UNITY
CHRISTIAN SCHOOL

SECONDARY STUDENT HANDBOOK

6th - 12th

2025-2026

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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.

1. After 5 unexcused absences, the attendance officer 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.
2. At 6 or more unexcused absences, the attendance officer 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.
3. 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.
4. 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.

1. 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.
2. 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.

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.

Tardies and Early Dismissals:

- Students not in 1st period by 8:50 am are considered tardy.
- Students leaving school before **3:45pm** 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.
- 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 unexcused 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 5 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 8:50 am.
- Except in cases of doctor's appointments or court appearances, late arrivals will be treated as tardies.
- Students are to check-out of school with the receptionist.
- If checking out for medical reasons, students are to bring a doctor's note when they return to school. (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.
- Student Drivers MUST have parental consent before checking out.

Students must be present at school the FULL DAY in order to participate in any extracurricular activities or events that day including games and practices.

FAMILY TRIPS

Family Trips must meet the following criteria:

- Student is to be accompanied by a parent or guardian.
- Trip limit is five days.
- Students must make up all the work missed.
- Students must turn in all preassigned projects prior to the trip.

Family trips not sponsored by an entity or institution DO count against the 9-day attendance rule. No educational absences are granted prior to or during exams. Family absence forms may be picked up in the Secondary Principal's 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 9 days during a semester are at risk of compromising course credit for any course unless a physician's statement is turned in to the receptionist on time for all days in excess of the 9 days. Physician's notes should be turned in within five days after an absence-preferably the first day a student returns to school so that teachers will have approval to assign make-up work.

- For students who have received a short-term in-school or out-of-school suspension for the first time ever at UCS, the days absent due to the suspension will not count toward the 9-day limit. Students suspended out of school must complete assigned work but will only receive 50% credit. Students serving ISS or OSS are expected to turn in all made up assignments upon returning to school.
- A student returning to school after an absence is to bring a written excuse/email by a parent/guardian telling why the student was absent. The receptionist accepts excuses each morning beginning at 7:30 am.
- 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 days' results in a "0" recorded in the grade book. All missed assignments due to unexcused absences receive a "0" in the grade book. Middle school and high school students are responsible for any pre-scheduled assignments such as a test or a project during an absence. Projects should be emailed to the teacher or sent to the school on the due date to receive full credit, and students should be prepared to take missed tests on the day of return. Make-up work for lab-type activities will be explained in course outlines. For extended consecutive absences over 5 days, the time allowed for making up work will be determined administratively. A student will not be allowed to make up any work for an unexcused absence.

COLLEGE VISITATION DAYS

- Juniors and Seniors may visit a college if the College Day Form (available online, from the Guidance Counselor, or Secondary Principal) is completed and approved **three days** in advance by the high school principal.
- This will count as an excused absence.
- College visits are limited to two days per school year for Juniors and Seniors.
- All missed work must be made up.
- College visitation days **will not** count as unexcused absences provided students return approved college documentation to the receptionist prior to 9:00 am.
- We encourage you to visit colleges on teacher in-service days and student holidays.

STUDENT DRIVING

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

ATTENDANCE AND DRIVER'S LICENSE ELIGIBILITY

According to Georgia State Law (40-5-22; 2-2-701):

- This code section requires a person younger than 18 who has not completed high school (or has not received GED, a special diploma, or certificate of high school completion) to be in school and meet attendance requirements in order to obtain and keep a learner's permit or a driver's license.
- The minor must have satisfied relevant attendance requirements for one academic year prior to applying for a learner's permit or driver's license.
- The minor is ineligible to receive a learner's permit or driver's license if the minor has been suspended from school for certain discipline code violations: suspension from school for threatening, striking, or causing bodily harm to a teacher or a school personnel; possession or sale of drugs or alcohol on school property; any sexual offense prohibited under Chapter 6 of Title 16; or causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.
- The minor who misses ten school days of unexcused absences will have his/her learner's license suspended or revoked by the Department of Motor Vehicle Safety.

