UNITY
CHRISTIAN SCHOOL

K3- 5th HANDBOOK
2026-2027

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ATTENDANCE
Regular attendance is necessary for success in school. Unity Christian School will abide by the State of Georgia Compulsory Attendance Law.

Attendance Procedures **The Georgia Compulsory School Attendance Law** can be found at O.C.G.A. § 20-2-690.1. UCS adheres to the following procedures.

- After 5 unexcused absences, the administrator will notify the parent or guardian by mail of the number of unexcused absences and possible consequences of continued unexcused absences. The attendance officer may follow up with the parent/guardian by phone.
- At 6 or more unexcused absences, the administrator and or School Guidance Counselor must refer the student and or parent or guardian to any of the following: Truancy Treatment Team, Juvenile Court, Department of Family and Children's Services, Magistrate Court, and/or Superior Court for violation of the Compulsory Attendance Law.
- Excused absences are for the following: personal illness, death or illness in the immediate family (immediate family is interpreted to mean parents, siblings, children, grandparents, brother-in-law, sister-in-law, or legal guardian), religious holidays, government-mandated absences, conditions which render attendance impossible or hazardous to health and safety, military service tests and physical examination, Georgia General Assembly page service, and participation in educational activities.
- Student attendance is **required** at regular school-day activities including Chapel.

UCS believes that class attendance is important for academic growth and the development of responsibility. Most subject materials are presented in a sequential manner. When a student is absent, a gap in learning can result, affecting mastery of future topics. As a result, the student may be at a disadvantage. Clarification, discussion and instruction are also lost when a student is not in class. Therefore, families are asked to thoughtfully consider the impact of any absence other than one of a medical or family emergency. Families are discouraged from taking students out of school prior to a school break, or for family vacations. UCS follows Georgia law regarding school attendance, and has purposefully built sufficient vacation time into its yearly calendar.

- A student may not miss more than 9 days per semester in order to get credit for a course or be promoted to the next grade.
- A student may not miss more than 18 days in a school year in order to get credit for a course or be promoted to the next grade.
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Sick Policy:

Students must be vomit and/or fever free >24 hours (fever is considered 100.4 or above). Parents will be called for pick-up for fever or vomiting and any other health issue deemed reasonable by the area principal.

Medication Policy:

Prescription Medication:
Parents must obtain the "Prescription Medication Release Form" from the school office or www.unitychristianschool.org/resource completed and returned to school. The parent must sign and date the form. This form must be returned to school where it will remain on file. For recurring illness or chronic conditions an updated form is required each school year. Students who need to take a prescription drug on a temporary basis must also bring the "Prescription Medication Release Form" form. Parents are responsible for providing the school with the prescribed medication. Medicine should not be sent to school with the student. All medication must be in the original container, and each separate medication should list: Student's name Name of drug Time and amount of dosage Method of administration The school will be responsible for providing a safe method of storage for the medication.

Non-Prescription Medication:
Parents may request that non-prescription medication be given at school on a temporary basis. The non -prescription medication should be carried to school by the parent in the original container. Parents should write specific instructions on administering the medication that coincides with the instructions on the medication bottle. This statement should include the student's symptoms and who to contact if there are concerns about the student's health. If the child takes medication for more than three (3) consecutive days a doctor's note will be required.

Lice Policy: Unity has a no nit policy. Your child cannot come to school with nits. Parents will be called to come get their child if lice/nits are discovered during the school day.

Tardies and Early Dismissals:

- Carline ends at 7:50am
- Students not in the homeroom by **7:55** am are considered tardy.
- Students leaving school before **3:15 pm** constitutes an early dismissal (this counts as a tardy). If it is necessary for a student to leave school before the end of the school day, the parent/guardian with whom he/she lives must send a written request giving the reason or come in person to make the request.
- The person picking up the student must report to the front office.
- No students will be released early unless a member of the office staff calls for the student
- A photo ID is required when picking up a student.
- In cases where the right to custody is in doubt, the principal may require evidence that the person calling for the child is entitled to custody.
- It is requested that there be no checkouts after 2:45 pm, unless there is an emergency.
- Students that check out early are counted absent from the classes that they do not attend that day.
- Excused reasons for tardies and early dismissals are the same as those for absences.

Tardy Consequences:

- Five tardies in one semester equals one day absent.

- After a student has been tardy from school ten days in one semester, the parent/guardian will be notified by email.
- Any student who is tardy or leaves school early more than 10 times during a school year shall not be eligible to receive a perfect attendance certificate.
- At 10 unexcused tardies, parents will be contacted by the administrator and a parent meeting scheduled.

CHECKING IN OR OUT OF SCHOOL

- Students are to check-in with the receptionist when arriving at school any time after 7:50.
- Except in cases of doctor's appointments or court appearances, late arrivals will be treated as a tardy.
- Students are to check out of school with the receptionist.
- Students who do not drive can only check out and leave campus after being properly signed out with the receptionist.
- If checking out for medical reasons, students are to bring a doctor's note when they return to school. Doctor's note is to be given to Mrs. Broome. (Excused tardy, no consequence)
- Altered or forged notes of any kind will result in disciplinary action.
- Teachers will verify check out times at the end of the day.
- Checking in or out for unexcused reasons will result in a grade of zero on all class work.

FAMILY TRIPS

Must fill out a request form 2 weeks in advance.
Trips must meet the following five criteria:

- Student is to be accompanied by parent or guardian
- Limit of five days
- Students must make up all work missed.

Family trips DO count against the 9-day attendance rule. No educational absences are granted during the week of testing. Educational absence forms may be picked up in the front office and must be submitted to the principal 10 days in advance of desired absence(s) date(s).

UCS POLICY FOR ABSENCES AND MISSED WORK

- Students who miss over 18 days per year are at risk of retention unless a physician's statement is turned in to the receptionist within five days after an absence-preferably the first day a student returns to school so that teachers will have approval to assign make-up work.
- Students who have received a short-term in-school or out-of-school suspension the first time ever at UCS, the days absent due to the suspension will not count toward the 9-day per semester limit.
- Students returning to school after an absence are to bring a written excuse signed by a parent/guardian telling why the student was absent. Notes will be verified by the

principal. Mrs. Broome accepts excuses each morning beginning at 7:50. Students are to turn in excuses immediately upon arriving at school-before the tardy bell rings.

- At the elementary level it is the parent's responsibility to communicate with each teacher about make-up work missed during an **excused** absence. Students who miss assignments due to **EXCUSED** absences have **a maximum of 3 days** to complete and turn in the missed graded assignments. Failure to turn in the assignments within the 3-day period results in a "0" recorded in the grade book. Students should be prepared to take any previously assigned tests on the day of return. Any previously assigned projects will also be due on the day of return. For extended consecutive absences over 5 days, the time allowed for making up work will be determined by the principal. A student will not be allowed to make up any work for an unexcused absence unless approved by the principal.

