance notice of the need to speak for a longer period of time, such person may be allowed to speak for more than 5 minutes.
3. The School Board President may deny a person the opportunity to speak for more than 5 minutes. The President may also deny such opportunity to a person who has previously addressed the Board on the same subject.
4. The School Board President shall have the authority to determine procedural matters regarding public participation not otherwise defined in School Board policy.

The Board reserves the right to halt any discussion in the regular session which relates to a matter that the Board feels should be discussed in closed session.



## **SCHOOL BOARD**

### **BOARD POLICY DEVELOPMENT**

Anyone may propose new policies, changes to existing policies, or elimination of existing policies. Staff suggestions should be channeled through the administration. Suggestions from all others may be made to the Board President or the administration. The administration is responsible for (1) providing relevant policy information and data to the Board, (2) notifying those who will be affected by a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The administration shall seek the counsel of an attorney when appropriate.

### **Policy Adoption**

Policies or policy revisions shall not be adopted at the Board meeting at which they are first introduced except in cases of emergency as designated by a majority vote of the Board. Furthermore, Board consideration shall be given at a subsequent meeting(s) and after opportunity for input from parents, staff and other potentially affected parties.

### **Dissemination**

The School Board policies shall be available for public inspection in the administrative office during regular office hours.

### **Amendments to Policy**

Any policy may be amended by unanimous vote of all board members at any regular or special meeting. Policies may be amended by a majority vote of the Board provided that such a proposal shall have been submitted in the previous meeting.



**Administration in Policy Absence**

In cases where action must be taken within the school and where the school board has provided no guides for administrative action, the administration shall have the power to act.

The administration's decision, however, shall be subject to review by the school board. The administration shall inform the school board promptly of such action and of the need for policy.

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## **GENERAL SCHOOL ADMINISTRATION**

### **SCHOOL ADMINISTRATOR**

#### **Appointment and Duties**

*The Administrator shall be appointed each year by the School Board, through written contract, after careful consideration of his/her spiritual and academic qualifications, and the Board conducted evaluation. He/she shall be the chief executive officer of the School and shall carry out the policies established by the Board. The Administrator shall be an ex-officio (non-voting) member of the Board.*

#### **Minimal Qualifications**

*The Administrator shall be a born-again believer and subscribe without reservation to the school's Statement of Faith and Philosophy of Education. He/she shall be a Christian role model in the school and community.*

*The Administrator shall be a member in good standing of a local, evangelical church whose doctrine is in agreement with Article II of the Bylaws.*

#### **Responsibilities**

*The Administrator's responsibilities are to be defined in a job description approved by the School Board.*

#### **Evaluation**

*The School Board shall evaluate the Administrator annually based upon his/her job description and other appropriate factors.*

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## **OPERATIONAL SERVICES**

### **FISCAL AND BUSINESS MANAGEMENT**

The administration is responsible for the School's fiscal and business management. This responsibility includes assisting the School Board (or its appointed committee) with preparing a tentative budget proposal prior to March 1 each year. The tentative budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the School's educational program.

#### **Final Adoption Procedures**

The School Board shall adopt a budget prior to July 1 but not less than 30 calendar days from date of the adoption of the tentative budget.

The adoption of the budget shall be by roll call vote and shall be incorporated into the meeting's official minutes. School Board members' names voting yea and nay shall be recorded in the minutes.

#### **Implementation**

The total amount budgeted as the expenditure shall be considered the maximum amount which may be expended for that line item except when an over-expenditure is authorized by the School Board. The administration is responsible for implementing the School's budget and shall provide the School Board with a monthly financial report which includes line item budget balances.

#### **Budget Amendments**

In order to encourage ongoing reassessment of the School's financial condition and reevaluation of fiscal decisions and practices the Board herein requires that the budget shall be amended by board action during the fiscal year whenever total actual expenditures exceed the budgetted total expenditures by 15%.

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## OPERATIONAL SERVICES

### PURCHASES

The purchasing practices of the School shall be such as to benefit the educational program. Decisions on purchases shall be based on specifications which stress good quality within the limitations of the budget.

1. Adoption of the annual budget authorizes the administration to purchase budgeted supplies, equipment and services. Purchase of items not included in the budget above \$500.00 requires prior school board approval except in case of an emergency.
2. Telephone quotations, verbal quotations or catalog prices should be used to procure materials which are needed urgently, or for small quantity orders involving relatively little money.
3. Written quotations should be used to purchase materials of highly specialized nature and/or when the field of competition is limited. Whenever possible, quotations should be obtained from two or more competitors. The administration may negotiate with vendors or contractors for a discount after quotation.

### Bidding Requirements

All contracts for supplies, materials or work involving an expenditure in excess of **\$5,000**, except contracts which by their nature are not adapted to award by competitive bidding, shall be awarded to the "lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability."

The contract shall be awarded by vote of the school board at an official meeting. The administration shall report the results of the bidding to the school board, together with a recommendation and supporting rationale.

Bid deposits of ten (10) percent of the bid amount, assuring good faith in bidding, and performance bonds to the extent of one hundred (100) percent of the contract amount may be required at the board's discretion.

In an emergency expenditures may exceed **\$5,000** without bids, provided such expenditure is approved by three fourths (3/4) of the school board.

## OPERATIONAL SERVICES

### INSURANCE MANAGEMENT

#### Liability Insurance

The school board has the duty to indemnify and protect the School, members of the school board, employees, and volunteer personnel against civil rights damage claims and suits, constitutional rights damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment or under the direction of the school board.

To this end the school board shall purchase and maintain insurance with a company licensed to write such coverage in Illinois.

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## **OPERATIONAL SERVICES**

### **HAZARDOUS AND INFECTIOUS MATERIALS**

Hazardous and/or infectious materials are any substances, or mixture of substances, that constitute a fire, explosive, reactive, or health hazard. Examples of such materials include, but are not limited to:

1. any item contained in the definition of "toxic substance" in the Toxic Substances Disclosure to Employees Act as well as those listed in Illinois Department of Labor regulations;
2. an item or surface that has the presence of, or may reasonably be anticipated to have the presence of, blood or other bodily fluids;
3. non-building related asbestos materials;
4. lead and lead compounds (included in school supplies, i.e., art supplies, ceramic glazes);
5. compressed gases (natural gas), and explosive (hydrogen), poisonous (chlorine), or toxic gases (including exhaust gases such as carbon monoxide);
6. solvents (gasoline, turpentine, mineral spirits, alcohol, carbon tetrachloride);
7. liquids, compounds, solids or other hazardous chemicals which might be toxic, poisonous or cause serious bodily injury;
8. materials required to be labeled by the Department of Agriculture or the EPA (pesticides, algacide, rodenticide, bactericides);
9. regulated underground storage tank hazardous materials (including diesel fuel, regular and unleaded gasoline, oil (both new and used), and propylene glycol).

The School:

1. Maintains a perpetual inventory of hazardous materials.
2. Makes available inventory lists to the appropriate police, fire, and emergency service agencies.
3. Compiles Material Safety Data Sheets (MSDS) and makes them available to employees. The data sheets will be maintained and updated when necessary.

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4. Makes available MSDS to all persons requesting the information.
  5. Stores hazardous materials in compliance with local, State, and federal law. Storage containers will be labeled and stored in a location which limits the risk presented by the materials. Containers will be stored in a limited-access area.
  6. Transports hazardous materials in a manner which poses the least possible risk to persons and the environment and which is in compliance with local, State, and federal law.
  7. Classifies hazardous materials as current inventory, waste, excess, or surplus. Disposal of hazardous materials will be done in compliance with local, State, and federal law.





## **PERSONNEL**

### **GENERAL PROVISIONS AND REQUIREMENTS**

- *Faculty and staff responsibilities are to be defined in job descriptions approved by the School Board.*
- *The faculty shall be appointed each year after careful consideration of spiritual and academic qualifications and evaluations.*
- *Staff may be appointed annually at the discretion of the School Board.*
- *The Administrator shall evaluate faculty and staff annually based upon their job descriptions and other appropriate factors.*
- *Each member of the faculty and staff shall receive a handbook of pertinent policies and procedures for the school and shall certify annually in writing that he/she has received and reviewed the handbook.*

### **Statement of Faith**

All employees must sign Unity Christian School's Statement of Faith upon being hired, and again on an annual basis to demonstrate their continued commitment to the religious purposes for which Unity Christian School exists. (See Appendix)

### **Human Resource Officer**

The Administrator is Unity Christian School's Human Resource Officer and is responsible for fair and consistent enforcement of Unity Christian School's human resource policies and procedures. The Administrator is a senior consultant to the Board on all matters concerning human resource management. The Administrator provides staff assistance to supervisors and department heads in developing, communicating, and carrying out Unity Christian School's human resource policies and procedures.

**Goals and Expectations**

It is Unity Christian School's policy to implement fair and effective human resource policies and procedures, and to require all employees to serve Unity Christian School's best interests.

Unity Christian School expects all employees to:

- A. Deal with staff, students, parents and the public in a professional manner;
- B. Perform assigned tasks in an efficient manner;
- C. Be punctual;
- D. Demonstrate a considerate, friendly, and constructive attitude toward fellow employees; and
- E. Adhere to the policies adopted by Unity Christian School.

Unity Christian School retains the sole right to exercise all managerial functions including, but not limited to, the rights to:

- A. Dismiss, assign, supervise, and discipline employees;
- B. Determine and change starting times, quitting times, and shifts;
- C. Transfer employees within departments or into other departments and other classifications;
- D. Determine and change the size and qualifications of the work force;
- E. Determine and change methods by which its operations are to be carried out;
- F. Determine and change the nature, location, services rendered, quantity, and continued operation of Unity Christian School; and
- G. Assign duties to employees in accordance with Unity Christian School's needs and requirements and to carry out all ordinary administrative and management functions.

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## **PERSONNEL**

### **EQUAL OPPORTUNITY EMPLOYMENT**

It is the intention of Unity Christian School to practice equal employment opportunity without regard to an individual's race, gender, color, national origin, disability or age in application of any policy, practice, rule, or regulation. Functioning as a not-for-profit Christian ministry, we can and do discriminate on the basis of religion.