DRIVER'S/LEARNER'S LICENSE CERTIFICATE OF ATTENDANCE

A certificate of attendance is required for all students under the age of 18 in order to get a learner's and/or driver's license. Confirmation that a student has successfully completed the Alcohol and Drug Awareness Program is required for a student to receive his/her driver's license. These forms may be requested in the Registrar's Office. The certificates of attendance are good for only 30 days from the date they are notarized.

SELECTIVE SERVICE REGISTRATION

The law requires that all males within 30 days of their 18th birthdays register for Selective Service. Visit https://www.sss.gov/Registration/Register-Now/Registration-Form to register.

VOTER REGISTRATION

All students who are at least 18 years old may register to vote. Students who are 17 1/2 can complete registration, but they cannot vote until their 18th birthday. Visit https://registertovote.sos.ga.gov/GAOLVR/welcometoga.do#no-back-button to register.

CELL PHONE POLICY

Cell phones (as well as smart watches and similar devices) have become a way of life, a technological convenience that has impacted all of our lives in one way or another. However, in the school environment, these devices have become a distraction and source of frequent interruption. The use of cell phones during class takes away from the valuable time needed for instructional and most importantly, student learning. We do recognize that cell phones can be a safety/security tool; however, they can also be a detriment in the event of a building emergency

and our protocol to manage such emergencies in a safe and effective manner. Therefore, cell phones are not permitted during the school day from 7:30-3:50. If parents need to relay any urgent messages to their child, administration will gladly do so (706-292-0700). Cell phones must either be left in personal vehicles or turned over to staff (powered off) as students enter the building. If a student needs to communicate with their parents during the school day, they may ask to use the phone located in the lobby.

Grades 6-8:
Middle school students will place their devices in the storage locker located outside the principal's office in the annex. There will be a slot that will have a number specifically assigned to the student. Once school begins, all cell phones (powered off) will be secured in the office. If a student arrives late, they should turn in their phone (with assigned number) to their classroom teacher so it can be secured for them. At the end of the school day, students may retrieve their cell phones from the same designated area where they were turned in.

Grades 9-12:
High school students will place their devices (powered off) in the storage locker located outside of the principal's office on the high school hallway. There will be a slot that will have a number specifically assigned to the student. Once school begins, all cell phones (powered off) will be secured in the office. If a student arrives late, they should turn in their phone (with assigned number) to their classroom teacher so it can be secured for them. At the end of the school day, students may retrieve their cell phones from the same designated area where they were turned in.

- Smartwatches may be worn on campus but may NOT be connected to the internet or have the capability to make calls. If a student misuses a smartwatch during school hours, a discipline report will be filed, and the student will not be able to wear the watch to school any longer.

If a student is found with a cell phone in their possession, the following consequences will apply:

- First Offense: The device will be confiscated and brought to an administrator. The student may retrieve their phone at the end of their school day. Parents will be notified of the offense.
- Second Offense: The device will be confiscated and brought to an administrator. A parent or guardian must come to retrieve the device in person.
- Third Offense: The student may face disciplinary consequences up to and including suspension.

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.

DRESS CODE POLICY

School Uniforms must be worn Monday through Friday unless students participate in Friday Spirit Day.

- **Regular Wear for Girls**
  - Polo shirts with logo (navy and ash gray)
  - Navy or khaki pants (no cargo pants or joggers), capris, shorts, jumper, skirt, or skort (no greater than 3 inches above the knee)
  - Shorts and or pants should not be skin tight
  - Navy or khaki shorts should be worn under skirts or dresses.
  - No boots with shorts, skorts, or skirts. Boots must be covered by a pant leg.

- All shoes must have a back strap or solid back (no sandals or flip flops) and must be a shoe considered a dress shoe or tennis shoe-NO bedroom slippers.
- No crocs

- **Regular Wear for Boys**
  - Polo shirts with logo (navy and ash gray)
  - Navy or Khaki pants or shorts with 7 inch inseam or no greater than 3 inches above the knee
  - Shorts and pants should not be skin tight
  - Boots must be covered by pant legs
  - All shoes must have a back strap or solid back (no sandals or flip flops) and must be a shoe considered a dress shoe or tennis shoe-NO bedroom slippers.
  - No crocs

- **P.E. Uniforms**
  - Gray long or short-sleeved t-shirt or Dri-fit shirt with athletic logo
  - Gray hooded sweatshirt when needed with athletic logo
  - Navy shorts (no shorter than 5 inch inseam), sweatpants, or athletic pants (not leggings)
  - Athletic shoes only
  - MS and HS students in P.E. must wear a uniform to participate in P.E.
  - P.E. is every day for grades 6-9 and students must change at school and only wear the P.E. uniform during P.E. class.

