

Forward

Unity Christian Academy has assembled a faculty and staff who are committed to Jesus Christ as Lord and Savior. The school supports the Christian home, the church, and Christian education as they work together to meet the needs of every student. All employees view their work as a calling to ministry.

Unity Christian Academy is a Christ-centered institution. The school's strong desire and commitment is to serve children and support the family as it strives daily to teach students.

The purpose of this handbook is to communicate the policies and expectations of the school in order to maintain a Christian environment conducive to the training and instruction of young people. It does not attempt to address every situation that may arise during the school year.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

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

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- **CORE VALUES**

- A. Unity Christian Academy will infuse a Christian worldview into students and families in every aspect of their school experience by use of a biblically-based, Christ-centered curriculum.
- B. Unity Christian Academy will hire and retain professionally equipped Christian role models who pursue life-long learning.
- C. Unity Christian Academy will support families as they fulfill the Biblical expectation for Christian education of children.
- D. Unity Christian Academy will provide a complete educational foundation that will serve as a student's bridge to higher learning.
- E. Unity Christian Academy will encourage and provide ministry opportunities for our students and families to the local community and beyond.
- F. Unity Christian Academy will promote an environment in which students can enter into a saving relationship with Jesus Christ and then become involved in a Bible-believing church.

- **GENERAL INFORMATION**

- A. **TELEPHONE USE**

- i. The school phone is available to students for school purposes. If a student is sick or needs to contact their parent, they will be given permission to use the school phone.
- ii. Personal cell phones, iPods, iPhones, and/or other electronic devices are not to be in use during the course of the school day (7:45 a.m. to 3:15 p.m) unless given permission by the teacher. Items will be confiscated and brought to the office. The student can pick up the item at the end of the day. Parents will be notified.
- iii. There will be a designated area in each classroom for the students to turn in their electronic devices (including cell phones) before the start of class. With the approval of the classroom teacher, the student may retrieve their item at the conclusion of instruction.

B. PERSONAL PROPERTY

- i.** Students are responsible for their personal property. This includes athletic bags, school bags and all contents therein.
- ii.** Items that present a violation of fire code or other safety guidelines will be removed and the owner notified.
- iii.** It is strongly recommended that students not bring items of value to be stored in their bags.

C. AGE REQUIREMENTS

- i.** Students can be accepted into the Pre-K3 class upon their third birthday or after as long as they are fully potty trained. For example, if a child turns 3 in November, he/she may begin in the PK3 class in November. However, in order to move up to the Pre-K4 class, the student must be 4 by August 31. This will require students who are not 4 by August 31st to repeat the PK3 class.
- ii.** In order for a student to enroll in Kindergarten, they must be 5 by August 31st of that year.

• SCHOOL ATTENDANCE

A. PREFACE

- i.** Attendance at school provides a student with the classroom experience. This experience is composed of participation in class activities and direct instruction. The instructional program designed by each teacher is a progressive and sequential experience. Therefore, it is generally impossible for that experience to be “made-up”. Failure of a student to attend class regularly will be treated as a serious problem.

B. ATTENDANCE REQUIREMENTS

- a.** In order to receive the full benefit of an education, a student must attend class. Therefore, a student must be in attendance at least 90% of the school year to receive credit for that year. These days will be broken down equally between the two semesters. To receive credit for the school year, a student must not miss more than 9 absences per semester. School trips and participation on the school’s athletic teams do not count against these absences. A student is in jeopardy of not passing their grade/class if they miss more than the allotted number of absences. It will be up to the discretion of the administrator whether a student will be retained or promoted or get credit for that class if they go over the allotted number of absences.

- b. All absences are counted equally, whether planned or unexpected, when assessing total days absent. The administrator may assign make-up time that is consistent with class time missed.
- c. A student is counted absent for the day if he/she arrives after or leaves before 11:30 AM. A student must be in attendance at least 3 ½ hours per day.
- d. A middle or high school student is counted absent in a class if half of the class is missed.
- e. A student who is absent one half day or more (sign in after 11:30 or signs out before 11:30) may not participate in after school activities such as ball practice or games. Athletes have to be in attendance to participate in athletics that day.
- f. Three tardies (excused and unexcused) equate to one absence with the exception of a signed doctor's note.