STUDENT PROGRESS AND GRADE REPORTING

- Grades are determined on the basis of achievement of stated learning objectives and performance in the subject. The criteria for evaluation includes, but is not limited to, written and oral classroom assignments, homework, tests, quizzes, and projects.
- Progress in academic subjects is indicated using a numeric grading system, whenever possible, based on a one hundred-point scale. Subjects that do not receive a numerical grade receive the following:
    - S – Satisfactory
    - N – Needs Improvement
    - U - Unsatisfactory
- In elementary grades, progress may be indicated using a checklist or rubric.
- In order for grades to reflect a student's understanding, possible need for intervention, and not be inflated, we refrain from allowing students to retake a test for the purpose of solely raising their grade.
- Report Cards are sent home and emailed every nine weeks to show student progress. Progress reports are sent at the midpoint of each nine-week period. Grades can be checked and monitored by parents weekly by checking RenWeb. The numerical grading system is used whenever possible. The grading scale is as follows:

90 - 100	A
80 - 89	B
70 - 79	C
68 - 69	D
0 - 67	F

K3-K4 Report Cards
A skill set report card is sent home every nine weeks. Skill sets are assessed with **L**aunched, **P**rogressing, **M**astered, and **N**eeds Improvement.

Kindergarten Report Cards
All subjects are graded using **S**atisfactory and **N**eeds Improvement. Skill sets are assessed with **L**aunched, **P**rogressing, **M**astered, and **N**eeds Improvement.

First Grade Report Cards
Numerical grades are given for math, reading/phonics, language, and spelling. All other subjects are graded using **S**atisfactory, **N**eeds Improvement, or **U**nsatisfactory.

Second Grade Report Cards
Numerical grades are given for math, reading/phonics, language, spelling, social studies, and science. All other subjects are graded using a **S**atisfactory, **N**eeds Improvement, or **U**nsatisfactory.

Third – Fifth Grade Report Cards
Numerical grades are given for math, reading, language, spelling, social studies, science, and Bible. All other subjects are graded using a **S**atisfactory, **N**eeds Improvement, or **U**nsatisfactory.

Achievement Tests
The Iowa Test is administered to all students in grades Kindergarten through 5th grade. We use this instrument so that we may measure our progress in relation to other schools. The Achievement Tests are administered to all students each academic year.

Promotion And Retention
Unity Christian School will consider a number of factors when deciding whether it is appropriate to retain a child: the number of years retained, chronological age, scholastic achievement, cognitive ability, and developmental and social maturity. Teachers are generally aware of failure in academic achievement long before the last marking period. Teachers will contact parents prior to the end of the first semester if a child is in danger of failing the first part of the year. If a child is in danger of failing second semester the parents will be contacted before the last grading period begins. If a pupil is in danger of failing a subject it must be discussed with the principal, and then a conference will be held with the parents, principal, and Headmaster.

Unity Christian School teachers will document and warn parents in writing during a conference if retention is being considered. The teacher will list ways the student will be given extra help to try to prevent the need for retention. This may also include referral to the LAUNCH program. If retention is still recommended, a second conference will be held with the teacher, parents, principal, and Headmaster. Parents will be asked to sign a form agreeing to retention or stating “we realize we’re putting our child at academic risk but agree to pass them on”. Retention will be based on the following conditions:

- Test scores 40% or lower

- Math chapter tests
- Reading level/ Assessments within classroom
- Homework completed/returned

Students will not be retained in our Preschool (K3, K4) unless requested by a parent.

SUMMER SCHOOL

- Summer school will be required for any student in 5th grade who fails more than 1 9-week period in a school year in math, reading, or language. **In order to be promoted to 6th grade, the student must complete summer school.**
- Summer school will be held at Unity and taught by a Unity teacher. It will be 2 weeks in June and 2 weeks in July. All 4 weeks of attendance is mandatory.
- Times: 9:00-11:00 (Reading/English); 12:00-2:00 (Math); Monday-Thursday
- The cost will be $500 per subject.

LUNCH

Students have approximately 30 minutes each day for lunch. If a student's lunch does not arrive prior to the end of the lunch period, the student will have to wait until the end of the day to eat the lunch.

Due to heightened security issues, we will no longer allow food deliveries from DoorDash, Grubhub, Uber Eats, etc.

DRESS CODE POLICY

- School Uniforms must be worn Monday through Thursday unless it is that class's P.E. day.
- Regular Wear for Girls:
    - Polo shirts with logo (navy or ash gray)
    - Navy or khaki pants, capris, or shorts (no cargo/jogger pants) with polo shirt
    - Navy or khaki jumper, skirt, or skort (no greater than 3 inches above the knee) with polo shirt
    - Knit polo dress with logo (navy or ash gray) no greater than 3 inches above knee
    - Navy leggings may be worn under skirts or skorts. Leggings may not have holes in them.
    - Shorts should be worn under skirts or dresses.
    - Boots must be covered by a pant leg or worn with leggings under skirt.
    - All shoes must have a back strap or solid back (no sandals or flip flops) and must be closed toed for safety.
    - No crocs
- Regular Wear for Boys:
    - Polo shirts with logo (navy or ash gray)
    - Navy or khaki pants or shorts (no cargo/jogger pants)
    - All shoes must have a back strap or solid back (no sandals or flip flops) and must be closed toed for safety.
    - Boots must be covered by pant legs.
    - No crocs

- PE Uniforms:
    - Gray long or short-sleeved t-shirt or Dri-fit shirt with athletic logo
    - Gray sweatshirt when needed with athletic logo
    - Navy shorts (no less than 5 inch inseam), sweatpants, or athletic pants (not leggings)
    - Athletic shoes only
- Jackets, Sweaters, and Sweatshirts
    - All jackets, sweaters, and sweatshirts worn on campus must be solid navy or gray.
    - No logos or brand names.
    - Any Unity spiritwear sweatshirt must be navy or gray Monday through Thursday.
- Jewelry (Any jewelry item that distracts from the educational process can be prohibited)
- Makeup (No makeup on elementary students please)
- Hair
    - Hair styles are to be non-distracting in color, cut, and length.
    - No mohawks or extreme color or dye.
    - Hair must be combed or brushed
    - All boy's hair must not be in the student's eyes.
- Spirit Day
    - Blue jeans (with no holes), solid color (gray, black, or navy) sweatpants, PE uniform, or school uniform shorts may be worn with a school issued t-shirt or sweatshirt with school logo
    - If sweatshirt is not Unity issued it must be solid navy or gray
- Free Dress
    - No tank tops, spaghetti straps, leggings, or clothing with holes or patches
    - Skirts and shorts length no greater than 3 inches above knee

- Dress Code Violations
    - On the first offense of a "Dress Code Violation," a warning will be given. Parents will be notified through RenWeb/email.
    - On the second offense, the student will be asked to call a parent to bring the correct uniform item. Student will be sent to the lobby until appropriate attire is obtained.