### **HIRING PRACTICES**

#### **Section 5.11**

- (The following procedures will take affect Nov. 1, 2010)
  - Appointments of Athletic Coaches
    - The head coach
      - Will submit application
      - Interview with the school board
      - Obtain background check paid for by the school
    - The assistant coach
      - Will submit application
      - Obtain background check paid for by the school
    - The head coach has the discretion to decide whether or not the assistant coach is assisting or serving as coach of a junior varsity team.
  - Use of substitutes, aftercare and recess volunteers
    - Will submit application
    - Interview with administration
    - Obtain background check paid for by the school
    - Agape students
      - Will submit application and letter of recommendation from Agape administration
      - Interview by administration
  - Lunchroom and Food Preparation Personnel
    - A TB test is required of all personnel handling or serving food in the lunchroom.

## **PERSONNEL**

### **EMPLOYEE HARRASSMENT**

Unity Christian School is committed to maintaining a work environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Unity Christian School is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

"Harassment," including "sexual harassment," means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, national origin, gender, disability, or age made by someone from or in the work setting under any of the following conditions:

- A. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment;
- B. Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual;
- C. The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile, or offensive work environment;
- D. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities; or
- E. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through Unity Christian School.

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or otherwise harassing nature. Among the types of conduct which would violate this policy are the following:

- A. Unwanted sexual advances or propositions;
- B. Offering employment benefits in exchange for sexual favors;
- C. Making or threatening reprisals after a negative response to sexual advances;
- D. Visual conduct such as leering, making sexual gestures, or other gestures which denigrate a person's race, color, national origin, gender, disability, or age;

- E. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on Unity Christian School premises, or circulated in the workplace;
- F. Epithets, slurs, negative stereotyping, threatening, intimidating, or hostile acts that relate to race, color, gender, national origin, age, or disability, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
- G. Physical conduct such as touching, assaulting, impeding or blocking movements.

Employees who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the Human Resource Officer, or the Board chair if the complaint involves the Human Resource Officer. Employees who observe conduct of a harassing nature are also encouraged to report the matter to the Human Resource Officer, or the Board chair if the complaint involves the Human Resource Officer. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, Unity Christian School reserves the right to fully investigate every complaint and to notify appropriate government officials as the circumstances warrant.

It is against Unity Christian School's policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted, or participated in any investigation proceeding or hearing concerning harassment.

When the Human Resource Officer, or the Board chair if the complaint involves the Human Resource Officer, receives a complaint, he will immediately direct an investigation. If the investigation confirms the allegations, prompt corrective actions will be taken, and the individual who suffered the harassing conduct will be informed of the corrective action taken. In addition, any employee found to be responsible for harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

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## **PERSONNEL**

### **HIRING PRACTICES AND QUALIFICATIONS**

*Individuals serving on the faculty and staff shall be born-again believers and subscribe without reservation to the school's Statement of Faith and Philosophy of Education. Such individuals shall be Christian role models in the school and community.*

*Individuals serving on the faculty and staff shall be members in good standing of local, evangelical churches whose doctrine is in agreement with Statement of Faith.*

#### **Qualifications**

Unity Christian School hires individuals on the basis of their qualifications and ability to do the job to be filled. Unless otherwise provided in writing, employment with Unity Christian School is considered to be at-will, so that either party may terminate the relationship at any time and for any lawful reason.

A member of an employee's immediate family will be considered for employment by Unity Christian School provided the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, if such employment would:

- A. Create either a direct or indirect supervisor/subordinate relationship with a family member; or
- B. Create either an actual conflict of interest or the appearance of a conflict of interest.

These criteria will also be considered when assigning, transferring, or promoting an employee.

**Applicants Under Age 18**

When Unity Christian School hires employees under age 18 who are not emancipated or have a high school equivalency degree ("minor employees"), Unity Christian School and the minor employee must comply with all necessary laws pertaining to the employment of minors. All minor employees must obtain a proper work permit and Unity Christian School must keep records of this compliance. All minor employees may only work during non-school hours

**Immigration Law Compliance**

Unity Christian School complies with the Immigration Reform and Control Act of 1986 and is committed to employing only United States citizens and those aliens who are authorized to work in the United States.

**Medical Examinations & Health Procedures**

Unity Christian School reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. Employees returning from a leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves or their fellow employees. In addition, Unity Christian School reserves the right to require a second medical opinion regarding an employee's absence because of illness or injury or regarding a doctor's certification of an employee's ability to return to work. Any such second opinion will be paid for by Unity Christian School.

Employees who become ill on the job or suffer any work-connected injury, no matter how minor, must report the situation to the Human Resource Officer for determination of appropriate action such as arranging for examination and treatment, and for recording of the incident.

Subsequent to Board action on September 6, 2005, the Board "requires TB tests of all employees."

**Introductory Period**

All new employees and all present employees transferred or promoted to a new job are to be monitored and evaluated for an initial introductory period on the job of at least three months. After satisfactory completion of the introductory evaluation, such employees will be evaluated on an annual basis as provided for in the Performance Appraisal policy.

At all times, employment with Unity Christian School is considered to be "at-will," and the employer/employee relationship may be terminated at any time for any lawful reason by either party.

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## **PERSONNEL**

### **NON-DEGREE TEACHERS**

#### **Teachers in Grades K through 8**

Any teacher hired after July 1, 2010, to teach in grades K through 8 who does not possess a valid Illinois teaching certificate in his or her assigned area(s) of teaching responsibility must have an official transcript on file documenting his or her enrollment in an accredited teacher certification program.

Individuals enrolled in a teacher certification program must complete a minimum of 6 credits each year and earn their teaching certificate from an accredited institution within a maximum of five years of their employment.

The annual requirement and the 5-year completion requirement may be extended on an individual basis by the School Board due to special extenuating (unforeseeable and unplanned) circumstances. However, a teacher's failure to comply with either the annual or 5-year requirement without special permission from the School Board will constitute cause for dismissal.

#### **Teachers in Pre-K**

Any teacher hired after July 1, 2010, to teach in Pre-K who does not possess a valid Illinois teaching certificate in early childhood must have an official transcript on file documenting his or her enrollment in an accredited early childhood teacher certification program.

Individuals enrolled in an early childhood teacher certification program must complete a minimum of 6 credits each year and earn their early childhood teaching certificate from an accredited institution within a maximum of five years of their employment.

The annual requirement and the 5-year completion requirement may be extended on an individual basis by the School Board due to special extenuating (unforeseeable and unplanned) circumstances. However, a teacher's failure to comply with either the annual or 5-year requirement without special permission from the School Board will constitute cause for dismissal.

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## **PERSONNEL**

### **SCHOOL PREMISES AND WORK AREAS**

#### **Safety**

Employees should report to the Human Resource Officer or their supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injuries. Employees are encouraged to submit suggestions to the Human Resource Officer concerning safety and health matters. Appropriate recognition will be made by management to employees whose suggestions, once adopted, significantly enhance safety, reduce costs, or increase productivity.

#### **Privacy**

Unity Christian School provides resources to facilitate employees' contributions towards the accomplishment of its mission and reserves the right to examine all provided resources at any time and without warning. Such resources may include desks, desk drawers, locks, computers, computer system databases, communication systems, email, voice mail, lockers, file cabinets, etc. These resources are the property of Unity Christian School, and are therefore not private.

#### **Personal Property**

Employees are expected to exercise reasonable care to safeguard personal items of value brought to work. Such items should never be left unattended or in plain view. Unity Christian School does not assume responsibility for the loss or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.

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### **Solicitation & Distribution**

Unity Christian School limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of the organization, can be detrimental to staff efficiency, can be annoying to staff and members and constituents, and can pose a threat to security.

Persons who are not employed by Unity Christian School are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services, or engaging in any other solicitation or similar activity on Unity Christian School premises unless granted specific written permission to do so by the Human Resource Officer.

The Human Resource Officer may authorize fund drives by employees on behalf of non-political charitable organizations or for employee gifts. Employees are encouraged to volunteer to assist in these drives, however, employees are not to be discriminated against because of their willingness or unwillingness to participate.

Employees may be permitted to engage in solicitation or distribution of non-political information, including prayer requests and forwarded emails, only when pre-approved by the Human Resource Officer.

### **Parking**

Unity Christian School provides parking facilities, when practical, for the benefit and convenience of its employees, members and constituents, and visitors.

Employees who use the Unity Christian School parking lot do so at their own risk and should keep their cars locked while on the lot. Unity Christian School assumes no responsibility for any damage to or theft of any vehicle or personal property left in the vehicle while on the parking lot.

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**Security**

Unity Christian School makes reasonable efforts to provide security for its property, its employees, and authorized visitors to its premises. Employees are expected to know and comply with Unity Christian School's security procedures and are expected to report any violations or potential problems to the Human Resource Officer. Employees violating security procedures will be subject to discipline; and, in addition, illegal acts committed by employees may be reported to law enforcement authorities.

Employees working in sensitive or high security jobs (such as bookkeeping or childcare) must meet any applicable special security clearance requirements specified for such jobs. These requirements may include more extensive background checks, fingerprinting, bonding, or other special security measures. Failure or inability to meet and/or comply with any special security requirements are grounds for termination of employment or rejection of an applicant.

Employees are expected to exercise reasonable care for their own protection and for that of their personal property while on Unity Christian School premises and while away from the premises on Unity Christian School business. Unity Christian School assumes no responsibility for employee losses resulting from robbery or theft while away from the premises on Unity Christian School business.

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## **PERSONNEL**

### **EXPENSE REIMBURSEMENT**

#### **Accountable Reimbursement Plan**

Unity Christian School has adopted an accountable reimbursement policy pursuant to income tax regulations 1.162-17 and 1.274-5T(f). This policy makes it legally possible for Unity Christian School to reimburse legitimate approved expenses to employees without having to show them as taxable income. Following are the terms of our accountable reimbursement policy:

- A. Any Unity Christian School employee will be reimbursed for any ordinary and necessary business and professional expenses incurred on Unity Christian School's behalf if the following conditions are satisfied:
  - a. the expenses are reasonable in amount;
  - b. the employee documents the amount, time and place, business purpose, and business relationship of each person or persons entertained with the same kind of documentary evidence that would be required to support a deduction of the expense on the employee's tax return (receipts are required; oral or employee-written statements will not qualify);
  - c. the employee documents such expenses by providing the Human Resource Officer with an accounting of such expenses, at least monthly. An expense will not be reimbursed if substantiated more than sixty (60) days after the expense is paid or incurred by the employee.
- B. Reimbursements will be paid out of Unity Christian School funds and not by reducing paychecks by the amount of the reimbursements.
- C. Reimbursable and professional expenses may include local transportation, overnight travel (including lodging and meals), entertainment, books and subscriptions, education, vestments, and professional dues. See the following headings in this Employee Expense Reimbursements section for specific details.
- D. Unity Christian School will not include as taxable income any business or professional expense reimbursement properly substantiated and reimbursed according to this policy, and the employee should not report the amount as taxable income on his IRS Form 1040.