C. ABSENCES

- i. Known in advance
 - a. When a student will be out of school and the time of the absence is known ahead of time, it is the responsibility of the parents to contact the teachers and secure the class assignments for that period of time.
 - b. All course work and homework assignments are due on the day they return to class.
 - c. If the guidelines of A and B are followed, the absence will be excused.
- ii. Not known in Advance
 - a. When the time of absence is not known in advance, the parent and or student should secure their work as soon as possible. A student with an excused absence will be given a reasonable opportunity to make up assignments and exams missed during the absence. Excused absences are days missed because of illness, death in the family or other family emergencies.
 - b. A reasonable time to make up (assignments or tests) is one day for each day absent. It is the parent and/or student's responsibility to arrange for making up tests or assignments.

D. REPORTING BACK TO SCHOOL AFTER ABSENCE

- i. Upon returning to school after an absence, the student is to bring written documentation from the parent(s) detailing the cause of the absence. The absence will be considered unexcused regardless of the reason if an absence note is not received by the office.

- ii. A telephone call to the office or the teacher will not be accepted in place of documentation.
- iii. The student must present the documentation to the school offices (grades 6th - 12th) before returning to class.

E. TARDINESS

- i. Students who arrive late to class cause a disruption to that class and miss valuable instruction.
- ii. Following are tardy guidelines:
 - a. Students late arriving to school must report to the office for permission to enter class. Traffic is not a legitimate excuse for tardiness unless there has been a verifiable traffic issue.
 - b. Students not arriving to class by 8:10am will be considered tardy.
 - c. Work missed because of an unexcused tardy cannot be made-up.
 - d. **Three unexcused tardies within any quarter will count as one absence.**
 - e. Should any student reach an accumulation of 15 tardies (which equates 5 absences) he/she will be required to attend a 2 hour Saturday school which will remove one absence from the record total. Saturday school starts at 8 am. There is a \$30 fee per two hours that is to be paid by the Friday preceding Saturday school. Saturday school is for the removal of excessive tardies only, not for making up excessive absences. Failure to attend Saturday school as scheduled will incur a \$10 reassignment fee.

F. TRUANCY

- i. Truancy is the absence from school for any reason without the knowledge and consent of parents. Truancy is a violation of state law; therefore, is considered to be a severe violation of school policy.
- ii. Class work and/or assignments missed as a result of truancy will not be accepted for credit and a grade of zero will be given during truancy period.
- iii. Parents will be notified and the student shall be subject to disciplinary action.

G. CLOSED CAMPUS

- i. Unity Christian Academy operates a closed campus.
- ii. Students are not to leave campus to run errands for any reason. Students are not allowed to return to their vehicle during the day without permission from the Administrator or Office Staff.
- iii. Students are not free to come and go from campus. Arriving late and leaving early requires signed notes from parents and must be approved by a school administrator. Students must sign in and out in the school office.
- iv. Students who ignore these requirements are considered truant and are subject to disciplinary action.
- v. Students may not have visitors during the day without prior approval by the administrator.

H. STUDENT RELEASE

- i. Students may not sign themselves out. All students must sign out through the main office by parent, guardian or other parent designee. Students who drive will be allowed to sign themselves out as long as they have a signed note from their parent that gives them permission.
- ii. Non- driving students will only be released to the care of a parent, guardian, or a parent-designated adult.
- iii. Parents are required to give the office a list of people that have permission to pick up their student. Anyone not on this list will not be allowed to sign out a student without written permission from the parent/guardian.

I. SCHOOL CLOSING

- i. In times of emergency, parents will be notified of school closing or other emergency measures through text messages, Facebook, RenWeb or through TV announcements.
- ii. If school is closed due to weather or other emergency situation the afterschool program will be closed.

• ACADEMIC INFORMATION

A. GRADE POINT AVERAGE AND CLASS RANK

- i. High school students must earn a 60% average per year to receive credit.