DISCIPLINE (General)

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

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

- Loss of recess
- Visit to primary principal's office
- Silent lunch
- Loss of extracurricular privileges
- ISS (In-school suspension)
- OSS (Out-of-school suspension)
- Police referral and/or arrest

Actions leading to possible suspension or expulsion include, but are not limited to:

- Viewing or showing inappropriate material
- Harassment/bullying/fighting
- Stealing
- Vandalism
- Possession of a knife/firearm

CONDUCT IN HALLS

- Students should WALK in the halls.
- No **running**; no **loud talking**; no pushing; no loitering between classes.
- Students should demonstrate respect and courtesy to others and themselves.
- Teachers and staff will assign disciplinary consequences for misconduct in the halls.

DRESS CODE VIOLATIONS

- On the first offense of a "Dress Code Violation" a warning will be given. Parents will be notified through RenWeb and a violation letter sent home.
- On the second offense, the student will be asked to call a parent to bring the correct uniform item.

UCS will have one FREE DRESS DAY per month. Students with no dress code violations may participate in Free Dress Day. Any uniform violation in a month results in forfeiture of Free Dress Day given by the administration for that month. Students in free dress who have not earned free dress will be asked to call a parent to bring uniform clothing.

K3 – 5th GRADES CLASSROOM BEHAVIOR GUIDELINES

Each teacher is responsible for a behavior/discipline plan that is implemented using our school-wide PBIS policy.

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

The types of consequences used at UCS are, but not limited to*:*

- Loss of recess minutes
- Visit to the principal's office
- Silent lunch
- Classes only restriction
- Loss of extracurricular privileges
- ISS (In-school suspension)
- OSS (Out-of-school suspension)

Actions leading to possible suspension or expulsion include, but are not limited to:

- Viewing or showing inappropriate material
- Harassment/bullying/fighting
- Stealing
- Gambling
- Vandalism
- Possession of a knife/firearm
- Plagiarism/cheating

PARENT CONFLICT/GRIEVANCE POLICY

The objective of this policy is to establish biblical guidelines for the resolution of conflict and grievance in the partnership between parents and the school. These guidelines, based on Matthew 18:15-17, are to be followed as means for resolving all conflict and grievance. Confidentiality is essential for the Parent Conflict/Grievance Policy to be effective. UCS teachers and administration will in no way discriminate against any parent or student for following the biblically consistent methods of conflict/grievance resolution outlined in this policy.

Parents/Students to Teachers

Level One:

A Level 1 grievance is between a parent and teacher. All concerns involving your child's teacher or issues in the classroom (curriculum, discipline, homework, etc) must first be directed to the classroom teacher. If this does not resolve the issue, the parent may request an in person conference with the teacher.

Level Two:

A grievance is considered Level 2 upon the involvement of a school principal. The parent may request that the teacher organize a conference involving the teacher and the appropriate school principal. In the event that an acceptable resolution cannot be made as a result of a meeting between a parent, teacher, and principal, the parent may request a meeting with the Head of School.

Level Three:

A grievance is considered Level 3 upon the involvement of the Head of School. It is the expectation that all conflicts and grievances will be resolved as a result of this meeting. At the discretion of the Head of School, the chairman of the School Board may be included in the final decision rendered by the school.

Cell Phone/Smart Watch Use

Unity adheres to the **Georgia Distraction-Free Education Act**: *Pursuant to Georgia House Bill 340 and House Bill 1009, Unity Christian School maintains a device-free learning environment. Personal communication devices must remain powered down and out of sight from bell to bell. Unauthorized use or visibility of these devices will result in immediate confiscation and disciplinary action as outlined in the student code of conduct. The school assumes no responsibility for lost, stolen, or damaged personal electronics.*

For elementary students these must be turned in to the teacher. These may not be kept with the student. Cell phones and/or Smart Watches may not be used during school hours between 7:55-3:10. Cell phones/smart watches are not permitted as an "electronic" on teacher granted electronic days, field trips, or after school care. Consequences for offenses are as follows:

- 1st offense: phone/smart watch is taken up and given to the principal for the parent to retrieve and a $10.00 fine is collected.
- 2nd offense: phone/smart watch is taken up and given to the principal. Phone is not allowed back at school for 2 weeks and a $20.00 fine is collected.
- 3rd offense: phone/smart watch is taken up and given to the principal. Phone is not permitted on campus for the remainder of the school year and a $30.00 fee is collected.

SOCIAL MEDIA POLICY

UCS does not closely monitor material, interaction between students, or commentary that is posted on social media sites. However, there are times when students post things that are contradictory to our school's code of conduct as well as our mission statement. When inappropriate material is posted by a student and is brought to the attention of the administration, the administration will respond accordingly. Posting of the following is considered inappropriate use of social media and are grounds for disciplinary action:

- Negative or derogatory comments directed at school employees or the school itself.
- Negative or threatening comments directed toward another student while on campus during school hours or involving school activities
- Comments or pictures that contain sexual content, inappropriate language or gestures, immoral activity or racial slurs or language.
- Viewpoints or lifestyles that directly contradict or undermine the Biblical teachings of Jesus Christ.
- Pictures or videos taken at school which are non-academic. Taking pictures, videos, or audio recording during school hours without permission is strictly prohibited.
- Behavior that is deemed embarrassing to the school or damaging to the reputation of the school or its employees.
- When posting pictures, videos or comments that reveal illegal activity such as, but not limited to, the use of drugs, underage drinking, theft, or explicit sexual

behavior. In addition to school discipline, the proper law enforcement authority may be involved.

Violations of the social media policy described above, but not limited to those violations, will result in disciplinary action taken at the discretion of the administration. Disciplinary action could range from a written warning - provided the inappropriate material is immediately removed, up to and including expulsion from school. Conflict between students, gossip, or teenage drama, which takes place on social media pages off campus and after school hours may not be addressed by the school and are usually parental matters. If this type of thing does spill over and becomes disruptive during the school day, it may be necessary for administration to get involved. We encourage parents to heavily monitor what their children are posting on social media pages so that issues concerning social media will be few. Cyber-bullying, in its basic form, is defined as unwanted, willful, and aggressive behavior committed through electronic means.

UCS Student Code of Conduct and Discipline

Our Philosophy:

At UCS, we aim to guide our students in understanding how their actions, reactions, and overall behaviors affect their lives and those of others. Our process aims to provide them with the best opportunity to reach their hearts, which will ultimately lead to changed behavior.

As children of God, we understand that He chastens us when we stray from Him. God desires to have fellowship with us. For this to happen, we must recognize and confess our sin before the Lord. Confession is genuinely agreeing with the Lord that we have sinned against Him. Once this happens in our lives, we turn from that sin and walk in a manner that corrects our behavior. This "system" of discipline is designed to guide students into this process as we work toward corrected behavior (Prov. 3:11, Hebrews 12:5-11, Ps. 89, 107).