- E. Any Unity Christian School advance or reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee according to this policy must be returned to Unity Christian School within 120 days after the associated expenses are paid or incurred by the employee, and shall not be retained by the employee.
- F. If, for any reason, Unity Christian School's reimbursements are less than the amount of business and professional expenses properly documented by an employee, Unity Christian School will not report any part of the reimbursement as taxable income for the employee, and the employee may deduct the unreimbursed expenses as allowed by law.
- G. Under no circumstances will Unity Christian School reimburse an employee for business or professional expenses incurred on its behalf that are not properly substantiated according to this policy.
- H. All receipts and other documentation from an employee to substantiate reimbursed expenses under this policy will be retained by Unity Christian School.

#### **Travel Expense**

Employee travel on behalf of Unity Christian School must be approved in advance and such travel should be engaged in and reimbursed according to the guidelines below.

Employees are to use the most expedient mode of transportation available, to book the least expensive fares, and to stay in and eat at moderately priced establishments. Employee expenses for approved travel will be paid or reimbursed when properly documented by the employee and approved by the supervisor. Employees are expected to exercise prudent discretion in incurring expenses while traveling on behalf of Unity Christian School. Any travel expenses deemed unreasonable relative to the circumstances will not be paid or reimbursed and are the employee's personal responsibility.

Employees should provide their supervisor with a copy of their itinerary before leaving on Unity Christian School-related travel.

### **Automobile Usage**

Unity Christian School may allow certain employees to drive on Unity Christian School business. Employees who use their personal vehicle for approved business purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. In addition, employees driving on Unity Christian School business may claim reimbursement for parking fees and tolls incurred.

### **Unity Christian School-Related Entertaining**

Certain employees may engage in the entertainment of associates on behalf of Unity Christian School only if they have been authorized to do so by their supervisor. Such authorization will define the general circumstances and expense limits of the approved forms of entertainment.

Expense reimbursement requests must be accompanied by receipts. Business functions or entertainment should not involve the consumption of alcoholic beverages.

### **Meal Reimbursement**

Unity Christian School may provide, pay for, or reimburse employees for ministry-related meals. Meal expenses must be reasonable and should not exceed the guidelines set by the Human Resource Officer.

Expense reimbursement requests must be accompanied by receipts, and should not involve the consumption of alcoholic beverages.

### **Membership in Clubs and Civic Organizations**

Employees are encouraged to seek membership in community clubs and civic organizations where such membership will promote Unity Christian School's interests and enhance its image in the community. Memberships dues will not normally be paid by Unity Christian School, nor will they normally be reimbursed by Unity Christian School.

Employee participation in such community organizations must not adversely affect the employee's job performance, be detrimental to Unity Christian School's interests, or place the employee in the position of serving conflicting interests.

**Participation in Trade and Professional Associations**

Employees are encouraged to participate in trade and professional associations that promote Unity Christian School's goals, individual skills development, and/or professional recognition. However, employee participation in such associations must not conflict with Unity Christian School's interests.

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## **PERSONNEL**

### **ETHICS, PROFESSIONAL ATTITUDE AND CONDUCT**

#### **Personal Behavior of Employees**

Certain rules and regulations regarding employee behavior are necessary for the efficient operation of Unity Christian School and for the benefit and safety of all employees. As a religious organization, the conduct of employees on and off the job can impact Unity Christian School's mission. Conduct that interferes with operations, discredits Unity Christian School, or is offensive to members, constituents or fellow employees will not be tolerated.

Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of Unity Christian School. Such conduct includes:

- A. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
- B. Giving proper advance notice whenever unable to work or report on time;
- C. Complying with all Unity Christian School safety and security regulations;
- D. Wearing clothing appropriate for the work being performed;
- E. Maintaining work place and work area cleanliness and orderliness;
- F. Treating all members and constituents, visitors, and fellow employees in a courteous manner;
- G. Refraining from offensive or undesirable behavior or conduct, or conduct which is contrary to Unity Christian School's doctrinal stance or official policies; and
- H. Performing assigned tasks efficiently and in accord with established quality standards.

The following conduct is prohibited and will subject the individual involved to disciplinary action, up to and including termination:

- A. Reporting to work under the influence of alcoholic beverages and/or illegal drugs and narcotics, or the use, sale, dispensing, or possession of alcoholic beverages and/or illegal drugs and narcotics on Unity Christian School premises;
- B. The use of profanity or abusive language;
- C. The possession of firearms or other weapons on Unity Christian School property;

- D. Insubordination or the refusal by an employee to follow management's instructions concerning a job-related matter;
- E. Fighting or assaulting fellow employees, members and constituents, vendors, or visitors;
- F. Theft, destruction, defacement, or misuse of Unity Christian School property or of another employee's property;
- G. Falsifying or altering any Unity Christian School record or report, such as an application for employment, a medical report, a production record, a time record, an expense account, an absentee report, or shipping and receiving records;
- H. Threatening or intimidating management, supervisors, fellow workers, student or parents.
- I. Smoking on school premises or at school functions;
- J. Sleeping on the job;
- K. Failure to wear assigned safety equipment or failure to abide by safety rules and policies;
- L. Improper attire or inappropriate personal appearance;
- M. Engaging in any form of sexual misconduct (including, but not limited to the adoption of a homosexual lifestyle) or sexual harassment (see the following Personal Sexual Purity statement);
- N. Violation of Unity Christian School's policies on solicitation or distribution; and
- O. Improper disclosure of confidential information (such as discussing a child's behavior with someone other than staff or a child's parents).
- P. Physical force in disciplining a child.
- Q. Gross carelessness or negligence.

The examples above are illustrative of the type of behavior that will not be permitted, but are not intended to be an exhaustive listing. Any questions in connection with this policy should be directed to the Human Resource Officer.

### **Personal Sexual Purity**

In an age where secular society is increasingly confused about sexual identity and sexual purity, Unity Christian School believes it is important that it be clear with its staff, and employees about its expectation that they uphold the highest standards of Biblical purity in their interpersonal relationships. Without a clear understanding of sexual identity and consistent practice of sexual purity by Unity Christian School staff, and employees, Unity Christian School cannot be an effective agent of the healing power of Jesus Christ to the victims of sexual confusion in our world.

We believe that God's design for the gift of sexuality is that it is to be exercised and enjoyed only within the covenant relationship of marriage between one man and one woman. It is God's intention that those who enter marriage shall seek, in mutual love and respect, to live, one man and one woman, in Christian fidelity as long as both shall live.

We believe God has expressly condemned sexual intercourse outside of the marriage covenant. This prohibition applies to married persons committing adultery, to sexual relationships between unmarried men and women, and, because God's order intends the sexual relationship to be between male and female, to homosexual practice. It is God's expectation that the unmarried shall live pure and celibate lives, refraining from sexual intimacy.

Because of the serious consequences confused sexuality and unrepentant sexual sin can have on the ministry of Unity Christian School, staff, and employees who disagree with this policy or who do not conform their conduct to it are expected to resign or they will be terminated. Individuals applying for positions with Unity Christian School must acknowledge their agreement with this policy and commitment to abide by it.

#### **Employee Violence Prevention**

- A. Employees are to report all threats of violence as soon as possible to their supervisor.
- B. Employees are to report all suspicious individuals or activities as soon as possible to their supervisor.
- C. If an employee hears a violent commotion, they are to call 911 immediately.
- D. Employees are to cooperate fully with security personnel, law enforcement, and medical personnel that respond to a call for help.
- E. Employees, only if qualified, may provide first aid to injured persons.

#### **Personal Appearance of Employees**

Each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. Employees are expected at all times to present a professional, business-like image to members and constituents, prospects, and the public. Favorable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Unity Christian School. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

The personal appearance of office workers and any employees who have regular contact with the public is to be governed by the following standards:

- A. Employees are expected to dress in a manner that is normally acceptable in similar business establishments. The wearing of suggestive attire or of jeans, shorts, sandals, T-shirts and similar items of casual attire is not permitted as they do not present a businesslike appearance. The dress code may be relaxed to include jeans, sandals, shorts, T-shirts and similar items of casual attire on specified days which will be communicated in advance by management.
- B. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- C. Sideburns, moustaches, and beards should be neatly trimmed.

The personal appearance of employees who do not regularly meet the public is to be governed by the requirements of safety and comfort, but should still be as neat and business-like as working conditions permit.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

#### **Personal Use of Communications Systems**

Employees should be particularly careful to exercise courtesy and thoughtfulness in using the telephone. A positive telephone contact with members and constituents can enhance goodwill while a negative experience can destroy a valuable relationship. The following procedures should be observed whenever possible:

- A. When answering the telephone, use a pleasant tone of voice, give the name of the department, and identify yourself (an example might be, "Unity Christian School Accounting, this is Bob. May I help you?");
- B. If the person with whom the caller wishes to speak is on another line, ask the caller if he wants to be placed on hold;
- C. If a caller has been placed on hold, carefully monitor the holding period and offer to have the call returned if the person with whom he wishes to speak is not available within a reasonable time; and
- D. When a caller leaves a message, make sure it is recorded completely, correctly, and legibly, and given promptly to the appropriate individual.

Employees should not use Unity Christian School communication services and equipment for personal purposes except in emergencies or when extenuating circumstances warrant it. Such usage is restricted because it can impede the normal flow of business, incur unnecessary Unity Christian School expense, and reduce productivity. When personal usage is unavoidable, employees must properly log any user charges and reimburse Unity Christian School for them. However, whenever possible, personal communications that incur user charges should be placed on a collect basis or charged to the user's credit card or personal bill.

#### **Conflicts of Interest**

Employees are not to engage in any activity, practice, or act which conflicts with, or appears to conflict with, the interests of Unity Christian School or its members and constituents.

#### **Confidential Nature of Unity Christian School's Interests**

The interests of Unity Christian School, particularly confidential information, represent proprietary assets that each employee has a continuing obligation to protect.

Information designated as confidential is to be discussed with no one outside Unity Christian School, and only discussed within on a "need to know" basis. This responsibility is not intended to impede normal ministry communications and relationships, but is intended to alert employees to their obligation to use discretion to safeguard Unity Christian School's interests.

