UNITY
CHRISTIAN SCHOOL

SECONDARY STUDENT HANDBOOK

6th - 12th

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.

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.

COMMUNITY SERVICE GRADUATION REQUIREMENT

As part of our mission to partner with Christian parents in the process of preparing their children to impact the world for Christ and to achieve their God-given potential in academics, leadership, and service, students are expected to demonstrate a commitment to serving others. Community service provides opportunities to develop Christlike

leadership, compassion, and stewardship while making a positive impact in the community.

Beginning with the 2026–2027 school year, all high school students must complete community service hours as a requirement for graduation.

Graduation Requirements:

Students entering 9th grade in 2026–2027: Complete 50 total community service hours before graduation. Students are encouraged to complete at least 10 hours each school year, with an additional 10 hours at any point during high school to reach the 50-hour requirement.

Current students:

- **10th grade: 30 hours total (10 hours per year)**
- **11th grade: 20 hours total (10 hours per year)**
- **12th grade: 10 hours**

Summer Service Hours

Students may earn community service hours during the summer to apply toward the following school year. For example, a student entering 10th grade may complete service hours during the summer after 9th grade and apply those hours to the 10th-grade requirement.

Recognition

Graduating seniors who complete the highest number of community service hours during high school will be recognized with a Service Cord at graduation. Community service hours will also be documented on the student's official transcript and may be shared with colleges and scholarship organizations upon request.

Please Note: Any student inducted into the National Honor Society as a junior must earn at least 50 service hours, 25 during 11th grade and 25 during 12th grade. These hours may also count towards the graduation requirement

Guidelines about Activities that Count Towards Community Service Hours are located in the addendum of the handbook.

Questions? Contact the Secondary Principal or Director of College and Career Guidance

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.

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.*

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/cell service 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 (no cargo pants or joggers) 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, 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.
    - 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. Any dual enrollment courses will also be factored into a student's GPA.

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.

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)

j. Physical aggression (minor)
k. Illegally occupying or blocking in any way, school property with intent to deprive others of its use
l. Unlawful assembly
m. Habitual acts of disorderly conduct
n. Skipping or cutting school
o. Excessive tardies or absences
p. Missing detention
q. Use of tobacco products, including any form of vaping or e-cigarettes
r. Any other acts as determined by the Principal and/or Head of School

3. **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:
    a. Assault and battery
    b. Bomb threats
    c. Possession, use, or transfer of dangerous weapons
    d. Sexual offenses/immorality
    e. Threats against others or the school
    f. Vandalism (major)
    g. Physical aggression (major)
    h. Violating curfew on school sponsored trips
    i. Entering the hotel room, cabin, etc. of the opposite sex on school sponsored trips
    j. Theft and/or possession or sale of stolen property
    k. Arson/tampering with fire alarm
    l. Furnishing, selling,possession,and/or being under the influence of any illicit drug or inhalant, substance represented as a drug, drug paraphernalia, or alcohol.
    m. Bullying that is in the form of physical,verbal, social or electronic (cyberbullying which could include sending of inappropriate material or text messages)
    n. 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.

d. **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.

e. **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

4. Subject (this is the subject of the phone call or meeting - follow protocol for an email subject line)
5. Reason (description)
6. Reason Notes (if further details needed)
7. Parent's Reaction/Comments

ii. 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:

iii. The Principal should confer with staff and investigate the extent of the circumstances.

iv. 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.

v. 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.

vi. Where appropriate, the Head of School will contact law enforcement authorities.

vii. A complete written record shall be filed in the Principal and/or Head of School's office.

viii. Possible sanctions to be applied in cases of unacceptable conduct at Level II may include, but are not limited to:

1. Saturday School
2. Temporary removal from class
3. Short Term Suspension-less than 10 days (includes suspension from all school activities)
4. Long Term Suspension-greater than 10 days (requires Disciplinary Tribunal-see guidelines for Tribunal listed in addendum)
5. Expulsion (requires Head of School's approval)

ix. Behavior plan designed by administration

x. Referral to outside agency

xi. Restitution of property damages
xii. Plan of Restoration

f. 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.

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

- Loss of extracurricular privileges including field trips
- 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.

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 an assigned Saturday from 8 am – 12 pm. The student will be expected to perform work on campus as assigned by the supervising teacher. The student will also be responsible for paying a $25.00 fee to cover the cost of supervision.

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 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.

Student Disciplinary Tribunal Procedures:

Disciplinary Tribunals are based on Georgia Code §§ 20-2-753 through 20-2-759 and Georgia Board of Education Rule 160-4-8-.15 regarding student discipline and due process.

Purpose
A Student Disciplinary Tribunal provides students with due process when the principal recommends a suspension exceeding ten (10) school days or expulsion, or in other situations required by Georgia law. The Tribunal serves as an impartial hearing to determine whether the student violated the Student Code of Conduct and, if so, the appropriate disciplinary action.