The teachers are the primary disciplinarians in the school. They are daily involved with their students. Teachers exercise grace and patience when dealing with their students. When a student demonstrates poor behavior, the teacher uses methods to remind the student to correct it. If the student's behavior does not change or becomes a distraction to others, further action may become necessary.

Student Code of Conduct Guidelines:

Types of Infractions

1. **Unacceptable Conduct – Level I:** Unacceptable conduct is defined as those activities engaged in by student(s) that tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or that are contrary to the Mission of UCS. Acts of unacceptable conduct at this level may include, but are not limited to:

a. Dress code violations
b. Classroom tardiness
c. Acting in a manner so as to interfere with the instructional process
d. Public display of affection
e. Failure to complete assignments or carry out directions
f. Littering classroom or school grounds
g. Chewing gum, food, or drinks, other than water
h. Missing all or a major part of a class
i. Improper use of electronic devices during the school day
j. Inappropriate physical contact with others person or possessions
k. Other unacceptable conduct as determined by the teacher

2. **Unacceptable Conduct – Level II:** Unacceptable conduct at this level is defined as those activities engaged in by students, which are directed against persons or property and violate basic honor and trust afforded students at UCS. This may also apply to multiple violations of Level I offenses. Acts of inappropriate conduct may include, but are not limited to:
    a. Academic dishonesty (cheating/plagiarism)
    b. Misrepresentation of the truth (lying)
    c. Use of forged notes or excuses
    d. Fighting
    e. Abusive language to staff or students
    f. Disrespect
    g. Disobedience, defiance, and/or insubordination
    h. Trespassing
    i. Vandalism (minor)
        i. Physical aggression (minor)
        ii. Illegally occupying or blocking in any way, school property with intent to deprive others of its use
        iii. Unlawful assembly
        iv. Habitual acts of disorderly conduct
        v. Skipping or cutting school
        vi. Excessive tardies or absences
        vii. Missing detention
        viii. Use of tobacco products, including any form of vaping or e-cigarettes
        ix. Any other acts as determined by the Principal and/or Head of School
    j. **Unacceptable Conduct – Level III:** Conduct at Level III is defined as those activities engaged in by student(s) that result in violence to oneself or another

person or property or which pose a direct and serious threat to the safety of oneself or others. These activities require administrative action, which could result in the immediate removal of the student from UCS, the interaction of law enforcement authorities, and/or action by the Head of School. This may also apply to multiple violations of Level I and/or Level II offenses. Acts of unacceptable behavior in this category include, but are not limited to:

i. Assault and battery
ii. Bomb threats
iii. Possession, use, or transfer of dangerous weapons
iv. Sexual offenses/immorality
v. Threats against others or the school
vi. Vandalism (major)
vii. Physical aggression (major)
viii. Violating curfew on school sponsored trips
ix. Entering the hotel room, cabin, etc. of the opposite sex on school sponsored trips
x. Theft and/or possession or sale of stolen property
xi. Arson/tampering with fire alarm
xii. Furnishing, selling,possession,and/or being under the influence of any illicit drug or inhalant, substance represented as a drug, drug paraphernalia, or alcohol.
xiii. Bullying that is in the form of physical,verbal, social or electronic (cyberbullying which could include sending of inappropriate material or text messages)
xiv. Illegal criminal activity, arrest, or pending charges

Classroom Procedures:

1. **Establish a Classroom Management Plan:** Ensure each classroom has a clearly communicated, written management plan that aligns with school values and is known to all students. Effective classroom procedures and management require that expectations are 1) taught, 2) rehearsed, and 3) reinforced as needed.

2. **Handling Minor Behavior Incidents (Unacceptable Conduct Level I and/or II):** For minor classroom disruptions (e.g., chewing gum, minor off-task behavior, inappropriate physical contact), faculty members are empowered to manage the situation using a progressive response framework.

Rather than a rigid checklist, this continuum serves as a guide. Teachers may navigate, combine, or adapt these approaches based on the student's needs and the context of the situation:

a. **Response Phase 1: Low-Profile Intervention (Non-Verbal)**
   Utilize non-verbal cues to subtly redirect the student without disrupting the flow of the lesson. Strategic proximity, intentional eye contact, pauses in instruction, or gentle gestures are great strategies to use at this phase.
b. **Response Phase 2: Direct Redirection (Verbal)**
   Address the behavior directly but privately to keep the focus on learning. Call the student by name and provide a clear, neutral reminder of the expected classroom behavior.
c. **Response Phase 3: Collaborative Reset & Parent Partnership**
   When initial redirections don't resolve the issue, formalize the warning and invite the family into the conversation to nip the behavior in the bud. Utilize a Fix-It Ticket to help the student reflect on their choices. The teacher will document in FACTS as a behavior incident and email will be sent to the parent.

   Partner with Parents: A voice call home is vital at this stage to establish a positive, collaborative relationship. Please use an office phone or a free Google Voice number. Speaking directly reflects the heart of our school, allows for full context, and prevents misunderstandings (Leaving a detailed voicemail is perfectly acceptable if parents are unreachable). Email is perfectly acceptable for follow-up communication, but not for a first touch with families.

   A Note on Teacher Discretion: Teachers are encouraged to use their professional judgment regarding when to send a **Fix-It Ticket** home. In many cases, it may be highly effective to extend grace by keeping the ticket at your desk as a mutual agreement, contingent upon improved behavior. However, if the behavior continues, the ticket must be sent home and parent communication completed before progressing to further response phases.

a. **Response Phase 4: Restorative Consequences & Internal Tracking**
   If the behavior requires a formal boundary, assign a minor, logical consequence aimed at reflection or restoration. Options include a temporary seat change, recess restriction (elementary), lunch detention, or helping with classroom/lunch cleanup.These interventions will be noted in FACTS with the appropriate discipline that was given and a formal parent contact.

b. **Response Phase 5:**
For persistent behavior that has not responded to classroom-level interventions, a referral will be made to the appropriate administrator. The teacher will email the administrator with a detailed explanation of the behavior and actions that have been attempted to this point.

3. Handling Major Behavior Incidents (Unacceptable Conduct Level II and/or III): Major incidents (e.g., physical aggression, bullying, disrespect, or issues involving harm) require immediate referral to the administration.

1. **Clarification or Guidance:** If you need clarification on whether an incident is minor or major, consult the handbook or ask an administrator for guidance. We are here to ensure a safe and supportive environment for all students.

2. **Documenting Communication Home:** Please document all significant communication regarding behavior (both positive and negative) in FACTS as outlined below:
    i. Voice calls and In-Person Conferences - Use the P/T Conference tab in FACTS with the following fields: **Teacher must make sure parent is aware that this event has been referred to administration.**
        1. Date
        2. Reported By
        3. Type
    c. Subject (this is the subject of the phone call or meeting - follow protocol for an email subject line)
    d. Reason (description)
    e. Reason Notes (if further details needed)
    f. Parent's Reaction/Comments
2. Emails - Send through the FACTS Communication Portal, as this will preserve a record in the student's Email History tab. If you sent it outside of FACTS, it will need to be recorded in the P/T Conference tab.