- **Workout Uniforms**
  - Students attending workouts must wear the PE uniform as issued by the Athletic Department.

- **Jackets, Sweaters, and Sweatshirts**
  - All jackets and sweaters worn on campus must be solid navy or gray.
  - No logos or brand names.
  - All sweatshirts must be Unity spirit wear or solid navy or gray.

- **Jewelry**
  - Any jewelry item that distracts from the educational process can be prohibited.
  - No piercings except for ears.

- **Hair/Hats**
  - Hairstyles are to be non-distracting in color, cut, and length.
  - No mohawks, extreme color or dye
  - Hair must be combed or brushed.
  - All boy's hair must not be in the student's eyes.

    - Boys must be clean-shaven.
    - No hats or hoods except on special dress-up/costume days

- **Spirit Day -** Blue jeans (with no holes), solid color (gray, black, or navy) sweatpants, or school uniform shorts may be worn with a school issued Unity t-shirt or sweatshirt. No athletic shorts. All shoes must have a back strap (no flip flops). Yoga style pants or leggings will not be allowed at any time. If a sweatshirt is not school issued, it must be solid navy or gray with no logo.

- **Free Dress**
    - No tank tops, spaghetti straps, leggings, hats, or clothing with holes or patches
    - Skirts and shorts must be no shorter than 3 inches above the knee.
    - No pajama pants or yoga pants/leggings.

UCS will have one FREE DRESS DAY per month. Students with no demerits or dress code infractions for the month may participate in FREE DRESS DAY. Any demerit or uniform violation in a month results in forfeiture of FREE DRESS DAY given by the administration for that month.

DRESS CODE VIOLATIONS

The administration retains full discretion in determining the appropriateness of school dress and its effect on the instructional environment. The school will follow the following procedures to correct students in violation of uniform policy:

- First offense: Parents will be notified through RenWeb. Students will receive 1 demerit. Students must correct the issue through obtaining the necessary article of clothing from the clothes closet or calling a parent to bring a change of clothing.
- Second offense: Students will receive 3 demerits, will be asked to call a parent to bring the correct uniform item, and will remain in the lobby until appropriate attire arrives.

SOCIAL EVENTS

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

RULES FOR SOCIALS AND DANCES

Students will be asked to leave for inappropriate behavior. If a student is asked to leave, they must leave the premises, and a parent will be contacted. When students exit the facility, they may not return. Any student in In-School Suspension, Out of School Suspension, or under school discipline may not attend a social function. High School socials are for students who are considered to be of high school age; dates over the age of 20 will not be admitted.

DANCE DRESS CODE

There is a standard for appropriate apparel for UCS formal and semi-formal events. Attire must be within the boundaries of the standard in order to be considered acceptable. Formal dresses must be approved by the high school principal (Mrs. Payne).

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.

STUDENT PROGRESS AND GRADE REPORTING

Grade Code	Average	GPA
A	100-93	4.0
A-	92-90	3.7
B+	89-86	3.3
B	85-83	3.0
B-	82-80	2.7
C+	79-76	2.5
C	75-73	2.3
C-	72-70	2.0
F	69-0	0
I - Incomplete	NA	NA
P - Passing	70	NA

- Grades are determined based on 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, projects, and final exams.
- Core subjects have a comprehensive final exam at the end of each semester.
- Progress in academic subjects is indicated using a numeric grading system based on a one hundred-point scale. Report Cards are emailed every nine weeks to show student progress.
- NOTE: Grade Point Averages (GPAs) are used for class rank and are communicated to colleges and universities for scholarship purposes. The GPA is calculated by the average at the end of each semester, not yearly averages. Transfer grades from a non-accredited institution will not be factored into the GPA calculation. Beginning with grade nine, all core subjects whether passed or failed are included in the computation. Core subjects that are calculated into Unity's GPA include English, Math, Science, History, Bible, and Foreign Language. Grades for Advanced Placement courses are scaled to equate course difficulty and earn an extra weight of 1.0 to the GPA on UCS transcript upon successful completion of the AP course with a C or better. Honors courses earn an extra weight of .5 to the GPA on UCS transcript.