Employees authorized to have access to confidential information may be required to sign special nondisclosure agreements and must treat the information as proprietary Unity Christian School property for which they are personally responsible. Employees are prohibited from attempting to obtain confidential information for which they have not received access authorization. Employees violating this policy will be subject to discipline, up to and including termination, and may be subject to legal action.

### **Media & Public Inquiries**

All media inquiries and other inquiries of a general nature should be referred to the Human Resource Officer. Inquiries seeking information concerning current or former employees should likewise be referred to the Human Resource Officer.

### **Disciplinary Procedure**

All employees are expected to comply with Unity Christian School's standards of behavior and performance, and any non-compliance with these standards must be remedied.

Under normal circumstances, Unity Christian School endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit, up to and including termination.

The Human Resource Officer, under normal circumstances, should review and approve all recommendations for termination before any final action is taken.

Employees who believe that they have been disciplined too severely or without good cause should utilize the grievance procedure.

An employee's record will normally be cleared of any disciplinary incidents if the employee works a two full years without further action being instituted under this policy.

### **Grievance Procedure**

Employees have an opportunity to present their work-related complaints and to appeal supervisory decisions through a dispute resolution or grievance procedure. Unity Christian School will attempt to resolve promptly all grievances that are appropriate for handling under this policy.

An appropriate grievance is defined as an employee's expressed feeling of dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees.

Employees must notify Unity Christian School in a timely fashion of any grievance considered appropriate for handling under this policy. The grievance procedure is the exclusive remedy for employees with appropriate grievances. As used in this policy, the terms "timely fashion," "reasonable time," and "promptly" will mean five working days.

Employees will not be penalized for proper use of the grievance procedure. However, it is not considered proper if an employee abuses the procedure by raising grievances in bad faith or solely for the purposes of delay or harassment, or by repeatedly raising grievances that a reasonable person would judge have no merit. Implementation of the grievance procedure by an employee does not limit the right of Unity Christian School to proceed with any disciplinary action which is not in retaliation for the use of the grievance procedure.

The grievance procedure has a maximum of three steps, but grievances may be resolved at any step in the process. Grievances are to be fully processed until the employee is satisfied, does not file a timely appeal, or exhausts the right of appeal. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.

Employees who feel they have an appropriate grievance should proceed as follows:

- Step 1:** Promptly bring the grievance to the attention of the immediate supervisor. If the grievance involves the supervisor, then it is permissible to proceed directly to Step 2. The supervisor is to investigate the grievance, attempt to resolve it, and give a decision to the employee within a reasonable time. The supervisor should prepare a written and dated summary of the grievance and proposed resolution for file purposes.
- Step 2:** Appeal the decision to the Human Resource Officer, if dissatisfied with the supervisor's decision, or initiate the procedure with the Human Resource Officer if the grievance involves the employee's immediate supervisor. If the grievance involves the Human Resource Officer, then it is permissible to proceed directly to Step 3. Such an appeal or initial complaint must be made in a timely fashion in writing. The supervisor's version of the grievance and decision will then be submitted, also in writing.

The Human Resource Officer will, in a timely fashion, confer with the employee, the supervisor, and any other members of management considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved.

**Step 3:** Appeal an unsatisfactory Human Resource Officer decision to the Board chair, or initiate the procedure with the Board chair if the grievance involves the Human Resource Officer. The timeliness requirement and procedures to be followed are similar to those in Step 2. The Board chair will take the necessary steps to review and investigate the grievance and will then issue a written, final, and binding decision.

Final decisions on grievances will not be precedent-setting or binding on future grievances unless they are officially stated as Unity Christian School policy. When appropriate, the decisions will be retroactive to the date of the employee's original grievance.

Information concerning an employee grievance is to be held in strict confidence. Supervisors, department heads, and other members of management who investigate a grievance are to discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information.

### **Arbitration of Disputes**

Unity Christian School and its employees, as Christians, believe the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of Matthew 5:22-24, Matthew 18:15-20, and I Corinthians 6:1-8. Therefore, Unity Christian School and its employees agree that any controversy or claim between them arising out of the employment relationship between Unity Christian School and one or more of its employees, or the termination of that relationship, which cannot be resolved between them, shall be settled by Biblically based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of The Center for Conflict Resolution (626/585-9729). The mediation and, if necessary, the arbitration, shall be administered by a Christian dispute resolution agency which is a member of the Association of Christian Coalition Services.



The parties shall be entitled to conduct discovery as set forth in Unity Christian School's state's Civil Code (i.e. Illinois Code of Civil Procedure, subject to determination by the arbitrator as to what discovery is sufficient to adequately arbitrate the disagreement or dispute.

If arbitration is required, it shall be conducted by three arbitrators. The employee or employees bringing the claim shall have the right to select one arbitrator, and Unity Christian School shall select the second arbitrator. If the two arbitrators selected by the employee(s) and Unity Christian School cannot agree on a neutral arbitrator, the neutral arbitrator shall be selected by the dispute resolution agency administering the arbitration.

The arbitrator will provide a written decision and can award any and all damages available in a civil court of law. While the full costs of the arbitration will be paid by Unity Christian School, the arbitrator has the right to award costs of discovery, litigation, and attorney fees to the prevailing party.

Unity Christian School and its employees agree that these methods are the sole remedy for any controversy or claim arising from the employment relationship between Unity Christian School and one or more of its employees, or the termination of that relationship, including claims for violations of federal and state law and for negligent or intentional wrongful conduct. Unity Christian School and its employees further agree that these methods are the sole remedy whether the claim is between an employee, or employees, and Unity Christian School, or one or more of Unity Christian School's Board members, officers, employees, or agents. Each expressly waives their right to file a lawsuit against another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

The terms of this arbitration agreement, however, are not intended to be a substitute for, or in any way alter, the rights and obligations of any employee and Unity Christian School to administer and adjudicate claims which state law mandates are exclusively within the jurisdiction of the state's Workers' Compensation system.

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## PERSONNEL

### RECORDS

Unity Christian School maintains human resource records for applicants, employees, and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements. Unity Christian School strives to balance its need to obtain, use, and retain employment information with each individual's right to privacy. To this end, it attempts to restrict the human resource information maintained to that which is necessary for the conduct of its ministry operations or which is required by federal, state, or local law.

Employees are responsible to make sure their human resource records are up to date and should notify the Human Resource Officer in writing of any changes in at least the following:

- A. Name;
- B. Address;
- C. Telephone number;
- D. Number of dependents;
- E. Persons to be notified in case of emergency.

In addition, employees who have a change in the number of dependents must complete a new IRS Form W-4 for income tax withholding purposes within ten days of the change if the change results in a decrease in the number of dependents.

Employees may inspect their own human resource records in the presence of the Human Resource Officer and may copy, but not remove, certain documents in the file. Such an inspection must be requested in writing to the Human Resource Officer and will be scheduled at a mutually convenient time during regular office hours. Documents exempted from inspection under Illinois law may be withheld from the employee's inspection.

Employees who feel that any file material is incomplete, inaccurate, or irrelevant may submit a written request to the Human Resource Officer that the files be revised accordingly. If such a request is not granted, the employee may place a written statement of disagreement in the file and pursue the matter further using the regular grievance procedure.

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## **PERSONNEL**

### **TERMS AND CONDITIONS OF EMPLOYMENT AND DISMISSAL**

#### **Job Descriptions**

Job descriptions will be developed for all Unity Christian School positions. Job descriptions:

- A. Indicate the general nature of duties, responsibilities, and specifications;
- B. May be changed to meet the needs of Unity Christian School at any time;  
and
- C. Will be reviewed on an annual basis by the Human Resource Officer.

#### **Employment Agreements**

Unity Christian School may execute, at its sole discretion, written employment agreements with certain of its employees. Such written agreements must have the approval of the Board and be signed by the Human Resource Officer. Those who do not have a written employment contract containing a specified term of employment are considered at-will employees.

#### **Transfer**

Unity Christian School may, at its discretion, initiate or approve employee job transfers from one job to another or from one location to another.

Transferred employees will retain their existing job seniority until satisfactorily completing their introductory period on the job. That seniority will be transferred to the employee's new job at the successful completion of the introductory period. Pay for transferred employees will be handled as follows:

- A. Employees transferred to a job within the same salary range will continue to receive their existing rate of pay;
- B. Employees transferred to a job in a higher salary range will be paid at the higher rate;

- C. Employees transferred at management's request to a job in a lower salary range will continue to be paid at their former rate for four weeks and, thereafter, at the rate of the new job; and
- D. Employees transferred at their own request to a job in a lower salary range will be paid at the lower rate commencing with the start of the new job.

### **Promotion**

Unity Christian School hires employees for entry level positions, provides training and development for employees when deemed necessary, and offers employees promotions to higher level positions when deemed appropriate. The Board prefers to promote from within and will first consider current employees with the necessary qualifications and skills, unless outside recruitment is deemed to be in Unity Christian School's best interest.

Promoted employees will be subject to the provisions of the Introductory Period policy for a period of at least three months. Seniority and pay for promoted employees will be handled as outlined in the Transfer policy.

### **Hours of Work**

Unity Christian School establishes the time and duration of working hours as required by work load and production flow, organizational needs, and efficient management of resources.

The normal workweek is Monday through Friday and typically encompasses hours when school is in session and the time immediately adjacent. Meal and break schedules will vary according to the school needs and will be communicated by your supervisor.

Overtime will be paid to all nonexempt employees (those employees subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) for time worked beyond forty hours in any week. All overtime must be pre-approved by the employee's supervisor. Failure to obtain preapproval for overtime could cause the employee to be subject to discipline up to and including termination.

Management may request nonexempt employees attend student programs, events, lectures, meetings, and training programs. This time will be considered hours of work. Teachers are expected to attend staff meetings, training and certain school functions throughout the year such as, but not limited to the Christmas musical, Easter musical and graduation. A schedule will be posted. The school supports the growth and development of teachers as follows:

1. Continuing education
2. Conference and seminars directly related to the employee's job.
3. In-service training
4. Consultation

The employee may request conference and seminar time and the actual cost involved will be the responsibility of the employee.

All nonexempt employees (the Human Resource Officer will inform employees as to whether they are exempt or non-exempt) are required to complete an individual time record showing the daily hours worked. Time records cover one workweek and are to be completed contemporaneously throughout each workday. Because time records are legal documents, their falsification can result in discipline up to and including termination. The following points should be considered in filling out time records:

- A. Employees are to record their starting time, quitting time, and total hours worked for each workday;
- B. Employees are not permitted to sign in or commence work before their normal starting time or to sign out or stop work after their normal quitting time without the prior approval of their supervisor;
- C. Employees are required to take lunch and/or meal breaks when appropriate;
- D. Employees are required to sign each time sheet certifying that it is complete and includes all time worked for Unity Christian School.
- E. Employee time records are to be checked and signed by the supervisor involved. Unworked time for which an employee is entitled to be paid (paid absences or paid holidays) should be entered by the supervisor on the time record. Authorized overtime also should be identified by the supervisor; and prior approval for overtime must be given by the Human Resource Officer.