Disciplinary Consequences:

Handling Major Behavior Incidents:

3. The Principal should confer with staff and investigate the extent of the circumstances.
4. The Principal should notify the parent or guardian of the misconduct. The Principal should then meet with the student and, if necessary, the parent or guardian, confer with them about the student's misconduct and take the appropriate action.

5. If warranted, the student should be removed immediately from the school environment. A parent or guardian should be notified as soon as possible. Removal of a student requires immediate notification of the Head of School.
6. Where appropriate, the Head of School will contact law enforcement authorities.
7. A complete written record shall be filed in the Principal and/or Head of School's office.
8. Possible sanctions to be applied in cases of unacceptable conduct at Level II may include, but are not limited to:
    a. Saturday School
    b. Temporary removal from class
    c. Short Term Suspension-less than 10 days (includes suspension from all school activities)
    d. Long Term Suspension-greater than 10 days (requires Disciplinary Tribunal-see guidelines for Tribunal listed in addendum)
    e. Expulsion (requires Head of School's approval)
9. Behavior plan designed by administration
10. Referral to outside agency
    a. Restitution of property damages
    b. Plan of Restoration
11. Students suspended from school will require a Return to School Meeting with the Principal and a completed Return to School and Probation Notice Form before returning to school activities.

IN-SCHOOL SUSPENSION PROGRAM (ISS)

Students report to ISS at 7:45 am on days assigned. Students in ISS are confined to one area; they do not change classes or eat lunch with the student body. Students in ISS cannot take part in or attend any school functions, including all athletic activities on or off campus, classes, club meetings, field trips, etc. Violation of this rule will result in additional days in ISS. All students in ISS remain at school for the entire day. Teachers send the student's work to the ISS coordinator. ISS work is monitored, and assistance is available if requested. Students are to make up the work that is taking place in the regular classes; students must work the entire time they are in ISS; and they must have supplies and books each day in ISS. Students must have permission to speak or leave their seats for any reason. ISS students are not allowed to use the telephone. Days in attendance in ISS are not recorded as absences from school. Work is sent to the classroom teacher for evaluation.

OUT OF SCHOOL SUSPENSION (OSS)

Students who are suspended out of school are not allowed to participate in or attend any school function during or after school, on or off campus. Students suspended out of school must complete assigned work but will only receive 50% credit. Parents will be notified when a student is suspended and are required to come for a conference with the principal before the student is allowed to return to school. **Please call the principal's office for an appointment.**

SEARCH AND SEIZURE

UCS reserves the right to access student lockers, automobiles, and personal belongings while on the school campus when there is reason to suspect that the welfare of students and other personnel may be threatened. The search shall be made in the presence of at least one witness, except in emergency situations or if dangerous or illegal materials are in plain view. Discovery of dangerous or illegal materials shall be reported to the proper authorities. Delegated search officials are the Principal, Head of School and certified employees who are responsible for students who are away from school before, during, or after regular school hours. At times in cooperation with the Rome Police Department, drug dogs will be allowed to search the school parking lot and premises. Unity reserves the right to ask a student to submit to a drug test.

UCS Parent Handbook Appendix 2025-2026

UCS Preschool Program Parent Handbook Appendix A

(Revised 7/23/25)

Unity Christian's Preschool operates with exemption from licensure as an integral part of an established religious congregation or religious school. We are committed to uphold and maintain accreditation through the Association of Christian Schools International (ACSI) and Cognia. We continue to comply with and/or exceed all local, regional, and state requirements in our striving for excellence.

TIME:

UCS Preschool is open from 7:30 a.m. Until 3:15 p.m., Monday through Friday, August through May.

AGES:

Children must be 3 years of age by September 1, 2025

DAILY SCHEDULE:

Children must arrive at UCS by 7:50 a.m. Children enrolled in UCS Preschool have a schedule to follow. A child brought in late misses learning time and disturbs other children in the room. If your child has a doctor, dental, or health department appointment and will be later than 7:50am, please let the classroom teacher know ahead of time. A doctor's note will need to be provided for late drop off.

HOLIDAYS:

Unity Preschool will be closed on the following holidays:
New Year's Day, Labor Day, Thanksgiving Day (week), Christmas (2 weeks), Thanksgiving (week), Good Friday. School calendar may be found on the school website.

Any other closings will be announced on the radio, social media, or parent text alert. We may or may not follow Floyd Co./Rome City Schools for weather related closing or delay. Listen to radio/television stations – For Rome: WQTU 102.3 FM, WTSH 107.1 FM, WRGA 710 AM,

FEES:

Enrollment fees and re-enrollment fees are listed on the initial application and on the Unity website. These fees are non-negotiable and must be paid on time for children to attend.

Preschool (PK3 & PK4) Tuition Annually $6,050.00
12 Month $504.16 (June-May)
10 Month $605.00 (July-April)

If your child does not continue with our program, a Withdrawal form **must** be completed for the child to no longer be enrolled. Tuition will be charged until the form is completed and submitted to the front office.

UNITY CHRISTIAN SCHOOL

2026-2027 TUITION & FEES INFORMATION



NEW STUDENT FEES

Application Fee*	$25
Enrollment Fee (Preschool)**	$150
Enrollment Fee (K-12)**	$250

*Due at time of application
**Due at acceptance

RETURNING STUDENT FEES

Continuous Enrollment Fee (Preschool)	$150
Continuous Enrollment (K-12)	$250

SUPPLEMENTAL FEES

Preschool Activity Fee	$100
Elementary (K-2nd) Activity Fee	$150
Elementary (3rd-5th) Activity Fee	$200
Senior Retreat & Graduation Fee	$600
Financial Aid application fee	$45
FACTS payment plan fee	$25-$55

Tuition	Annually	12 Month (June-May)	10 Month (July-April)
Preschool (PK3 & PK4)	$6,200	$516.67	$620
Elementary (K-5)	$10,900	$908.33	$1,090
Middle (6-8)	$11,900	$991.67	$1,190
High (9-12)	$12,900	$1,075.00	$1,290
International	$15,000		

Tuition rates include technology fee and yearbook.
Tuition (not including technology or graduation fees) paid in full before July 1st will receive a 3% discount.
Additional expenses include lunches, after school care, athletic fees, field trips, and uniforms.
Registration, technology, and graduation fees are non-refundable.
Students will not be allowed to attend class until registration fees are paid in full.

LAUNCH (ACADEMIC RESOURCE CENTER)

Diagnostic Testing Fee	$100 (due at time of testing)
Kindergarten - 5th Grade	$1,500/subject
6th Grade - 12th Grade	$1,500 for LAUNCH coaching

After a student has been approved and scheduled for a LAUNCH program, the cost of the program will be added to the student's tuition and distributed according to the desired payment plan.