VALEDICTORIAN/SALUTATORIAN

- The UCS Valedictorian must meet the following criteria:
    - Highest Academic GPA
    - Exemplary Discipline Record*
    - Attend UCS as a full time student all four years of high school
- The UCS Salutatorian must meet the following criteria:
    - Second highest Academic GPA
    - Exemplary Discipline Record*
    - Attend UCS as a full time student all four years of high school

In the case of a tie in consideration for Valedictorian or Salutatorian, UCS will break the tie on the basis of academic rigor attempted.

*Exemplary behavior is defined as a student without any major disciplinary incidents within 18 months of graduation.

HIGH SCHOOL COURSES IN EIGHTH GRADE

- Algebra 1 and Physical Science taken during 8th grade are considered high school level courses.
- These courses will be included in the UCS GPA and for high school course credit.
- NOTE: No courses taken prior to 9th grade are included in the HOPE GPA calculation as completed by the GA Student Finance Commission.

FAILING GRADES

- Once a student is failing a core academic subject at any nine-weeks grading period, the student will be placed on Academic Probation. The following will take place:
    - There will be a meeting with the student, parent(s), and teacher(s) to make a plan of improvement.
    - The student will be required to attend tutorial the day(s) the teacher(s) of the failed subject area(s) is assigned to tutorial. **Note: Students who participate in extracurricular activities are required to attend tutorial 3 days per week. (see Academic Policy and Extra-curricular Activities)**
- If a student fails any subject required for graduation, he or she will be required to retake that class during subsequent high school years or during summer school.

PROMOTION REQUIREMENTS HIGH SCHOOL COLLEGE PREP

- Averages for promotion in year-long classes are determined by the average of the first and second semester grades.
- A student must successfully complete a minimum of 5 Carnegie Units to be considered a sophomore, a minimum of 10 Carnegie Units to be considered a junior, and a minimum of 15 Carnegie Units to be considered a senior. In order to graduate, a student must complete satisfactorily a minimum of 24 Carnegie Units.

POLICY ON MISSING WORK

- 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 days results in a "0" recorded in the grade book. All missed assignments due to unexcused absences receive a "0" in the grade book. Middle school and high school students are responsible for any pre-scheduled assignments such as a test or a project during an absence. Projects should be emailed to the teacher or sent to the school on the due date to receive full credit, and students should be prepared to take missed tests on the day of return.
- Students who miss assignments due to absences for sporting events, fine arts, or academic competitions are required to turn in all missed assignments, including homework, and take missed quizzes and tests the day they return to school. Exceptions can be made by the Principal in the case of special events.
- Students who have more than 9 absences during a semester**, excused or unexcused**, are in jeopardy of failing the course and not receiving credit. Special consideration will be given to students with medical issues such as life-threatening illnesses, surgeries, mental illness, extended illness, etc. Credit will not be given in courses that exceed 9 absences without approval from the academic committee.

GRADUATION REQUIREMENTS

College Prep Diploma

Subject	Carnegie Units Required
Bible	4 Units
Literature	4 Units
History	4 Units
Mathematics	4 Units
Science	4 Units
Foreign Language	2 Units
Health/PE	1 Unit
Fine Arts	1 Unit
Total	**24 Units**

Senior Projects: The purpose of this project is to showcase how Unity has impacted the student's life throughout the time he/she has attended Unity. The project will be broken down into two sections: a written paper and a presentation. Each section will count 50%. The senior project will be entered in lieu of a final exam grade for each class 2nd semester and is a requirement for graduation.

COLLEGE DUAL ENROLLMENT POLICY

Students participating in dual enrollment must meet all rules, regulations, and guidelines outlined in the following: Georgia Board of Education Rule 160-4-2-34, Postsecondary Dual Credit Program Regulations Directory (GaDOE & GA Student Finance Commission), and UCS Dual Enrollment Guidelines and Procedures.