Exempt employees (Human Resource Officer will inform employees as to whether they are exempt or non-exempt) are not required to fill out hourly time records but must account for daily attendance. In addition, exempt employees will not normally receive overtime compensation.

Employee attendance at student programs, events, lectures, meetings, and training programs will be considered hours of work if it was requested by management. Teachers are expected to attend staff meetings and training. A schedule will be posted. The ministry supports the growth and development of teachers as follows:

1. Continuing education
2. Conference and seminars directly related to the staff person's job.
3. In-service training
4. Consultation

The employee may request conference and seminar time and the actual cost involved will be the responsibility of the employee.

All nonexempt employees (the Human Resource Officer will inform employees as to whether they are exempt or non-exempt) are required to complete an individual time record showing the daily hours worked. Time records cover one workweek and are to be completed contemporaneously throughout each workday. Because time records are legal documents, their falsification can result in discipline up to and including termination. The following points should be considered in filling out time records:

- A. Employees are to record their starting time, quitting time, and total hours worked for each workday;
- B. Employees are not permitted to sign in or commence work before their normal starting time or to sign out or stop work after their normal quitting time without the prior approval of their supervisor;
- C. Employees are required to take lunch and/or meal breaks when appropriate;
- D. Employees are required to sign each time sheet certifying that it is complete and includes all time worked for Unity Christian School.
- E. Employee time records are to be checked and signed by the supervisor involved. Unworked time for which an employee is entitled to be paid (paid absences, paid holidays, or paid personal time) should be entered by the supervisor on the time record. Authorized overtime also should be identified by the supervisor; and prior approval for overtime must be given by the Human Resource Officer.

Exempt employees (Human Resource Officer will inform employees as to whether they are exempt or non-exempt) are not required to fill out hourly time records but must account for daily attendance. In addition, exempt employees will not normally receive overtime compensation.

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## **PERSONNEL**

### **TEMPORARY AND PART-TIME EMPLOYEES**

Unity Christian School may supplement the regular work force with temporary or part-time employees, or other forms of flexible staffing, when needed because of periods of peak work load, employee absences, or other situations as may be determined by management. A temporary employee is an individual who is hired either part-time or full-time for a specified, limited period. A part-time employee is an individual who is hired for an indefinite period, but who works less than twenty hours in a week (800 hours per school year). A regular part-time employee is an individual hired for an indefinite period of time and works at least 20 hours per week, but not more than thirty- two hours in a week. A full-time employee is an individual who is hired for an indefinite period of time and works at least thirty- two hours per week (1,280 per school year). Other flexible staffing classifications or arrangements may be added as needed.

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## **PERSONNEL**

### **ATTENDANCE, PUNCTUALITY AND LEAVES OF ABSENCE**

#### **Attendance and Punctuality**

Employees are to report for work punctually as scheduled, to work all scheduled hours, and any required overtime. Excessive tardiness and poor attendance disrupt work flow and service to students and parents and will not be tolerated.

Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including termination. Absences in excess of those allowed in the short-term absence policy and tardiness or early leaving (for instance, beyond five minutes of starting or quitting time) more than three times in a three-month period are grounds for discipline.

Employees who are delayed in reporting for work more than thirty minutes and who have not called their supervisor within five minutes of the beginning of their work schedule may lose their right to work the balance of the work day. In addition, employees who report for work without proper equipment or in improper attire may not be permitted to work. Employees who report for work in a condition deemed not fit for work, whether for illness or any other reason, will not be allowed to work.

Employees will not be required nor permitted to work any period of time before or after scheduled starting or quitting times for the purpose of making up time lost because of tardiness, unauthorized absence, authorized absence, or any other reason if the result will be that the employee works more than forty hours during the workweek.

Employees who are absent from work for three consecutive days without giving proper notice to Unity Christian School will be considered as having voluntarily quit. At that time the Human Resource Officer will formally note the termination and advise the employee of the action by certified mail.

**Leaves of Absence**

Unity Christian School may grant employees other unpaid leaves of absence under certain circumstances. The following types of leaves will be considered:

- A. **Family Crisis Leave of Absence:** In the case of a family crisis, such as death or major illness, etc. an employee may be granted up to 3 days of leave without pay.
- B. **Pregnancy-Related Disability:** An employee who is disabled on account of pregnancy, childbirth, or related conditions may take a pregnancy-related disability leave of up to four months without pay..



## **PERSONNEL**

### **EMPLOYMENT-AT-WILL, COMPENSATION AND ASSIGNMENT**

#### **Employment-At-Will Relationship**

All employees who do not have a written employment contract with Unity Christian School for a specific, fixed term of employment are employed at the will of Unity Christian School and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

This policy will not be modified by any statements contained in this manual or any other employee Handbooks, employment applications, Unity Christian School recruiting materials, Unity Christian School memoranda, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, is to create an express or implied contract concerning any terms or conditions of employment. Similarly, Unity Christian School policies and practices with respect to any matter are not to be considered as creating any contractual obligation on Unity Christian School's part or as stating in any way that termination will occur only for "just cause." Statements of specific grounds for termination set forth in this Handbook or in any other Unity Christian School documents are examples only, not all-inclusive lists, and are not intended to restrict Unity Christian School's right to terminate at will.

Completion of an introductory period or conferral of regular status does not change an employee's status as an employee-at-will or in any way restrict Unity Christian School's right to terminate such an employee or change the terms or conditions of employment.

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## PERSONNEL

### TERMINATION

Unity Christian School or the employee may terminate employment at any time and for any lawful reason. The Human Resource Officer will conduct an exit interview no later than the employee's last working day. The interview should:

- A. Attempt, if the termination is voluntary, to determine the actual reason or reasons why the employee is leaving so that, where appropriate, action can be taken to correct any problems that come to light;
- B. Discuss, if the termination is involuntary, the circumstances and reasons leading to the termination, so that misunderstandings and hard feelings can be minimized (two Unity Christian School representatives should be present);
- C. Explain any conversion or continuation of benefits under Unity Christian School's group insurance plans and any other vested benefits available to the employee under Unity Christian School's benefit plans;
- D. Determine the employee's availability for future employment, if the supervisor's written evaluation recommends such employment, and explain Unity Christian School's policy on references (Unity Christian School will only confirm dates of employment, position responsibilities, and whether the person is a candidate for rehire to prospective employers);
- E. Obtain the employee's correct address for mailing IRS Form W-2.
- F. Remind the employee to take away any personal belongings; and
- G. Discuss the employee's continuing duty not to disclose confidential information.

The Human Resource Officer will have the final pay (including accrued benefit time) for terminating employees available on the next regular pay day following termination, He will also be responsible for securing the return, by terminating employees, of all Unity Christian School property in their possession for which the employee signed an agreement of responsibility.

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## **PERSONNEL**

### **EVALUATION (TEACHING STAFF)**

The Board of Education of the Unity Christian School recognizes that the educational process is complex and that the assessment of this process is a challenging one. Nevertheless, because quality teaching is the most important element in our educational program, provisions shall be made to evaluate the teaching performance of professional personnel.

The appraisal of professional personnel performance should serve three (3) purposes:

1. to raise the quality of instruction and educational services to the students of the school;
2. to raise the standards of the profession of Christian teaching as a whole; and
3. to aid the individual teacher to grow professionally.

The principal shall have the responsibility of developing, organizing, and implementing a process for evaluating teachers given the following parameters:

- Teachers who have less than two years full-time teaching experience at Unity Christian School OR who have received a designation of "Unsatisfactory" in one or more skill areas on their most recent summative evaluation report shall be evaluated a minimum of three times each year;
- Teachers with at least two years full-time teaching experience at Unity Christian School shall be observed a minimum of twice each year;
- A final end-of-cycle evaluation summarizing the data from observations shall be written by the evaluator, a copy of which shall be maintained in the school office and a copy shall be given to the evaluated teacher;
- A Professional Growth Plan shall be developed with teachers whose performance rating is "unsatisfactory"; and
- Teachers shall have opportunity to see and sign the evaluation summary.

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## **PERSONNEL**

### **EVALUATION (SUPPORT STAFF)**

The Board of Education of the Unity Christian School recognizes that the educational process is complex and that the assessment of this process is a challenging one. The primary purpose of evaluation of employees is to promote quality performance. The evaluation system also assures the Board of Education that provision of quality education is a responsibility being shared by all staff.

Similar to the purposes of evaluating teaching staff, the appraisal of support staff performance should serve three (3) purposes:

1. to raise the quality of instruction and educational services to the students of the school;
2. to raise the standards of the profession of Christian education as a whole; and
3. to aid the individual employee to grow professionally.

The administration shall have the responsibility of developing, organizing, and implementing a process for evaluating support staff given the following parameters:

- New hires with less than one year of full-time experience at Unity Christian School shall be evaluated twice annually with the first evaluation to be conducted by the end of the first 60 calendar days of employment. Any employee receiving an “Unsatisfactory” rating on any of the criteria listed on the board’s adopted evaluation instrument shall be thereafter evaluated every 60 days until such unsatisfactory rating(s) is/are corrected by the employee.
- Support staff with at least one year of full-time experience at Unity Christian School shall be observed a minimum of once each year at any time during the year at the discretion of administration.

However, any employee receiving an “Unsatisfactory” rating on any of the criteria listed on the board’s adopted evaluation instrument shall be thereafter evaluated every 60 days until such unsatisfactory rating(s) is/are corrected by the employee. Nothing in this policy shall preclude the at-will employment rights of the Board (Ref. Policy # 5.30)

- A Remediation Plan shall be developed cooperatively and formally (in writing) between administration and any support staff member whose performance rating is "unsatisfactory".

August, 2007 5.330

**PERSONNEL**

**SICK DAYS, VACATION, HOLIDAYS AND LEAVES**

### **Benefit Time – Exempt and Non-Exempt Employees**

Unity Christian School grants benefit time with pay to regular full-time and regular part-time employees. Regular full-time employees are advanced eight (8) benefit days the first day of school each year. These days are actually accrued and earned with each pay period throughout the school year. Consequently, the company will withhold from a terminating employee's final paycheck benefit time advanced and taken but not yet earned.