All fees are NON-REFUNDABLE

ENROLLMENT:

All enrollment forms must be completed before a child may be allowed to attend the Preschool classroom. Enrollment forms must have the address and working telephone number of all persons to whom your child may be released. Your child will only be released to individuals you have authorized in writing to pick him/her up. If the staff is not familiar with the person coming to pick up your child, that person must bring his or her personal identification or we will not release your child. Parents are expected to notify the school immediately of changes in any information on the enrollment forms (e.g. name, phone numbers, address, etc.).

CONFIDENTIALITY:

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

VISITATION:

Parents are permitted access to the school any time their child is in attendance. Please note, however, that your child will focus and learn best if you drop them off (without lingering) before class begins and pick them up when class is over. Parents may observe children at any time during the day. All visitors must check in at the office. Visitors do not enter classrooms without the Director's or Assistant Director's permission.

FAMILY ACTIVITIES:

Each family is a child's first teacher. We value families as partners in the growth and development of children in our school. We encourage parents and other family members to be involved in the school, visit children's classrooms, participate in events, and provide feedback. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

OUTSIDE FOODS:

Children are not allowed to bring food and drink into the building for other students unless approved by the director. Director and/or Assistant Director can approve special snacks for birthdays/holidays to be brought in by parents. These items must be store bought and include ingredient labels.

IMMUNIZATION:

Immunization records are required and must be renewed. A new child will not be enrolled without an immunization record on file.

GUM & CANDY:

Gum and candy are not allowed at school. They can be a choking hazard for young children.

FOOD:

Parental sack lunch sample menus are provided in the handbook and posted in the classroom.

Parents must follow the USDA guidelines when sending lunch and 2 snacks per day for their child.

3 Year Old Daily Snack and Lunch Requirements

- Menu Components & Serving Sizes for 3-Year-Olds
    - Milk: 6 fluid ounces of unflavored low-fat (1%) or fat-free (skim) milk.
    - Meat/Meat Alternate: 1 1/2 ounce equivalents.
    - Vegetables: 1/4 cup.
    - Fruits: 1/4 cup.
    - Grains: 1/2 ounce equivalent, with at least one serving per day being whole grain-rich.
- Sample Sack Lunch Menu
    - Main Dish:
        - Option 1: Turkey and Cheese Roll-Ups - Whole wheat tortilla with sliced turkey and a slice of cheese, rolled up and sliced into pinwheels.
        - Option 2: Hard-boiled egg (approximately 1.5 ounce equivalent).
        - Option 3: Chicken Salad (made with light mayonnaise) - Serve with whole wheat crackers.
    - Vegetables:
        - Option 1: Baby carrots.
        - Option 2: Cucumber slices.
        - Option 3: Cherry tomatoes (halved or quartered).
    - Fruits:
        - Option 1: Sliced strawberries.
        - Option 2: Blueberries.
        - Option 3: Apple slices (with a little lemon juice to prevent browning).
    - Grains:
        - Option 1: Whole wheat crackers.
        - Option 2: Whole wheat bread for sandwiches/roll-ups.
        - Option 3: Whole wheat pita bread.
    - Dairy:
        - Unflavored low-fat (1%) or fat-free (skim) milk (6 fluid ounces).

Additional Considerations

- Variety: Offer a variety of fruits and vegetables throughout the week.
- Whole Grains: Ensure at least one grain serving per day is whole grain-rich.
- Food Safety: Keep foods at safe temperatures (cold foods cold, hot foods hot).
- Picky Eaters: Offer familiar food along with something new.
- Presentation: Make the lunch visually appealing and fun.

Allergies: Be aware of any allergies or dietary restrictions a child may have.

POTTY TRAINING:
Students must be potty trained before enrolling in the Preschool program.

MEDICATION:
Medication authorization forms must be filled out and signed by authorizing person before medication can be given. Medication must be in the original container. Prescription medication must be prescribed to the child receiving the medication. Staff does not give medication that is prescribed to be given once (1) or twice (2) daily. This should be done at home. We will gladly give authorized medication prescribed to be given three (3) or four (4) times daily. Medication prescribed to be given three (3) times daily will be given at 3:00pm, unless otherwise stated in a doctor's note. Medication prescribed to be given four (4) times daily will be given at 10:00am and 3:00pm. Please do not ask that medication be given any other time, unless specified in writing by the doctor. Over the counter medication will only be given if authorization form has been signed and updated twice per month. The Director or Admin Assistant will be responsible for dispensing medication.

ACCIDENTS:
In the event of an accident, the parent/guardian insurance is primary with the Unity Christian School insurance being secondary. If we are unable to reach you or the emergency person on the enrollment form in the case of a severe emergency, your child will be able to receive emergency medical treatment. Your child will be taken by ambulance to Atrium Health Floyd Medical Center.

DISCIPLINE:
Redirection will be the first step in correcting a child's behavior. If necessary, the child will then be directed to the "color chart" to move a clip down with the opportunity to move back up with correct self-redirection.

Hitting, kicking, pulling hair, biting, and throwing furniture will not be tolerated. If the child's behavior is such that the behavior cannot be controlled and is causing continual disruption, parents will be called and the child will be suspended for the rest of the day. If behavior issues persist after two suspensions, the child may be terminated from the school.

ABUSE:
The center staff is required by the state to report any suspected child abuse, neglect, exploitation, or deprivation to DFACS.

LANGUAGE:
Loud, profane, or abusive language is not allowed in the school or on school premises. This applies to all employees, parents, visitors, and students.

NAP:
Each child will have the advantage of an afternoon nap or rest period each day. Children not asleep after 30 minutes will be given a quiet activity to do.

RECESS:

Your child will play out of doors every day, weather permitting. Children are required to have ninety minutes of play. Please make sure your child wears shoes and clothing suitable for the weather.

A child may be excused from outdoor activities for a limited period of time if there is documentation that outdoor activity is medically contraindicated or there is an occasional written request by the parent that the child be excused from outdoor activities for a very limited amount of time because of special circumstances. Please understand that a request can be accepted or denied depending on the circumstances. Also, a very limited amount of time is dependent upon administration.

FIELD TRIPS:

Class trips require parents to attend and transport their child. Unity does not provide transportation for students.

PARENT/TEACHER CONFERENCES:

Parent/teacher conferences are scheduled in October and March. Parents are encouraged to discuss their questions and concerns with the teacher, the director, and/or the assistant director at any time during the year. Discussions will not take place in the classroom during instructional time.

SEVERE WEATHER:

At the notice of a tornado watch or severe thunderstorm warning, all adults will be kept informed of weather conditions using the Crisis Go App. A monthly drill will be conducted.