Dual Enrollment Guidelines and Procedures

- Students interested in dual enrollment must meet with the UCS counselor and complete all required dual enrollment forms for both UCS and the college/university offering dual enrollment.
- UCS will accept only the official transcript grade sent by the college/university in which the student is enrolled for dual enrollment.
- The UCS transcript will reflect the UCS grading scale and class weight for any dual enrollment courses completed.

ONLINE CLASSES THROUGH SEVENSTAR

High school students are allowed to take courses through Sevenstar as needed. Sevenstar is an accredited online school providing biblically integrated curriculum. Pre-approval is required through the counselor. Online courses may incur additional costs which will be included in your FACTS account.

SUMMER SCHOOL

- Summer school will be required for any 8th grade student who fails Math and/or English for the year. If the student does not take summer school, he/she will be required to repeat 8th grade.
- 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.
- Times: 9:00-11:00 (Reading/English); 12:00-2:00 (Math); Monday-Thursday
- The cost will be $550 per subject.

SCHEDULE CHANGES/COURSE DROP OR ADD

To request a schedule change, a student must complete a drop/add form available from the counselor, registrar, or school website. Schedule changes requested by students will be reviewed by the secondary principal and the counselor.

- The student must remain in his/her scheduled class until the requested change has been approved and processed.
- It is the student's responsibility to return any textbooks/materials to the teacher of a course dropped.
- A class can only be dropped or added within the first two weeks of the course.

ACADEMIC MISCONDUCT

- **PLAGIARISM POLICY**

  Writing skills drive the work students do at the university level and form a crucial component of most, if not all, professional jobs. Teaching students how to write effectively is one of the primary objectives of the UCS English Department that reaches across the curriculum. To accomplish this objective, teachers will stress the importance of writing as a process, giving credit to all influencers of one's writing. The Faculty at Unity Christian School is committed to teaching students how to become ethical users of information and ideas. It is our intention to educate our students in the research process, mechanics of writing, proper documentation, and to hold students accountable for honest work. Whether an assigned project is in visual, written, or spoken format, students are expected to accurately reference all sources of information consulted for the project.

  Plagiarism or any academic cheating, including the use of AI or ChatGPT, is regarded as a serious offense and will not be tolerated. It is an expectation that all departments and students adhere to and enforce the UCS Plagiarism Policy. The Faculty and Staff of Unity Christian School believe it is important to have a clear policy concerning plagiarism and academic cheating. All high school and middle school students will sign an Honor Code indicating their understanding of the policy.

- **Definition:** *Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work, as by not crediting the author. (dictionary.com)*

  Forms of academic misconduct include but are not limited to:
    - Submitting another writer's paper
    - Using copy and paste (from found sources)
    - Neglecting necessary quotation marks
    - Paraphrasing without citing a source
    - Confusing borrowed material with your own ideas
    - Copying another student's homework
    - Use of AI/ChatGPT for final written portion

UCS distinguishes between two different degrees of plagiarism. They are defined as follows:

- **Intentional Plagiarism** includes but is not limited to:
    - Obvious, substantial, verbatim reproduction of information
    - Copying and pasting from sources without citing the source
    - Fabrication of sources, falsification of page numbers, or other deliberate mis documentation
    - Submission of others' work as the students' own. This applies to uncited paraphrasing of another's ideas as well as verbatim use of another's words. (Others may refer to either scholarly sources, online "cribbed" essays, or the work of parents, siblings, or other students.)
- **Technical Plagiarism** includes but not limited to:
    - Poor paraphrasing, amounting to translating another's work
    - Improper citation or documentation that misrepresents a source
    - Insufficient citation of factual information not held to be common knowledge (common knowledge is defined as facts readily available from a variety of sources)
    - Poor integration of direct quotations with the student's own writing

Determination of Plagiarism:
With the use of search engines and **Turnitin.com**, teachers will be able, in most cases, to provide documented evidence of plagiarism. A committee of teachers shall be established, as needed, to review suspected cases. The purpose of the committee will be to determine that the evidence exists and which definition applies.