- ii. Class rank calculation is determined on 100.00 GPA scale and is taken from grades earned at Unity in grades 9–12 excluding athletics and teacher aide.

B. REPORT CARDS

- i. The school year at UCA consists of two semesters with each semester divided into two grading periods. Report cards are submitted following each quarter. The final report of the year is mailed to the parent or guardian.
- ii. A parent-teacher conference is required for any failing grade.

C. EXAMS

- i. Exams will be given at the end of each semester in grades 7-12. There will be no more than 2 exams per day. When the student is finished with their exams for the day, they will be assigned to a study hall.
- ii. Seniors will be exempt from 1st and 2nd semester exams with an 80% average in the class.
- iii. In addition, for a senior to be exempt he/she may have no more than 8 absences per semester in the course, and they may have no more than 6 tardies per semester.
- iv. Seniors must also have completed their 10 hours of community service for the semester and turned their form in by the specified due date to be exempt.

D. TEXTBOOKS

- i. Teachers issue textbooks to students.
- ii. Students are responsible for the care and security of their books. Textbooks should have an identification number and student name written on the inside cover.
- iii. If a textbook/workbook is lost or damaged, a form is completed by the teacher and sent to the administrator.
- iv. Parents/Guardians are responsible for the cost of replacement books.

E. SCHEDULE CHANGES

- i. Schedule changes are subject to class sizes and teacher class load.

F. COMMUNITY SERVICE

- i. Community service is a graduation requirement for students attending UCA. Ten hours per semester are required for students beginning in ninth grade.
- ii. Transfer students are required to perform community service for the time they are enrolled as a full time student at UCA.

- iii. Failure to complete the required hours by the required deadline will result in a 10-point grade reduction in Bible per semester and no exemption of exams.
- iv. Guidelines for community service:
 - a. Service must be voluntary (not paid for).
 - b. Service, if done for an organization, must be a “non-profit” organization.
 - c. Service, if done for an individual, should be done for someone outside of the immediate family or friend circle (we assume service to the immediate family and friends is already taking place!). If there is an ongoing special need situation in the home, we will certainly work with each family’s unique circumstances.
 - d. Service should be done to reach a legitimate need.
 - e. Service hours may not be obtained during the school hours.
 - f. The organization supervisor or whoever is in charge of your work must sign your form. A parent signature will not be accepted unless they are the organization supervisor.
 - g. Sample list of community service opportunities (This list is not an exclusive list!): volunteering in a ministry at your church, hospital volunteer, nursing home volunteer, Crisis Pregnancy Center, food pantry or distribution event, animal shelter, Boys and Girls Club

G. TRANSFER STUDENTS

- i. All students who are accepted for enrollment at UCA will be on a 9 week probation period.
- ii. Transfer students from schools accredited by agencies recognized by the state of North Carolina will receive all previously earned credits.
- iii. Transfer courses will receive GPA weighting for Honors, PRE-AP, and AP courses that were offered at UCA at the time they were taken elsewhere.

H. STUDENT WITHDRAWAL

- i. A Student Withdrawal Form is completed in the school office. At that time, textbooks are checked into the school office and payment for lost/damaged books is received. The student must secure a release from all areas, (Library, After School, etc.) indicating no outstanding charges.
- ii. When the withdrawal process is complete, final grades will be released to the parent/guardian.

I. ACADEMIC PROBATION AND CO-CURRICULAR ELIGIBILITY

- i. Students who receive a failing grade (60 or below) on their report card will be on academic probation for three weeks. During this time, they may participate in practice and games. After three weeks, if the student is still failing, they will be ineligible for the next three weeks, at which time grades will be reviewed again.
- ii. Students must be passing all classes to be re-instated.
- iii. In addition, grades for all students will be checked for eligibility purposes at progress report time. Warnings will be given to the student and the parents.