LOSS OF UTILITIES:

In the event the power, water, or heat is lost for more than one hour, parents will be notified to pick up their child within one hour of notification. This is a rule set by the State of Georgia. If your child is not picked up in one hour, we are required to call the police. This also applies to repairs beyond our control, such as heating or cooling units that cannot be repaired after hours resulting in next day closures. Major repairs requiring inside labor during operating hours will result in closure of the school. Parents will be notified as soon as possible of such circumstances, should they arise.

EVACUATION PROCEDURE:

In the event of a fire, bomb threat, or gas leak, the Crisis Go App alarm will be activated. Children and staff will evacuate the building following classroom specific directions posted in each classroom.

STATE REGULATIONS:

A current copy of State Rules and Regulations for Daycare and Learning Centers is available upon request. A copy of our most recent licensing review is also available upon request.

NON-DISCRIMINATORY POLICY:

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

EMERGENCIES:

If no one on your child's enrollment form can be reached in the event that your child has a fever of 101.1, fainting, seizures, cardiac arrest, irregular breathing, or any other life threatening symptoms, the school will wait one hour before calling 911. If a fever raises two degrees before the one hour has transpired the school will call 911. In the event that a child needs to be transported for further medical care, the director will ride with the child and the child's information to the nearest medical facility with a pediatric unit. If no one arrives at the hospital to take responsibility for the child, the child will be turned over to DFACS.

HEALTH POLICY:

Children under the age of five years are developing an immune system and have lower resistance to infection and communicable disease. Consequently they may be sick from colds, viruses and flues until they build up their immunities.

It is not unusual when a child is in any type of group play or childcare, that he/she may seem to develop more illnesses than before. They have increased exposure to illnesses because of the larger numbers of individuals that they are in daily contact with. Young children play very closely together, sharing toys which they have touched and/or put in their mouth.

Even when the child care staff takes every precaution to keep the area clean and sanitized, viruses are easily spread from one child to another. Many illnesses are most contagious in the day or two before a child shows symptoms. By the time you know your child is sick, he/she may have already spread the illness to others. Parents are expected to pick up their child promptly after being notified that their child is ill. Parents are asked to notify the school immediately if their child contracts a communicable disease, such as but not limited to flu, strep throat, and chicken pox. This will be posted in the center, as other parents have to be notified. The school is required to report any suspected case of reportable disease to the health department – measles, mumps, diphtheria, hepatitis A, meningitis, whooping cough, TB, or food poisoning. **FEVER-** " A child shall not be accepted nor allowed to remain at school if the child has the equivalent of a one hundred one (101) degrees Fahrenheit or higher oral temperature and another contagious symptom, such as but not limited to a rash, diarrhea or a sore throat." Bright From the Start Rules and Regulations In addition to the above symptoms, if your child has a fever of one hundred one (101) and is listless, irritable, has chills, or is crying constantly, he/she will be sent home.

Your child must be fever free for twenty four (24) hours before returning to school. COLDS- Colds are a common occurrence. Infants and pre-school age children average eight to ten (8-10) colds per year. If there are cold medicines you know will make your child more

comfortable, we will administer them. It must be in the original box and must be approved for your child's age. A medication form must be filled out.

DIARRHEA- If your child has two (2) unexplained (not due to medication, food, or laxatives) episodes of diarrhea in a 6 hr time period, he/she will be sent home. This may indicate a gastrointestinal infection. Your child must be diarrhea free for twenty-four (24) hours before returning to school. A doctor's note is required stating your child has diarrhea due to medication, food, or laxatives to stay at school for the day.

VOMITING- If your child has unexplained vomiting (not due to choking), he/she will be sent home. Your child must wait twenty-four (24) hours before returning to school after the last unexplained vomit occurs.

FLU- If your child develops a fever with chills, sore throat, headache or muscle ache, he/she may have the flu. Your child will be sent home if they have flu-like symptoms. A doctor's note is required stating they can return to school.

RSV- RSV causes many childhood respiratory infections. It is highly contagious and children are usually contagious before symptoms appear. Most children have had it by age two. Even when well, a child who had RSV can spread it for a week. A child can get it more than once. A doctor's note is required stating they can return to school.

HAND, FOOT, & MOUTH- The fluid in the blisters contains the virus. Symptoms may last for seven to ten (7- 10) days. Your child may return to school after <u>all</u> blisters have opened and dried, with no fever.

STREP THROAT- Strep throat is highly contagious and requires antibiotics. To return to school, your child will need a doctor's note stating they are being treated. He/she can return to school twenty-four (24) hours <u>after</u> starting medication and if they feel well enough to participate in daily activities.

PINK EYE- Pink eye caused by a virus or bacteria is contagious. Pink eye caused by allergies is not contagious. To return to school, your child will need a doctor's note stating they are being treated. He/she can return to school twenty-four (24) hours <u>after</u> starting medication.

RINGWORM- Ringworm is not a worm but a fungus-like athlete's foot. It can be contacted from another person, an animal or dirt. It is contagious. Ringworm of the scalp usually requires oral medication. Child must have a doctor's note, if they have ringworm of the scalp, stating they are receiving treatment. If it is on other body parts, the child must arrive at school with the affected area treated and covered with a band aid. Area <u>must</u> remain covered by a band aid whenever the child is at school.

RASH- A rash may be the sign of many things – diaper rash, allergic reaction, or illness. If your child has an unidentified rash, (not diaper rash, heat rash) you will be asked to provide a doctor's note explaining the rash and that they may return to school.

IMPETIGO- Impetigo is one of the most common skin infections in children. It is contagious and

can be spread through close contact. Scratching can also spread the sores to other parts of the body. To return to school, your child will need a doctor's note stating they are being treated. He/she can return to school twenty-four (24) hours after starting medication

SCABIES- Human scabies is caused by an infestation of the skin by the human itch mite. The most common symptoms of scabies are intense itching and a pimple-like skin rash. The scabies mite usually is spread by direct, prolonged, skin-to-skin contact. Treatment takes 1-3 days depending on medication used. To return to school, your child will need a doctor's note stating they have been treated and can return to school.

TEETHING- Many children have little or no problem with teething, while others may have significant discomfort. We will try to make your child as comfortable as possible. Any over the counter medication brought must be age appropriate.

ADDENDUM:

In consideration of reserving a place for enrollment of my minor child the undersigned hereby agrees to abide by all the rules and regulations of Unity Christian School (hereinafter "UCS") as may be adopted or implemented at any time, in the sole and absolute discretion of UCS. In addition, the undersigned acknowledges and agrees that by signing this contract addendum, the parent, guardian, and/or undersigned understands that UCS has the absolute right, in its sole discretion, to require withdrawal, dismissal, and/or expulsion of a student or minor child for any violation of any rule or policy implemented by UCS.

In addition, the undersigned recognizes and understands that a student or minor child may be discharged or withdrawn from enrollment if a parent, guardian, and/or the undersigned makes or causes to be made, either directly or indirectly, any negative comment, remark, statement, or postings on the Internet or on any social media site or other location about UCS, its employees, or its operations, as may be determined in the sole and absolute discretion of UCS.