Benefit time is calculated at the employee's base rate of pay, calculated at the employee's standard work hours divided by five (5) workdays. Benefit time must be taken in four (4) hour increments. Benefit time does not include overtime.

Regular part-time exempt employees who work at least 20 hours per week (800 hours per school year) are entitled to benefit time on a pro rata basis.

Any accrued and unused benefit days will be cashed out at the end of the school year in June.

(Added 2-8-11)

(Benefit days may also be donated in four hour increments as follows to: 1) to other designated employees or 2) UCS. These days shall only be available for donation after they have been accrued. A benefit day donation form must be completed by the employee and subsequently approved by the administrator before any funds shall be donated. (Appendix #1) Any funds donated to an employee, but unused at the end of the school year, will be paid out to that employee in June. Funds will not carry over to the next school year. All transfers of funds will be considered confidential by all parties.)

Employees seeking to use benefit time, should provide as much advance notification as possible to their direct supervisor. The supervisor has the discretion to approve or deny this time based on staffing needs and other business considerations.

Employees who are unable to work due to illness, injury or personal emergency, should notify their direct supervisor before the scheduled start of their workday. The direct Supervisor must be contacted on each additional day of absence prior to the scheduled workday start time.

If an employee is absent for three (3) or more consecutive days, for a reason other than approved or prescheduled use of benefit time, a physician's signed statement must be provided verifying the illness or injury and its beginning and expected ending dates. Such verification may be requested for other sick absences, as well as, may be required as a condition of receiving benefit time.



If you are absent three (3) consecutive work days for any reason without notification, Unity Christian School may consider your employment abandoned. Unity Christian School reserves the right in these circumstances, to terminate the employee.

Questionable leave patterns or excuses, as well as extended time away from work, may be subject to investigation and/or possible action, up to and including termination of employment.

### **Scheduled Days Off**

#### **Holidays – Non-Exempt and Exempt Employees**

Unity Christian School observes certain designated days each year as holidays. Eligible employees will be paid their regular rate of pay for the following days in observation of the holiday.

1. Labor Day
2. Columbus Day
3. Veteran's Day
4. Thanksgiving Day
5. Day after Thanksgiving
6. Christmas Day
7. New Year's Day
8. President's Day
9. Good Friday
10. Easter Monday

Regular full-time non-exempt and exempt employees are eligible for consideration. Regular part-time, temporary employees and employees on leaves of absence or on lay-off are not eligible to receive holiday pay.

To receive holiday pay, an eligible employee must be at work, or on an authorized, pre-scheduled absence, on the work days immediately preceding and immediately following the day on which the holiday is observed. If an employee is absent on one or both of these days, Unity Christian School reserves the right to verify the reason for the absence before approving holiday pay.

### **School Breaks/Closure-Exempt Employees**

In addition to the approved holiday schedule, Unity Christian School closes operations for periods of time during the school year, as detailed in the approved school calendar, due to poor weather or emergency. Exempt employees will be eligible for their regular pay during these periods. Non-exempt, temporary and employees on leaves of absence or lay-off are not eligible for pay during these periods.

### **Salary Administration**

Unity Christian School pays wages and salaries which are nondiscriminatory and as competitive as possible. However, all wage and salary policy decisions must take into consideration Unity Christian School's overall economic condition and mission.

Unity Christian School withholds payroll deductions for federal and state income tax and federal insurance contributions (FICA) as required by law. Unity Christian School also complies with all garnishment orders served upon it and will not retaliate against any employee for any garnishment.

### **Performance Appraisal**

The job performance of each employee should be evaluated periodically by the employee's supervisor upon the following occasions:

- A. By the end of the first three months of employment;
- B. Prior to the end of the school year;
- C. When the employee is transferred or promoted to a new job; and
- D. At the time of the employee's termination, if a disciplinary or termination report is not prepared. If a performance appraisal has been completed on the employee within one month prior to one of the above occasions, a new appraisal need not be completed except in cases involving probation or termination.

Between scheduled appraisals, supervisors should discuss with employees on an informal basis any performance issues that warrant attention and should keep records of any significant incidents.

The employee will have the opportunity to examine the written evaluation and make written comments or write a response about any aspect of it. Employees who feel they want more than the chance to add written comments or write a response to their appraisal may request a review by the Human Resource Officer.

A good performance appraisal is not a promise of continued employment.

### **Severance Pay**

Unity Christian School is under no obligation to give a terminated employee severance pay, but severance pay may be granted to terminated employees under certain circumstances at Unity Christian School's discretion.

### **Pay Procedures**

Unity Christian School pays employees by check on a regular basis and in a manner that the amount, method, and timing of such payments comply with any applicable laws or regulations.

Employees are normally paid on a weekly basis each Monday.

Overtime will be paid to all nonexempt employees (those employees subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) for time worked beyond forty hours in any week at the rate of one and one-half times their regular hourly rate. All overtime must be pre-approved by the employee's supervisor. Failure to obtain preapproval for overtime could cause the employee to be subject to discipline up to and including termination.

### **Pay Substitution Policy**

If an employee's absence from work results in a non-paid status, the school will automatically cover the non-paid status from available paid time-off benefits, in accordance with the terms of those benefits. If paid-time is not available, or the applicable provisions are not met, the missed work will be unpaid.

**Tuition Waiver**

Full-time employees are eligible to receive a tuition waiver for their first child attending Unity. Regular part-time employees who are employed 20 hours or more per week are eligible to receive a first child tuition waiver proportionate to the number of hours worked.

This waiver is only for dependent children, is non-transferable and is in force only while the individual is employed.



## **INSTRUCTION**

### **RELEASED TIME FOR OFF-CAMPUS INSTRUCTION**

The School Board may grant released time for a student to participate in an off-campus physical education activity or program (e.g. gymnastics) which is offered during the regular school day. Such permission may be granted when, in the judgment of the Board, the activity or program will likely enhance and/or accelerate the skills and talents of the student beyond the scope of the school's resources. The decision shall be considered on a case-by-case basis and shall be granted solely at the discretion of the Board. At a minimum, the Board's decision to grant permission will be reviewed annually; however, the School Board reserves the right to reverse its decision and revoke this privilege during the school year when, in the Board's opinion, there is cause to believe that the student's participation in the activity is having a negative rather than a positive effect on his or her performance at school.

The student's participation may, but need not, be granted as a substitute for the student's participation in regular physical education class offered by the School.

Parents seeking permission for their child must make their request in writing for consideration at a school board meeting. Every effort will be made to accommodate scheduling; however, the student will be responsible for making up homework assigned during the time of the activity.

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**INSTRUCTION**

**TEXTBOOKS**

Textbooks will be available for purchase prior to the beginning of a school year. (New books as well as some used books). The costs for books will vary in price and will be a separate charge from the registration fee and tuition.

At the end of the school year we will give parents an opportunity to bring their books in for resale. Time and location will be announced. Parents who wish to resell their used books should clearly label the face of the books with their names and price required to purchase the books. There is a 10% handling fee per family. A credit for books sold will be reflected on your school statement.

(Note: For the 2007-2008 school year, the UCS School Board is tentatively planning on moving toward having the school purchase the textbooks and then renting/leasing them to the parents in order to help the parents cut down on textbook costs. This change will most likely go into effect at the end of the 2006-2007 school year in May. Parents will be informed on the details of how this will work at a later date.)

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

Students are not to deface textbooks. Students are encouraged to take care of books so that perhaps they can be sold as used books at a later date.

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.

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## **INSTRUCTION**

### **FIELD TRIPS AND OUTINGS**

Parents shall be given the option to sign an "Annual Field Trip Permission Slip" at the beginning of each school year for each student. Failure to return the slip by the requested time will result in the student's 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. The parent has the option to withdraw permission for any individual field trip by notifying the teacher in writing.

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 type 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 and administration that the student's educational interests would best be served by his/her remaining at school 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.

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## **INSTRUCTION**

### **COMMUNITY RESOURCE PERSONS AND VOLUNTEERS**

#### **Volunteers**

Unity Christian School, a ministry dependent on the volunteer efforts of those who feel led to give of themselves to help accomplish its mission, appreciates the volunteer time that many of its employees give. Because of legal requirements, however, any time volunteered by an employee for Unity Christian School must first be approved by the employee's immediate supervisor to help ensure that it does not parallel the employee's normal job description.

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## INSTRUCTION

### 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, & homework.***

Special classroom projects are to be announced the first week of each quarter. Only these projects or tests result in an incomplete grade.

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

End-of-the-year grades for 1<sup>st</sup> - 8<sup>th</sup> grade are figured by averaging together the four quarter grades. High School end of the year grades are figured by averaging the two semesters. Students are expected to maintain a 2.0 average. Failure to maintain a 2.0 could result in academic probation.

### Honors

Unity Christian School grades on a 4.0 grading scale. Students must be enrolled in at least 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* - All grades must average 3.67 or higher.
- *Honor* - All grades must average 3.33 - 3.66
- *Honorable Mention* - All grades must average 3.0 - 3.32

**GRADING SCALE**

***Elementary (First - Fifth Grade)***

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

***Secondary (Sixth - Eighth Grade)***

<b>A+</b>	<b>99 - 100</b>
<b>A</b>	<b>94 - 98</b>
<b>A-</b>	<b>92 - 93</b>
<b>B+</b>	<b>90 - 91</b>
<b>B</b>	<b>85 - 89</b>
<b>B-</b>	<b>83 - 84</b>
<b>C+</b>	<b>81 - 82</b>
<b>C</b>	<b>74 - 80</b>
<b>C-</b>	<b>72 - 73</b>
<b>D+</b>	<b>70 - 71</b>
<b>D</b>	<b>65 - 69</b>
<b>D-</b>	<b>63 - 64</b>
<b>F</b>	<b>62 and below</b>



## **INSTRUCTION**

### **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.

Repeatedly 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. All papers submitted to a teacher should have the student's name and the name of the subject in the upper right hand corner.
7. It is the responsibility of the student to obtain homework assignments and complete make-up work when absent.

**Consequences For Failure To Do Homework**

Conference with parents, detention, and/or failure of class or subject.



## INSTRUCTION

### GRADUATION REQUIREMENTS

All eighth grade students must pass the State of Illinois History Exam to successfully complete the requirements for graduation.

No student records, transcripts, or diplomas will be issued until all monetary obligations are fulfilled

## INSTRUCTION

### TESTING

Each year the Stanford Achievement Test is given to all students in grades K5-8. 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.