• ACADEMIC INTEGRITY POLICY

Unity Christian Academy is a place where learning and knowledge are based on the core values of respect, excellence, accountability, consideration, and honesty. We hold our students to the highest standards of performance and integrity and expect each student and staff member to maintain those standards and strive for continuous improvement. We expect UCA students to take responsibility for their actions and thus maintain academic honesty and a positive learning environment.

J. GRADING SCALE

UCA will implement a 10 point grade scale for 7-12th grade in 2015-2016.

- i. 100 – 94 (A) 90-93 (A-)
- ii. 87-89 (B+) 83-86 (B) 80-82 (B-)
- iii. 77-79 (C+) 73-76 (C) 70-72 (C-)
- iv. 67-69 (D+) 63-66 (D) 60-62 (D-)
- v. Below 60 (F)

K. GRADUATION REQUIREMENTS

General Diploma: Students must earn a minimum of 22 credits to be awarded a diploma. The following courses are required, in addition to electives that will vary according to availability.

English	(4 Credits)
Math	(3 Credits, Algebra I required)
History	(4 Credits)
Science	(3 Credits)
Health/PE	(1 Credit)
Bible	(4 Credits)

College Prep Diploma: Students earn a minimum of 22 credits to be awarded a college prep diploma. The following courses are required:

English	(4 Credits)
Math	(4 Credits, 1 higher than Algebra II)
History	(4 Credits)
Science	(3 Credits, Physical Science, Biology, & Chemistry)
Health/PE	(1 Credit)
Foreign Lang.	(2 Credits)
Bible	(4 Credits)

L. DUAL ENROLLMENT

- i.** UCA recognizes and accepts dual enrollment courses. **A student is allowed to enroll in the dual classes if the class is not offered at UCA and it fits in the student's schedule at UCA.**
- ii.** A transcript of the final grade must be provided to the UCA office.
- iii.** UCA requires all students to be enrolled in Bible Class.

Students must be enrolled in a minimum of four classes at UCA. To graduate from UCA, all students must pass a minimum of 22 credits. Dual enrollment courses must be approved by the Administrator of UCA.

• DRESS CODE

All UCA students (PK3-12th grade) must follow UCA dress code during the school day and for any activities sponsored by or held at UCA. This includes any athletic events, field trips, school educational functions, social events, dances, proms, etc. Any guest of a UCA student must also adhere to the UCA dress code and code of conduct at all times while attending any UCA sponsored event.

A. PREFACE

- i.** Student clothing must be modest, neat, clean and properly fitted.
- ii.** UCA administration reserves the right to determine the appropriateness of all clothing worn at school and school functions.
- iii.** All decisions made by UCA Administration are considered final.

B. BOYS CLOTHING

- a. Any color shirt
- b. Any color shorts or pants, denim, dress or khaki material. Athletic shorts and athletic pants are permitted. Sweatpants/windpants are not permitted. Short length must be no more than 3" above the knee.
- c. Clothing must not be ripped or torn.
- d. Tank tops are not permitted.
- e. Students in Prek-3 through 6th grade must wear shoes with enclosed heel and toe. Students in grades 7-12 can wear sandals and flip flops as long as they are not engaged in activities that require footwear with enclosed heel and toe (ex. Athletic activities).

C. GIRLS CLOTHING

- a. Any color shirt.
- b. Any color skirts - maximum three inches above the knees.
- c. Any color shorts or pants, denim, dress or khaki material. Athletic shorts and athletic pants are permitted. Sweatpants/yoga pants are not permitted. When shorts are worn, they must at least come down to the student's fingertips when arms are relaxed at sides.
- d. Tunics that are worn with leggings must follow the hemline guidelines for dresses and skirts.
- e. Clothing must not be ripped or torn.
- f. Spaghetti straps without an undershirt are not permitted. Tank tops are not permitted. Tops are required to be long enough to cover bare skin when student is bending.
- g. Shoes same as boys.

D. HAIR

- i. Students will keep their hair neat and clean.
- ii. Length in front should not hamper vision.

E. COSMETICS

- (a) Girls in grades 6-12 are allowed to wear make-up. All make-up should be modest and enhance, rather than alter, the student's natural skin tones.