PENALTIES are prescribed below:

- **Academic Consequences:**
    - **Intentional Plagiarism**
        - **1st Offense:**
            - Behavior is documented in RenWeb

- Conference with student, parent, and teacher and/or counselor
- "0" in grade book and student must re-do assignment under teacher supervision (checking progress) with no credit given
- If the "0" causes the grade to drop below 70 the student is placed on academic probation and must attend tutorial 3 days a week.

■ **2nd Offense:**
- Behavior is documented in RenWeb as 2nd offense
- Parent is contacted
- "0" in grade book and student must re-do the assignment with no credit given
- Student is placed on academic probation and must attend tutorial 3 days a week

■ **3rd Offense:**
- Behavior is documented in RenWeb as 3rd offense
- "0" in grade book
- Parent contacted
- An official letter is put in student's record which is sent to other institutions when records are requested

○ **Technical Plagiarism**

■ **1st Offense:**
- Behavior is documented in RenWeb
- Deduction of points as determined by the teacher, based on the severity and number of occurrences in the assignment the plagiarism occurs
- Conference with student, parent, teacher and/or counselor

■ **2nd Offense:**
- Behavior is documented in RenWeb as 2nd offense
- "0" in grade book and student must re-do the assignment with no credit given
- Student must set up a time with the teacher for whose assignment the plagiarism occurred for tutorial help
- Parent contacted

■ **3rd Offense:**
- At this time the behavior will be considered "Intentional Plagiarism" and will follow the academic and disciplinary consequences for "Intentional Plagiarism."

- **Disciplinary Consequences:** In addition to the academic consequences, **intentional plagiarism/academic cheating** merits disciplinary consequences. Those are as follows:

■ **1st Offense:**

        - Warning and explanation of future consequences if the behavior continues
    - **2nd Offense:**
        - Students are stripped of all positions in, but not limited to, the following:
            Student Council
            National Honor Society
            Extra-curricular Leadership Roles
    - **3rd Offense:**
        - Three Days OSS

ACADEMIC POLICY AND EXTRACURRICULAR ACTIVITIES

- Students who pass all their previous semester courses and maintain a 70 or higher average in all current courses are fully eligible for all extra-curricular events.
- Students who fail a course in a previous semester and maintain a 70 or higher average in all current courses are eligible for all extra-curricular events as long as they attend tutoring twice a week. Grades will be monitored by the principal or dean of academics every 3 weeks.
- Students who fail two or more courses in a semester are ineligible for the entire following semester.
- Students who successfully make-up a course in summer school will be eligible for the fall semester.
- Students who fall below a 70 in any course during a current semester will be required to attend tutoring as follows:
    One class - once a week
    Two classes - twice a week
    Three classes - loss of eligibility until grades are brought above 70. Grades will be monitored by the principal or dean of academics every 3 weeks.

CONDUCT IN HALLS

- Students should walk in the halls.
- Students are not to run, talk loudly, push, or loiter between classes.
- Students will be assigned detention for misconduct in the halls.
- Students should demonstrate respect and courtesy to others and themselves; No public displays of affection.
- Students are not allowed to access another student's locker without permission.
- **Middle and High School students are not allowed to use the downstairs primary school bathroom located in the stairwell across from Rooms 110 and 111.**

BEFORE/AFTER SCHOOL

UCS opens at 7:30 am. Students are not to enter the building before 7:30 am. If students arrive before 8:30am they will need to report to the designated room(s) for academic assistance/study

hall or workouts. At 8:30am, they will be dismissed to their lockers and first period class. Tardy bell rings at 8:50 am. Students are not allowed to wander the building or the grounds unsupervised before or after school. After the dismissal bell at 3:45pm students are to wait in the designated hallway. At the end of carline at 4:10 pm, any remaining 6th-12th grade students who are still waiting for rides should do so in the lobby.

Students must be picked up by 4:15 pm unless they are attending an athletic practice. Students not picked up by 4:15 pm will be charged $5.00/hour after 4:15 pm. Students must be picked up by 6:00 pm or they will be fined $1 every 5 minutes.