## **INSTRUCTION**

### **WHOLE GRADE ACCELERATION**

Grade acceleration is an intervention whereby a student is moved ahead of normal grade placement either prior to or during the academic year (e.g. placing a third grader directly into fourth grade, or promoting a third grader to fifth grade). Research indicates that when students' academic and social needs are not met, the results are boredom and disengagement from school. The Board of Education of the Unity Christian School believes it is important to encourage, support, and assist each student to develop academically; and for this reason, the Board makes whole-grade acceleration available in some instances for appropriately selected students. The decision of administration as to whole-grade acceleration of a student shall be subject to board approval.

## **INSTRUCTION**

### **ACCELERATED MATH PROGRAM**

Research indicates that when students' academic and social needs are not met, the results are boredom and disengagement from school. The Accelerated Math Program is one whereby a student is provided instruction and enrichment activities to help them advance their math skills beyond what the regular math program would provide. The school board of Unity Christian School believes it is important to encourage, support, and assist each student in developing academically to their full potential. For this reason, the Board and administration make the Accelerated Math Program available for appropriately selected students.



## STUDENTS

### 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. (*Matthew 7:7-11, James 1:22, I Peter 1:13-16, II Peter 1:10-11, Galatians 4:7*)
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. 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.

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**STUDENTS**

**EQUITY**

**Non-Discrimination**

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

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## STUDENTS

### SCHOOL ADMISSIONS AND TRANSFERS

#### Academics/Probationary Period

- 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 who 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 admissions to UCS in Grades 1 through 8. This testing is only a part of the criteria for admission and placement. There is a \$15.00 fee for testing.
- Pre-Kindergarten readiness screening is required of new students applying for admission to 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 K3 must be 3 years old on or before September 1, and MUST be potty trained. NO exceptions.

- 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**

- Normally, the board requires that at least one parent is committed to serving Christ in a local church and is whole-heartedly committed to the distinctives of a Christian education. Families new to UCS are requested to provide a letter of reference from their pastor. Any exceptions can be considered by special request to the board. Parents must subscribe in good conscience to the school's Statement of Faith.
- It is strongly encouraged for each family to maintain an active church membership in a Bible believing church.
- UCS does not discriminate on the basis of race, color, gender, 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.

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**Required Forms and Documents for Enrollment**

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



## **STUDENTS**

### **FINANCIAL POLICY**

#### **Registration Fee**

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

#### **Tuition**

Tuition covers a ten-month period, August through May, or a 12 month period June - May. Monthly statements are billed on the 1st of each month, payable on the 15<sup>th</sup>, and late after the 25<sup>th</sup>. There is an additional \$25.00 charge for late payments. Any accounts which are 60 days past due will be placed on automatic bank draft for the remainder of the school year.

#### **Book Fee**

Textbooks are available for purchase and there is a separate charge from the registration fee and tuition. The cost for books will vary in price according to the grade and subject placement of a student.

#### **Fund Raising**

All families are expected to participate in fund raising activities.

## **STUDENTS**

### **ATTENDANCE, ABSENCES, AND TARDIES**

The school day begins at 8:05 a.m. and ends at 2:45 p.m. 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 absenteeism. 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, the absence is recorded in the classroom roll book and in the absentee register in the school office.

Lunch time is the guideline for calculating half day absenteeism for grades 1<sup>st</sup> - 6<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 2:00 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 making 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 may 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.

**Tardies**

Students are expected to be on time for school and classes. A tardy pass from the school office or a teacher 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.

**Elementary Tardy - Grades 1-8:** Tardies will accumulate for each quarter. For every five tardies the student will lose break or recess privileges.



## **STUDENTS**

### **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, fifth, or ninth 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.

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## STUDENTS

### MAKEUP WORK

1. 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.
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. Special classroom projects, reports, etc., will be announced the first week of each quarter. The completion deadline will be set by the teacher and if not completed will result in an "incomplete" grade for the course regardless of what a student's grades may average. The work must be completed before a grade/credit can be received.
4. 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.
5. Any student who has been suspended from school will receive zero's (0's) on the day(s) of suspension.



## **STUDENTS**

### **TELEPHONE USE**

Students may use the 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.

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## **STUDENTS**

### **DRESS CODE**

All student apparel should reflect modesty and sensibility as indicated in the Scriptures ( I Timothy 2:9). Extreme fashion in dress and hairstyle will not be acceptable. The administration has total discretion as to what is considered “modest” and acceptable.

### **Elementary K3-8**

1. All elementary students may wear loose fitting, modest slacks, shorts, or jeans. Girls’ skirts or jumpers must be knee length. Knee length is defined in the following manner: when a student is in the upright position while kneeling on the floor, the skirt or jumper should be only a dollar bills width or less from the floor. Girls must wear shorts under skirts.
2. Hair should be clean and groomed neatly and should not exceed to bottom of the ear lobe for boys.
3. All students will be required to wear a loose-fitting polo style shirt with no writing or graphics on it excluding the label logo. Shirts may be short, 3/4 length, or long. No cap sleeve or sleeveless shirts will be allowed. The polo-style UCS spirit wear shirt is also acceptable.
4. This policy allows “for clothing to be worn over polo’s if temperatures in classrooms warrant.” (October, 2005)
5. Ball caps or hats are not to be worn inside the school building.
6. No ragged jeans or jeans with holes allowed.



## STUDENTS

### 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.

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

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.



## STUDENTS

### LEGAL CUSTODY

1. Enrollment will not be finalized until permission to enroll the child is granted, in writing, by the person(s) named in the official custody papers as having authority to make decisions regarding the child's education. That is, only the person(s) having legal custody of the child has/have the authority to make decisions regarding the child's education.
2. Written documentation regarding the legal custody of the child enrolled, i.e., a court decree or private settlement agreement, must be provided by a parent, grandparent, legal guardian or a foster parent.
3. If divorced parents share legal custody of a child, as supported by written documentation provided the school, both parents must agree on decisions relating to matters of education and medical care.
4. Grandparents and foster parents with whom a child resides may, by court decree or private settlement agreement, need approval from the child's parents regarding educational decisions. For example, if a foster parent does not have sole legal custody, then signed authorizations from the custodial parent(s) and from the foster parent(s) must be provided for a child enrollee.
5. Any restrictions in the official custody papers, not in keeping with official school policy (such as restrictions on after-school pick up and standards of conduct) may be cause to negate enrollment.
6. Written directions in the official custody papers will be followed regarding (1) which parent to call regarding an emergency, an absence, or a discipline problem; (2) which parent is to receive school notices; and (3) which parent will have access to the student's records. Verbal communications will not be accepted.
7. All legal custodians must sign the school enrollment contract.
8. If a grandparent who is a caregiver does not have legal custody, the school enrollment contract must be signed by both the parents and the grandparents.

## STUDENTS

### 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. 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.



**Drugs, Tobacco and Alcohol**

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

**Electronics**

Ipods, cd players, and other hand-held musical equipment are not allowed at school.

Handheld games are not to be played during class and are not allowed at lunch tables (leave on benches). (Allowed at recess time only)

School is not responsible for lost or broken games.

**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 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**

**Elementary:** Elementary detentions will be served during the noon hour. Repeated elementary detention offenders may be required to serve detention after school.

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 administrative assistant. Any detention time incurred over two hours in a single semester will result in a one day (1) in-house suspension.

### **In-House 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 administrative assistant.

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 on whether or not to expel the student.
3. Documentation of the expulsion shall be placed in the student's permanent record.

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**STUDENTS**

**DISCIPLINARY CODE**

***--- 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 Action**

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

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

**STUDENTS**

**SPORTSMANSHIP CODE OF 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.

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**STUDENTS**

**STUDENT ILLNESS**

Students dismissed from class due to illness are to report to the school office. The student's illness will be assessed and, if necessary, 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 99.0 or higher during the past 24 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.

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## **STUDENTS**

### **STUDENT WELLNESS**

#### **Purpose**

The purpose of this policy is to ensure a school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 including

- goals for nutrition education, physical activity and other school-based activities designed to promote student wellness; nutrition guidelines for all foods available during the school day;
- a plan for measuring implementation including designating one or more persons charged with operational responsibility; and
- involving parents, students, school food service personnel, the school board, and school administrators in developing this policy.

#### **Goals For Nutrition Education**

- Students shall receive a minimum of 50 contact hours of nutrition education as part of a sequential program that is coordinated within a comprehensive health education curriculum and which provides students with the knowledge and skills necessary to adopt healthy eating behaviors *and* aimed at influencing students' knowledge, attitudes and eating habits. "Contact hours" may include a combination of classroom instruction; nutrition education provided in the cafeteria; or health fairs, field trips and assemblies providing nutrition education.
- Nutrition education shall be integrated into the standards-based lesson plans of other school subjects like math, science, language arts, physical education, health, family and consumer science and social sciences.
- The nutrition education program should include enjoyable interactive activities such as contests, promotions, taste testing, field trips and school gardens.

#### **Goals For Physical Activity**

- Students shall participate in daily physical education that enables them to achieve and maintain a high level of personal fitness and emphasizes self-management skills including energy balance.



- It is recommended that elementary students participate in physical education for a minimum of 150 minutes per week, and middle school students participate for 225 minutes per week
- Special emphasis should be placed on promoting an active lifestyle in preschool through primary grades as health habits are established at a young age. Accommodations shall be made for students with disabilities, 504 plans, and other limitations.
- Teachers shall provide elementary students a daily supervised recess period.
- Students shall be provided opportunities for physical activity through a range of before- and after-school programs including intramurals, interscholastic athletics, and physical activity clubs.

**Goals For Other School-Based Activities Designed To Promote Student Wellness**

- Parents shall be provided information to help them incorporate healthy eating and physical activity into their student's life. This information may be provided in the form of handouts, postings on the school's website, information provided in school newsletters, presentations that focus on nutrition and healthy lifestyles and any other appropriate means available for reaching parents.
- It is recommended that school personnel share information about the nutritional content of school meals and/or individually sold foods with students, family and school staff.
- School meals shall be served in clean, safe and pleasant settings with adequate time provided for students to eat.
- All food service personnel shall have adequate pre-service training and regularly participate in professional development activities that provide strategies for providing tasty, appealing and healthy school meals; nutrition education strategies including coordination of classroom and cafeteria activities; and effective promotional techniques to encourage healthy eating habits.
- Food service personnel shall involve families, students and other school personnel in choosing nutritious food and beverage selections for the local school through surveys, committees, taste-testing and similar activities designed to provide input into the decision-making process.
- Food service personnel shall work with suppliers to obtain foods and beverages that meet the nutrition requirements of school meals and nutrition standards for those sold individually.
- Food service personnel shall work closely with school instructional staff to reinforce nutrition instruction and foster an environment where students can learn about and practice healthy eating.
- Food service personnel shall take every measure to ensure that student access to foods and beverages on school campuses meets federal, state and local laws and guidelines.