F. OTHER GUIDANCE

- i. Tattoos shall be covered.
- ii. Hats are not to be worn in the building, but may be worn outside.
- iii. All clothing must be free of profanity, free of reference to alcohol and drug use, and free from sexual innuendo and any derogatory wording.
- iv. Facial piercings are not permitted. Ear piercings are permitted.

• HEALTH AND SAFETY

A. STUDENT ACCIDENT POLICY

- i. In the case of accident or acute illness the staff will take all necessary steps to arrange for the proper emergency medical services. All risks and hazards incidental to such treatment, including transportation, will be the responsibility of the parent and/or guardian of the child in need.

B. STUDENT ILLNESS POLICY

The intention of this policy is to provide a healthy and safe environment for our students. Some illnesses and situations require a child to be absent from school to prevent the spread of infection to other children and to allow the child time to rest, recover and be treated for the illness. In order to help keep our children healthy, Unity Christian Academy requires adherence to the guidelines of this policy.

Children will not be allowed to attend school or school related activities if they have anything contagious such as, but not limited to the following:

- **FEVER:** May return when fever free (under 100 degrees) for 24 hours, **without medication**
- **DIARRHEA / VOMITING:** May return when symptom free for 24 hours
- **STREP THROAT:** May return after 24 hours of antibiotic treatment and no fever for 24 hours
- **CONJUNCTIVITIS (pink eye):** May return 24 hours after treatment begins and eyes are free of discharge
- **HEAD LICE:** May return after treatment and removal of all live lice and nits from hair
- **RING WORM:** May return after treatment begins; area should be covered while in school for first 48 hours of treatment

- IMPETIGO / STAPH / MRSA: May return 24 hours after treatment starts; wound must be covered with dressing taped on all 4 sides
- COMMUNICABLE DISEASES (such as, but not limited to - influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis): **May return when cleared by their medical provider**

If a student arrives at school with symptoms, or during the school day begins to show symptoms indicative of a condition listed above, a parent/guardian will be contacted and asked to pick the child up as soon as possible.

The parent/guardian needs to maintain direct contact with the school and the student's teacher if the child is diagnosed with any communicable disease so the school can take appropriate steps to protect the entire student population.

C. MEDICATION

- Any case involving a student found with medication or drugs in his/her possession at school, even if prescribed, will be treated as a drug violation.
- Medicine should be administered to students by parents at home.
- In exceptional circumstances, the administrator or other designated personnel may administer a medication orally or topically at school Section 6.D. or 6.E. of this Handbook.

D. ADMINISTRATION OF PRESCRIPTION DRUGS

- A Medication Administration Permission form must be completed and signed by the parent/guardian before any prescription medication will be given.
- The medication must be in the original container and have a current pharmacist's label with the child's name, dosage, date and physician's name.
- Prescription medication will only be administered to the person it is prescribed for.
- No medications in baggies or unapproved containers will be accepted.
- Medication samples will only be accepted if it is accompanied by a doctor's prescription order.
- Students who need to carry an inhaler, epi-pen or diabetic supplies on their person must have a note from their doctor.
- All medication must be kept in the office.

- viii. At the end of the school year, any remaining medication must be picked up by a parent by 3:30 of the last day of classes. Medication remaining after that will be discarded.
- ix. No controlled substance drugs will be administered by UCA personnel to students.

E. ADMINISTRATION OF NON-PRESCRIPTION MEDICATIONS

- i. A Medication Administration Permission form must be completed and signed by the parent/guardian before any non-prescription medication will be given.
- ii. All medication must be sent in by the parent in the original container, labeled with the child's name and kept in the office. We do not keep any over the counter medications on hand in the office.
- iii. At the end of the school year, any remaining medication must be picked up by a parent by 3:30 of the last day of classes. Medication remaining after that will be discarded.