Parent Signature:_____

Date:_____

AUTHORIZATION FOR MEDICATION

Child's Full Name:_____

Name of Medication:_____

Prescription Number: _____

Time Medication is to be given:_____

(Medication will not be given on an "As Needed" basis, specifics must be provided)

Amount of Medication to be given: _____

Dates to be given: _____

(Not to exceed two weeks without a physician's statement)

_____ _____

PARENT'S SIGNATURE DATE

Attention to Person Requesting Medication Be Dispensed:

Form must be completed in its entirety before the center can dispense any medication.

FOR UCS USE (Reminder: document the reasons why medications are not given as parents requested i.e., child absent, medication not sent, child sleeping etc...)

DATE	TIME	AMT GIVEN	ANY ADVERSE REACTIONS	ADMINISTERED BY
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

4. _____ _____ _____ _____ _____

5. _____ _____ _____ _____ _____

6. _____ _____ _____ _____ _____

7. _____ _____ _____ _____ _____

If there is a noticeable adverse reaction to medication, what action was taken? Describe:

ADDENDUM

UNITY
CHRISTIAN SCHOOL

Honor Code

Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things. Philippians 4:8

The Honor Code encompasses six main areas: lying, cheating, stealing, defaming others, intentionally damaging the property of another, and remaining silent when a student has knowledge of these actions. In the UCS community, lying, cheating, stealing, defaming others and intentionally damaging the property of others and remaining silent when a student has knowledge of these actions cannot be tolerated.

- **Lying:** A student lying or purposely misrepresenting the truth violates the Honor Code.
- **Stealing:** To take (the property of another) without right or permission. To present or use (someone else's words or ideas) as one's own.
- **Defaming others**: A student writing or speaking with malicious intent to injure unjustly a person's reputation violates the Honor Code. Malicious intent is the deliberate attempt and plan to do harm.
- **Intentionally damaging the property of another**: A student deliberately and intentionally causing damage to property of the school, the property of the faculty and staff and administration, or the property of his/her fellow students violates the Honor Code.
- **Remaining silent when a student has knowledge of these actions:** When a student has personal
    - knowledge of the Honor Code being violated, he/she is obligated to inform the proper authority (teacher, coach, administration, etc.).
- **Inappropriate Use of Technology:** Loading unauthorized programs or viewing non-approved websites.

- **Cheating:** Receiving unauthorized help on work; copying another person's work or answers on assessments. Asking other students to provide information such as questions posed or material covered on tests, quizzes or other assignments already taken or completed by the other student. Plagiarizing is a form of cheating:

    - Plagiarism: Passing off another's work or ideas as your own or intentionally failing to cite sources for information that is not widely known. Ignorance of proper citation procedures is not an acceptable excuse for failing to cite sources.
    - Use of AI/ChatGPT to replace work that should be completed by you.

UNITY
CHRISTIAN SCHOOL

My Action Plan

Student Name _____

- **What is the problem?** (Please write a complete sentence describing the infractions you have received consequences for this semester)

- **What is causing the problem?** (Please list the factors that are leading to your consequences)

- **What plan will you use to solve the problem?** (Please write 1-2 complete sentences explaining what action you will take to fix the problem)

_____
Student Signature

_____
Parent Signature

_____
Date

UNITY
CHRISTIAN SCHOOL

Dear Parent,

We understand that concerns about bullying can be stressful. This document will help you work through what your child is experiencing and determine whether it meets the definition of bullying. If, after reviewing this information, you believe your child is being bullied, please sign and return this form so that we can begin the intervention process.

Understanding Bullying:

What is Bullying?
Bullying is defined as repeated, intentional harm where one or more students exert power over another. It may take the form of:

- Physical: Hitting, pushing, or damaging property.
- Verbal: Name-calling, teasing, threats.
- Social/Relational: Spreading rumors, excluding others, embarrassing someone.
- Cyberbullying (any electronic device) : Harassing, threatening, or spreading rumors online.

What is NOT Bullying?

It's important to distinguish between bullying and other types of behavior that, while inappropriate, do not meet the definition of bullying:

- Single acts of aggression or conflict: Arguments, disagreements, or a one-time fight.
- Mutual Conflict: A situation where both students argue or fight without a power imbalance.
- Unintended Actions: Actions that cause harm but were not intentional or directed repeatedly at the same student.

Does My Child's Situation Meet the Criteria for Bullying?

Please consider the following questions:

1. Is the behavior repeated and targeted? Yes / No
2. Is there an imbalance of power (physical size, social influence, etc.)? Yes / No
3. Is the behavior intentional and harmful? Yes / No

If you answered "Yes" to all three questions, your child may be experiencing bullying. If "No" was selected for one or more, the situation may be best addressed as a conflict or behavioral issue.

Intervention Steps & School Process

If you believe your child is bullied, please review the steps below. We aim to ensure a safe, respectful,and Christ-like environment for all students.

Please note: Sometimes, intervention may initially make the situation more challenging before it improves. Addressing the issue directly is necessary for a long-term resolution, but it's essential to consider the seriousness of the situation carefully. If the behavior is minor and can be let go, it might be better to focus on building resilience. However, if the behavior is causing emotional or physical harm, intervention is crucial.

1. Initial Report & Documentation - Upon receiving this signed document, the school will document the report and meet with your child to gather more information.

2. Investigation & Interviews
    - School staff will conduct a thorough investigation, which may include interviews with witnesses and reviewing any relevant evidence (e.g., written statements and messages).
    - If the offending party is not being honest, your child may need to meet with them and the school administration to establish the truth.

3. Parent Contact - The parents of both the victim and the alleged aggressor will be contacted and informed of the investigation process.

4. Intervention Strategies
    - Depending on the outcome, the school may use one or more of the following actions:
        - Conflict Resolution Meetings
        - Behavior Contracts
        - Counseling Services
        - Increased Monitoring of Interactions
5. Disciplinary Actions

- If bullying is confirmed, disciplinary actions may be taken according to the school's handbook. Possible consequences include:
    - Loss of privileges (e.g., lunch with peers)
    - Detention or In-School Suspension
    - Out-of-School Suspension
- Repeated bullying after intervention and initial consequences may result in expulsion from school.

6. Follow-Up & Monitoring - The school will follow up regularly to ensure that the behavior has stopped and that your child feels safe.

Acknowledgment

After reviewing this document, if you believe your child is being bullied please contact your child's teacher immediately. If you do not believe the issue has been resolved please contact Dr. Phil Wood or Susan Payne.

Georgia State Code: O.C.G.A. § 20-2-751.4

According to O.C.G.A. § 20-2-751.4, bullying in Georgia involves intentional, harmful acts—including electronic communication (cyberbullying)—that reasonably threaten, harass, or intimidate a student. Such acts are defined by their, or the reasonable fear of, causing physical harm, creating a hostile environment, or disrupting the school setting.