Students found "out of area" during the school day, lunch, and afterschool will be subject to the following penalties:

1st Offense: 1 Demerit
2nd Offense: Detention
3rd Offense: Saturday School

EXAMS

During exam week, most students will have two exams a day. There is one exam week per semester. **A doctor's excuse is required for absences during final exams.** It is the student's responsibility to make up the exam at the convenience of the teacher; all exams must be made up within one week unless there is permission from the principal. **No exams will be given early without permission from the principal. Re-exams** are given to students whose overall average prior to the exam was passing, and as a result of the failed exam grade the student would fail the class. With a re-exam, the highest grade that a student can earn in a class is 70.

***See Exam Schedule posted separately on the school website.**

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.

STUDENT CODE OF CONDUCT

Although the punishment for some offenses is specific, no student or parent should automatically expect a minimum or maximum disciplinary action when a student 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 are not limited to:

- Loss of extracurricular privileges
- Classes-only restriction
- Detention
- Saturday School
- ISS (In-school suspension)
- OSS (Out-of-school suspension)
- Police referral and/or arrest
- Expulsion

Actions leading to possible suspension or expulsion include, but are not limited to:
Bullying/fighting/harassment; conviction of a felony; gambling; involvement in the occult; plagiarism/cheating; possession of a knife/firearm; premarital sexual activity; proclamation or acts of non-heterosexual orientation; stealing; use or possession of alcoholic beverages, tobacco, drugs, pornography; or vandalism.

STUDENT CODE OF CONDUCT GUIDELINES:

Unity Christian School does not tolerate aggressive behavior in any form. A UCS student is called to a higher standard of conduct. UCS students are accountable for their behavior on and off campus.

Aggressive Behavior: Severe cases will be referred to the Head of School office.

- **Fighting**
  Fighting, physical attack, assault, taking part in arguments which lead to a fight, or doing bodily harm to another student are included in this policy. Students who do not stop immediately upon request subject themselves to a more severe school punishment.

- **BullyingCyber Bullying - Harassing - Abusing - Taunting**
  UCS defines bullying as the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is repetitive and habitual. One essential prerequisite is the perception by the bully or others of an imbalance of social or physical power which distinguishes bullying from conflict. Cyber-bullying, in its basic form, is defined as unwanted, willful, and aggressive behavior committed through electronic means.

Major Discipline Offenses:

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

- ********Weapons - Zero Tolerance Policy*********
  Students cannot possess, supply, handle, use or transmit a knife of any size, razor blade, or other object that can be considered a weapon or represents a weapon including but not limited to toy guns. This rule is in effect on all UCS grounds, on route to and from school at school-related activities, on school buses, and at school activities away from school. The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any knife of any kind or length, straight-edge razors, spring stick, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts

connected in such a way to allow them to swing freely, which may be known as a nunchuck, or chain, throwing star or oriental dart, or any weapon of like kind. No mace, pepper spray, stink/smoke bombs, firecrackers, explosives, gasoline, etc.

- **Refusing to Follow Instructions and Acts of Disrespect**
  Refusal to follow instructions of faculty or staff is an act of disrespect and all acts of insubordination are serious offenses at UCS.

- **Classroom Disturbances, Rude and Discourteous Behavior**
  Any continuous student actions or inappropriate comments, disruptions, or disrespect that prevents a teacher from conducting class is not tolerated. UCS faculty who find it necessary to stop teaching to discipline a student who continues to be uncooperative will send him/her to the office immediately with a disciplinary referral.

- **Vulgar Communications including Pornography and Sexual Misconduct**
  Use of profane, vulgar, or obscene words, gestures, or actions, or possession of pornographic materials are not allowed at UCS and cannot be displayed on clothing, book bags, school materials, etc. Students found to be distributing inappropriate images or messages via any means either low-tech or high-tech will be disciplined. Discipline may include possible suspension or expulsion. Engaging in sexual activity by UCS students is not permitted. Sexual activity includes heterosexual or homosexual acts. Behavior of this nature is punishable by possible suspension or expulsion.

- **Property**
  Willful and malicious destruction or vandalism to school or private property is a violation of the code of conduct. Theft of any property belonging to students or school personnel at any time or place is a violation of the code of conduct.

- **Tobacco**
  Students shall not possess, transmit, or use tobacco in any form on any UCS school grounds, on route to and from school, on school buses, or off the school grounds while in attendance at any school function. Students shall not be in possession of lighters, matches, or other smoking paraphernalia. Vaping is illegal to those under 18 and is prohibited at UCS.