F. REQUIRED IMMUNIZATIONS

- i. As a condition of attending Unity Christian Academy, all students are required to be in full compliance with the North Carolina Department of Health Immunization requirements.
- ii. A student is not considered to be compliant until all immunizations records are on file in the school's office.
- iii. Any student not in compliance will be dismissed from school until all required immunizations are complete and documentation has been submitted to the school.
- iv. To claim an immunization exemption for medical reasons, the parent must provide a statement signed by the child's physician stating that the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.
- v. To claim an exemption for reasons of conscience, including a religious belief, a signed affidavit from the Department of State Health must be presented by the child's parent or legal guardian, stating that the child's parent or legal guardian declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The original Affidavit is valid for two years and must be kept on file in the office. Any student with an immunization exemption may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

- vi. For a complete list of current State required immunizations and exemption information, go to <http://www.immunizenc.org/parent.html>

G. HEALTH SCREENINGS

- i. The State of North Carolina mandates that each school year health screenings be completed on students in specific grade levels.
- ii. **New Students:** Must complete or supply documentation of completion for all screenings required for their grade plus supply documentation of screenings from previous years.

● **DISCIPLINE GUIDELINES**

ELEMENTARY (PreK-6) DISCIPLINE POLICY OF UNITY CHRISTIAN ACADEMY

The discipline policy of Unity Christian Academy is an outgrowth and extension of the following principles:

1. **LOVE** - Christ showed His love for each one of us by dying on the cross to redeem our sins. This ultimate example of love serves as the type of selfless love we should show one another. Therefore, all discipline at Unity Christian Academy will be rooted in love.
2. **BOUNDARIES** - We believe that before a student can be expected to obey rules that serve as school and classroom boundaries, the rules must be explained and clearly understood by the student.
3. **CONSISTENCY** - We believe that classroom and school rules need to be consistent throughout each class and the school as a whole. Additionally, these guidelines need to be implemented in a consistent manner in order to be effective.
4. **THE PARENTS' AUTHORITY** - Because each student is the responsibility of the parents, and Unity Christian Academy is sharing in this responsibility through the education of the student, we will look to parents to help the school maintain an atmosphere conducive to learning.
5. **POSITIVE REINFORCEMENT** - We have found that rewarding desired behavior is one of the best ways to maintain the desired behavior.

Based on these five principles, Unity Christian Academy will operate with the following two discipline systems in order to provide an orderly school and classroom environment, and achieve maximized learning.

REWARD SYSTEM: Each classroom teacher will develop and implement a system that rewards positive behavior within the classroom. The rewards should come at an interval that is age appropriate. An example of this is a "good day" badge which would be awarded on a daily basis to four year old students. This is a reward that is achievable in the mind of a four year old. A longer time frame will be used as well as more substantial reward given as the students become older.

TALLY SYSTEM: The Tally System has been used in many Christian schools with a large degree of success. This system is based on a pre-described set of classroom rules. These rules are consistent throughout all classrooms, and therefore can be implemented by any staff member. The acronym "HOW I ACT" describes the basis for behavior.

H - Hullabaloo - Unruliness and rowdiness.

O - Out Of Order - Out of the seat at the wrong time, pushing in line, or some sort of other behavior that is known by the student to be unacceptable.

W - Work Not In - No homework or class work turned in.

I - Intentional Disobedience - Purposely and knowingly not obeying a staff member in authority with a spirit of rebellion.

A - Attitude Lacking - Verbalizing or showing an attitude that leads to poor performance or disrespect.

C - Courtesy Lacking - Calling names, unmannerly conduct.

T - Talking - Talking at a time that is known to be unacceptable, such as when a teacher is teaching a lesson.

During the first few weeks of each school year, all teachers will review this system with their students in order to be sure each student is aware of class rules. After this time, warnings will be given prior to a tally being given to a student. The physical tally is simply a piece of construction paper placed by the student's name. (Example: A worm in an apple that has the student's name on it.) Tally reports will be sent home each week to parents along with tests, quizzes, and class work. This is also a means of continued communication between the teachers and parents.

The administration at Unity Christian Academy **HIGHLY** recommends that parents respond to tallies in the following manner:

0-1 Tallies in a Week - Verbal praise with a possible reward system at home. We are working with students, and perfection (i.e., zero tallies) should not be expected.