- Students, parents, school staff and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options and shall be provided with a list of recommended food and beverage options.
- Nutrition education shall be provided by trained and well-supported staff with adequate pre-service and in-service training.
- All foods and beverages made available on campus shall comply with the federal, state and local food safety and sanitation regulations.
- For the safety and security of food, access to any area involved in storage, preparation or service of food on the school campus shall be limited to authorized personnel.

**Consistent School Activities and Environment –Physical Activity**

- Physical education classes shall have a student to teacher ratio comparable to those in other curricular areas.
- Physical education topics shall be integrated within other curricular areas.
- Teachers are encouraged to limit extended periods of inactivity providing students periodic breaks during which they are encouraged to stand and be moderately active.
- Physical activity facilities and equipment on school grounds shall be safe.

**Food or Physical Activity as a Reward or Punishment**

- School personnel shall be encouraged to use nonfood incentives or rewards with students and shall not withhold food from students as punishment.

**Nutrition Guidelines For All Foods And Beverages Available On School Campuses During The School Day**

- Food service personnel shall offer a variety of age-appropriate, appealing foods and beverage choices and employ food preparation, purchasing and meal planning practices consistent with the current Dietary Guidelines for Americans.

- All foods and beverages sold individually (apart from the reimbursable school meal) on school campuses during the school day shall meet nutrition standards. This includes:
  - a la carte offerings in the food service program;
  - food and beverage choices in vending machines, snack bars, school stores; and
  - foods and beverages sold as part of school-sponsored fundraising activities.
- Nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods and whole grain products, shall be available wherever and whenever food is sold or otherwise offered at school.

#### **Guidelines For School Meals**

- School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans and/or shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and all applicable state and local laws and regulations.

#### **Measuring Implementation & Community Involvement**

- The Administrator/Principal shall be charged with the operational responsibility for ensuring that the school meets the local wellness policy requirements.
- The Administrator/Principal shall be responsible for implementation of the local wellness policy and shall appoint a school-based evaluation team to develop and implement an annual evaluation plan.
- The Administrator/Principal shall report to the school board annually on the status of compliance to this policy.



**STUDENTS**

**BEFORE/AFTER CARE**

Students arriving at school between 7:00 and 7:45 a.m. and/or remaining at school after 3:00 p.m. will be charged an hourly fee of \$2.00 for extended care. Any child NOT picked up by 5:00 p.m. will be charged at the rate of \$6.00 per hour. All fees will be figured on hourly intervals.



**STUDENTS**

**ADMINISTERING MEDICATION TO STUDENTS**

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.

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.

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**STUDENTS**

**HEADLICE AND BODY LICE**

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.

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**STUDENTS**

**ELIGIBILITY FOR EXTRA-CURRICULAR ATHLETICS AND 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 Heartland Christian Conference Athletic Rules and Regulations to participate in any 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. If any player has been deemed academically ineligible for more than one 3 week grading period of any one sport, they will not earn a letter for that sport.

A sports physical is required for any student participating in sports.

**Attendance Qualifications for Sports**

Students absent from a day or any part of a day of school are ineligible to play in a sports activity (including practices) held on the day of an absence. Any exceptions must be approved in writing by the administrator. (See pg. 9).

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**STUDENTS**

**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.





## STUDENTS

### *Student Records*

#### Maintenance of School Student Records

The School shall maintain two types of school records for each student: a *permanent* record and a *temporary* record. These records may be integrated.

The *permanent record* shall include:

- Basic identifying information
- Academic transcripts
- Attendance record
- Accident and health reports
- Scores received on the Prairie State Achievement Examination
- Information pertaining to release of this record
- Honors and awards
- School-sponsored activities and athletics

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

The *temporary record* may include:

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results, including scores on the Illinois Standards Achievement Test

- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special education files
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record

Information in the temporary record must indicate authorship and date. The School shall maintain the student's temporary record for at least 5 years after the student transferred, graduated, or permanently withdrew. Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

The Administrator/Principal is responsible for the maintenance, retention, or destruction of a student's permanent or temporary records. Upon a student's graduation, transfer, or permanent withdrawal, the Administrator/Principal or designee shall notify the parent(s)/guardian(s) and the student when the student's permanent and temporary school records are scheduled to be destroyed and of their right to request a copy. Student records shall be reviewed at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

**FERPA Compliance**

The Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) is applicable to any school which is the direct recipient of federal funds. In order to comply with the prescriptions of this law, the Unity Christian School employs the following policy.

1. To secure the student's and the family's right of privacy within the school, only the administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
2. Outside the school community, only a person who has legal responsibility for the student may have access to the student's records. Any parent or adult student desiring to inspect their records shall address the request to the Administrator/Principal in writing. Such a request must be honored within 15 days. All tests and evaluations shall be translated into meaningful terms, and emphasis shall be placed upon the relationship of all known factors influencing the educational development of the student. When actual inspection of a child's file is made, such activity shall be recorded on a log sheet on which the following information shall be recorded:
  - date of visit,
  - name of person examining records,
  - name of student whose record was examined, and
  - initials of personnel handling the conference.
3. The school shall not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent shall be recorded by the school's record release form.
4. In accordance with the law, the school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

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**STUDENTS**

**Flagging Records Requests  
In Compliance with  
Missing Children Records Act**

The administrator/principal shall develop and administer a system, pursuant to Section 5(a) of the Missing Children Records Act [325 ILCS 50/5], that flags records for any current or former student reported as a missing person by the Illinois State Police as follows:

Upon notification by the Illinois State Police or local law enforcement of the disappearance of a student who is currently or was previously enrolled in Unity Christian School, the school shall flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, the school or other entity shall be alerted to the fact that the record is that of a missing person. The school or other entity shall immediately report to the Illinois State Police or local law enforcement any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police or local law enforcement that the missing person has been recovered, the school shall remove the flag from the person's record.

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Missing Children Records Act [325 ILCS 50/5]

**COMMUNITY RELATIONS**

**COMMUNITY USE OF SCHOOL FACILITIES**

**COMMUNITY USE OF FACILITIES**

The Board recognizes the capital investment the school has in its facilities and believes that such facilities should be made available for community groups so long as the requirements of the school program and the school schedule are given first consideration. Accordingly, school facilities will be available for community use as provided below:

**Priority**

**Class A:** The requirements of the school program receive first consideration

**Class B:** Activities and organizations (such as parent-teacher organizations, faculty meetings, girl scouts, boy scouts, brownies, 4-H, cub scouts, etc.) whose primary purpose is education

**Class C:** UCS affiliated non-profit and not-for-profit activities and organizations whose primary purpose is fundraising

**Class D:** Out-of-school non-profit and not-for-profit organizations (as the schedule permits).

Use of facilities for commercial purposes shall be limited to school building use only. Special permission by the Board of Education shall be required for such use.

**Availability**

1. Requirements of the school program shall have precedence over all scheduled activities
2. Use of school facilities on holidays shall be limited to school use only
3. Unless special arrangements are made, it is expected that facilities will not be used later than 10:00 p.m.

**Application**

Initial requests to use school properties shall require approval by the Board. The Board reserves the right to refuse the use of any part of the building at any time. If the administration receives a request to use the building, he/she may refer it to the Board.

Individuals or organizations using school property must carry a minimum of \$500,000 liability insurance to protect the school against possible loss due to legal action by individuals or members of an organization. Such insurance must list the school as the additional insured and a copy of the policy certificate must be filed with the school prior to the use of the facilities.

**Charges and Deposits**

There will be no rental fee or deposit charged to Class A, B or C groups (see "Priority"). A fee will be charged to Class D groups as follows.

**Regular Rate:** \$50 flat rate plus minimum 3 hours for custodial services at \$7.50/hr

**Special Rate:** Organizations affiliated with Covenant Churches or UCS will be charged at ½ the regular rate

**Regulations**

1. Persons or organizations using the facilities are responsible for the conduct of their members and guests. In case of damage by the group such damage shall be paid for by the person or organization using the building.
2. All groups must have a responsible and reliable agent who can provide reasonable assurance of proper use and protection of school property and proper conduct of those using the facilities so that the best interest of the school is served. The agent is responsible to the administrator.
3. No individual or organization using school facility may remove furniture from or make changes to the property or construct any additions to the buildings or grounds, without approval of the administrator.

4. No special concession shall be operated by any individual dual or organization within the building or on the grounds without the express permission of the administrator.
5. No individual or organization granted use of the school facilities shall use illicit drugs or intoxicating liquor within the building or on the school grounds. Smoking in the gym is strictly prohibited.
6. Persons or organizations using the property shall agree to restore it to original condition in the event of any unwarranted destruction of property, whether a deposit is required or not. The Board shall be the sole judge of unwarranted destruction of property.
7. Organizations using the facilities must conform to all state laws.
8. Organizations using the facilities must conform to all rules and regulations posted in the building.

**Lending Equipment**

Any damage or breakage involving buildings or equipment must be paid for. No political parties or candidates will be permitted to use equipment or school facilities.

The use of the public address system, motion picture projector, piano, VCR's or T.V.'s or any other special equipment requires special permission from the administrator.

Fees, if any, must be paid in the Central office.

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**COMMUNITY RELATIONS**

**PARENT/TEACHER FELLOWSHIP**

*The school may establish a fellowship for the close association and cooperation of the parents of the student and the teachers involved in the school.*

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# APPENDIX

Appendix #1

## UCS Employee Benefit Donation Plan

I, \_\_\_\_\_, donate \_\_\_\_\_ personal  
day(s) to: \_\_\_\_\_ (employee name) \_\_\_\_\_ (number)

(circle one)

- A. the following employee \_\_\_\_\_.
- B. Unity Christian School.

I understand that upon approval of this benefit, I relinquish any rights that I have to this time and/or compensation.

This agreement has been discussed and agreed to by the following on \_\_\_\_\_.  
(date)

Administration: \_\_\_\_\_

Employee: \_\_\_\_\_

**STATEMENT OF FAITH**

1. We believe the Bible to be 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 (Titus 1:4).
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, Galations 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).

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