- **Extortion or Attempt to Extort, Intimidation**
  Students shall not obtain anything from others through pressure, by force, or by undue or illegal power.

- **Gambling**
  Students shall not gamble on school property or while attending an activity under school supervision.

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

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

- **Forgery/False Statements**
  Parent/guardian signatures are required on documents. School records or medical excuses are not to be altered. Making false accusations against teachers and/or students is prohibited.

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

- **Intimidation or Assault of a School Employee**
  Physical threats, physical contact, or verbal threats to any school employee are not tolerated.

- **Lying, Cheating, and Stealing**
  Violations of trust are considered honor violations. Honor violations compromise the integrity of the school community. Instances of lying, cheating, and stealing will be disciplined on a case by case basis according to frequency and severity of the offense.

CONSEQUENCES FOR VIOLATION OF UCS POLICIES:

Aggressive Behavior or Major Discipline Offenses:
Aggressive Behavior is not tolerated at Unity Christian School. Some offenses are too dramatic or severe to be handled by this simple rubric.

- 1st Offense – verbal warning, detention, ISS, or OSS; student will offer apology; offense recorded in RenWeb; parents of both parties will be called.
- 2nd Offense – Handled by Principal on a case by case basis depending on the severity of the situation
- 3rd Offense – Referred to Head of School
- After the 3rd Offense, the student's enrollment status will be evaluated. Students who do not respond positively to redirection or correction are not profiting from the UCS environment and are subject to expulsion.

UCS CLASSROOM MANAGEMENT PLAN
This plan does not cover aggressive behavior or zero tolerance. In matters of disciplinary consequences for minor repetitive offenses, the Classroom Management Plan is the model for reporting and measuring consequences for behaviors during structured instruction time.
The purpose of this plan is to provide a systematic and consistent structure for proactively managing minor classroom behavior. The plan must include documentation, counseling, parental involvement, progressive discipline, and restoration. Some offenses are too dramatic or severe to be handled by this simple rubric.

Sample Plan of Action for Repetitive Behavior

- **1st Offense**
  - RenWeb/documentation
  - Counsel with student (explain what he/she did wrong and how he/she can correct the problem)
  - Assign consequence
  - Warn the student of the consequences of continued misbehavior.
- **2nd Offense**
  - RenWeb/Documentation
  - CONTACT THE PARENT preferably by phone, email is permissible
  - Assign consequence to the student and inform parent of consequences
- **3rd Offense**
  - RenWeb/Documentation
  - Counsel with student - notify parent
  - Student will be referred to the Principal

Repeated offenses demonstrate a failure on the student's behalf to respect authority and comply with expected behavioral standards. The student will be referred to the

Head of School. Students who commit "shocking acts or aggressive behavior" may be sent to the office immediately.

Demerits:

- Teachers will let students know if they have a dress code violation, and the student will receive **1** demerit.
- Students who are tardy to class or homeroom receive **1** demerit per violation.
- Students with **5** demerits will receive detention.
- Each subsequent penalty past **5** demerits will result in detention.
- 10 demerits per semester will result in a Saturday School.
- Students who exceed **10** demerits in a semester will be referred to the Head of School and placed on behavioral probation.
- Violations will be recorded in RenWeb.
- Demerits apply to the current semester only.

Detention
Detention is assigned as a method of discipline. Having a job or being involved in athletics, band, or any other extracurricular activity is no excuse for missing detention. The Principals are in charge of detention.

- Detention is held on scheduled days from 3:50-5:00 pm. Detention is not negotiable.
- A student who misses detention for whatever reason will serve that detention and one additional detention.
- Students who miss two detentions will be assigned Saturday School.
- All athletes, band members, etc. must report to detention on the assigned day regardless of game or practice. Teams dismissed early from school will NOT be excluded from this rule.

Saturday School
Saturday School is assigned by the area principal and is served on the assigned Saturday from 8 am – 12 pm. The fine is $25.00 and the student will be expected to perform work on campus as assigned by the supervising teacher.

IN-SCHOOL SUSPENSION PROGRAM (ISS)
Students report to ISS at 8:45 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 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.