2-4 Tallies in a Week - Encourage your student to pay closer attention to their behavior, but we recommend no disciplinary action at home.

5-9 Tallies in a Week - A problem exists. Your attention to this situation is needed. Minor discipline from you as well as encouragement is needed.

10+ Tallies in a Week - Students that receive 10+ Tallies in a week or 5+ Tallies in a day receive an office visit. Parents will be called for a conference. Repeated occurrences can result in suspension or expulsion.

It is very important that parents and teachers work together on the Tally System. If a parent disciplines a student for one or two Tallies in a day or week, it will weaken our system. Teachers may be less likely to give a Tally to that student and consistency will be lost. We also recommend that Tallies be addressed on a weekly basis, not daily.

Please remember that warnings are given to a student in order to allow the student to correct their behavior. Also remember that this system exists to allow us to teach your student. It is **NOT** meant to be stringent, or become legalistic. It is meant to be an orderly way to allow a teacher to control a class, thereby achieving academic goals. The system is further intended to develop character qualities that will help students grow into caring, responsible, loving individuals.

One final note: You have probably noticed that we rely heavily on your support. We need you to believe in and back up our teachers. We pray that through a loving and caring team effort, our goals will be reached.

**MIDDLE AND HIGH SCHOOL (7th through 12th GRADES) DISCIPLINE POLICY OF
Unity Christian Academy**

The discipline policy of Unity Christian Academy is an outgrowth and extension of the following principles:

1. LOVE - Christ showed His love for each one of us by dying on the cross to redeem our sins. This ultimate example of love serves as the type of selfless love we should show one another. Therefore, all discipline at Unity Christian Academy will be rooted in love.
2. BOUNDARIES – We believe that before a student can be expected to obey rules that serve as school and classroom boundaries, the rules must be explained and clearly understood by the student.
3. CONSISTENCY - We believe that classroom and school rules need to be consistent throughout each class and the school as a whole. Additionally, these guidelines need to be implemented in a consistent manner in order to be effective.
4. THE PARENTS' AUTHORITY - Because each student is the responsibility of the parents, and Calvary Christian School is sharing in this responsibility through the education of the student, we will look to parents to help the school maintain an atmosphere conducive to learning.
5. POSITIVE REINFORCEMENT - We have found that rewarding desired behavior is one of the best ways to maintain the desired behavior.

Based on these five principles, Unity Christian Academy will operate with the following two discipline systems in order to provide an orderly school and classroom environment, and achieve maximized learning.

REWARD SYSTEM AND POSITIVE SCHOOL/CLASS CULTURE: Each teacher will seek to reward students who behave or/and achieve academic success or improvement with positive reinforcement. This may include special privileges, special reward or relief from some limited amount of homework. Through positive reinforcement, we seek to perpetuate good behavior and academic improvement.

The faculty of Unity Christian Academy will seek to develop a positive school/class culture. Peer influence in upper elementary, middle and high school is a very powerful influence.

DISCIPLINE REPORTS (D.R. 's)/DETENTION: A Discipline Report (D.R.) will be given to students who violate certain school standards. D.R.'s will be counted in weekly cycles. If a student receives more than the number of D.R.'s allowed for his/her grade, detention will be served the Tuesday following that week. The following chart shows the number of D.R.'s allowed as "grace" by grade:

7th Grade:	3 D.R.'s
8th Grade:	3 D.R.'s
9th - 12th Grades	2 D.R.'s

For each D.R. received over the "grace", a student will serve "15 minutes" of detention. Thus 3 D.R.'s above the "grace" limit will equal 45 minutes of detention. We believe the detention will be effective in reminding students that maintaining behavior standards at Unity Christian Academy is not an option.

Parents will receive the DR Report ahead of the detention date for their child. This must be signed and returned.

The following rules will apply. Students will receive a detailed explanation the first week of school regarding these rules:

- Be prepared for class.
- Obey classroom rules.
- Be respectful of others and property.
- Be in seat when bell rings.
- Take care of your stuff on your time.
- Negative comments will not be tolerated.

The following actions will result in suspension:

- Rebellious Actions (Intentional Disobedience).
- Cheating.
- Cursing.
- Fighting with others.
- Excessive D.R.'s beyond "grace" or repeated detentions.

It is our goal to build quality middle and high school programs, built on respect and obedience. We believe positive reinforcement, positive class culture, and our D.R. program will provide a framework to achieve this goal.

Unity Christian Academy Sexual Harassment Policy

The Policy in Summary

Inappropriate sexual conduct will not be tolerated and may constitute sexual harassment. UCA does not condone or tolerate any form of sexual harassment involving employees or students. The school system is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

UCA will take appropriate action to prevent and correct behavior that violates this policy. If necessary, the school system will also take disciplinary action against employees and students. Employees who violate the policy will be subject to such actions as oral or written reprimand, professional counseling, reassignment, demotion, suspension or termination. Disciplinary actions for students who violate the policy include a conference, suspension and/or expulsion depending on the circumstances and severity of the offense.

The policy applies to all sexual harassment incidents involving UCA employees and addresses acts committed by a person of either sex against a person of the opposite or same sex. The policy recognizes that it is unlawful for employees to commit acts of sexual harassment. Sexual harassment committed by students of either sex against students or staff of the opposite or same sex constitutes inappropriate behavior and is subject to disciplinary action. The policy also recognizes that employees and students have a right to be free from sexual harassment by others such as contractors, vendors, and volunteers.

It is the responsibility of every supervisor and principal to recognize acts of sexual harassment and take necessary action to ensure that such instances are addressed swiftly, fairly, and effectively. The school system prohibits retaliation against an individual who reports an incident or cooperates with an investigation of a reported incident.

What Is Sexual Harassment?

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- *When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school activities;*
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual harassment; and/or
- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance; or creating an intimidating, hostile, or offensive work or learning environment.

It is against UCA policy and unlawful for UCA employees to commit acts of sexual harassment. Sexual harassment committed by students against students or staff is inappropriate and violates UCA policies.

Prohibited Conduct

Prohibited conduct may include, but is not limited to, unwelcome behavior of a sexual nature. For example:

- Grabbing, touching, or patting
- Sexual propositions
- Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Verbal abuse
- Repeated pressure or requests for sexual activities
- Rewards for granting sexual favors or the withholding of rewards for refusing to grant sexual favors
- Graphic comments about an individual's body or dress
- Sexually degrading names

Such conduct may also constitute sexual harassment. In determining whether prohibited conduct constitutes sexual harassment, consideration will be given to the totality of the circumstances, including the context in which the conduct occurred. Dating or sexual relationships between employees/adult volunteers and students is prohibited.

Expectations

The UCA Board expects employees and students to be committed to creating and maintaining an environment in which all persons participating in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

- UCA policy on sexual harassment will be communicated to all employees and students.
- Education programs, to include all employees and students, will be implemented.
- Employees and students will be informed of procedures to follow for filing complaints of sexual harassment.
- Confidentiality will be maintained in all phases of the complaint process, in accordance with policy and consistent with UCA obligation to investigate and address complaints.
- Retaliation against anyone who files a complaint or cooperates with an investigation about sexual harassment is prohibited.

Actions for Students

If you believe that you are the target of sexual harassment or the focus of inappropriate behavior, you should report such incidents to your parents and school authorities. You may report the information verbally or in writing to the administrator, a teacher, or another staff person.

When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s)
2. The number of occurrences, with dates and places
3. The names of any witnesses
4. Any documents or other exhibits, if appropriate

Students may receive guidance, advice, support and/or advocacy from school staff, including administrators, teachers, or other staff.

ASBESTOS MANAGEMENT UCA is aware of the State and Federal regulations regarding asbestos management in schools. This facility has submitted a management plan to the NC Department of Health and Human Services. A copy of the management plan is available for review at any time. If you have any questions, please contact the designee, Mrs. Jessica Crocker at 252-946-5083.