When a Tribunal May Be Held
A disciplinary tribunal may be convened when:

- The principal recommends a suspension of more than ten (10) school days.
- The principal recommends expulsion.
- A student is alleged to have committed an assault or battery against a teacher, school employee, or other individual when required by Georgia law.
- Other serious violations of the Student Code of Conduct that warrant long-term suspension or expulsion.

Notice of Hearing
The student and parent/guardian shall receive written notice that includes:

- The date, time, and location of the hearing.
- The specific rule(s) allegedly violated.
- A summary of the alleged misconduct.
- The student's right to present evidence and witnesses.
- The student's right to be represented by legal counsel at the family's expense.
- A list of witnesses expected to testify on behalf of the school, when required by law.

Hearing Timeline
Unless mutually agreed upon by the parent/guardian and the school district, the disciplinary hearing will be held within ten (10) school days of the beginning of the student's suspension.

Student Rights
During the hearing, the student has the right to:

- Receive due process.
- Be represented by an attorney or other representative at the family's expense.
- Hear the evidence presented.
- Present witnesses and evidence.
- Question witnesses presented by the school, as permitted by the hearing officer.
- Decline to testify.

The tribunal is an administrative proceeding; formal court rules of evidence do not apply.

Tribunal Procedures
The hearing shall generally proceed as follows:

1. Introduction by the hearing officer or tribunal chair.
2. Presentation of evidence by the school administration.
3. Presentation of evidence by the student.
4. Questions from tribunal members.
5. Closing statements.
6. Deliberation by the tribunal where determination of guilt or innocence is determined
7. If the tribunal panel issues a guilty finding, the tribunal enters its second phase where the school recommends appropriate discipline.
8. School presents evidence supporting its recommendation
9. The student presents evidence on his/her behalf.
10. Tribunal Panel deliberates and determines discipline to administer.
11. Written decision issued to the student and parent/guardian.
12. Appeal

A record of the hearing shall be maintained in accordance with Georgia law.

Possible Outcomes
Following the hearing, the tribunal may:

- Dismiss the charges.
- Impose additional conditions or interventions.
- Assign long-term suspension.
- Recommend or impose expulsion, when authorized.
- Return the student to school with or without conditions.

The tribunal may also modify the disciplinary recommendation when appropriate.

Appeal
The student or parent/guardian may appeal the tribunal's decision as provided by Georgia law. Appeals must be submitted in writing to the UCS Board within twenty (20) days from the date the decision is rendered.

Review by the Board on Appeal:

When a parent/student appeals the decision of the Student Discipline Tribunal Panel, the UCS Board shall review the record and shall render a decision in writing based solely upon the record.

Note: The student must serve any punishment rendered while the appeal is pending; however, upon request, the Head of School may determine whether to temporarily suspend the enforcement of the consequence ordered by the Student Discipline Tribunal Panel pending the outcome of any appeal to the UCS Board.

Waiver of Disciplinary Tribunal Hearing

Students/Parents/Guardians may waive the right to a hearing by signing a waiver form to forgo the hearing and accept the disciplinary consequences assigned by the school Administration. Parents/Guardians who sign a waiver are also waiving their right to any appeal. Parents are required to read and understand the waiver form unless or until they understand it and are comfortable with what it means for their child.

ADDENDUM

Rising 9th - 12th Grade Community Service Guidelines

Activities that Count as Community Service

- Community Based Organizations:
    1. Volunteering for Community Based Organizations including fundraisers, clerical, organization, cleaning
    2. Red Cross blood drive volunteer
    3. Serving as a Big brother/big sister
    4. Tutoring at Boys/Girls Club
    5. Salvation Army Bell Ringer
    6. Coaching Little League
    7. Helping with River Clean-Up
    8. Relay for Life
    9. Hospital/Nursing Home Volunteer
    10. Volunteer at Library, Habitat for Humanity, Special Olympics, Animal Shelter
- Church Related Activities:
    1. Community Meal Volunteer
    2. Clothing/Food Drive Volunteer
    3. Mission Trip
    4. VBS
    5. Church sponsored activities that directly address a community need or social issue i.e. car wash for Crisis Pregnancy Center or bag/deliver food to people in need
- School Sponsored Activities:
    1. UCS Sponsored Ministry/Missions
    2. Reading to/tutoring younger students
    3. Helping with school events as greeter, usher, babysitter, etc.
- Mission Trips (church or school)

Activities that Can Count up to 20 Hours towards Community Service

Activities for church and the congregation i.e. praise team, A/V team, teaching, nursery
Job Shadowing i.e. athletic trainer, veterinary helper, teaching intern

Activities that DO NOT count as Community Service

Donations i.e. Canned foods, blood, or Locks of Love
Extracurricular related requirements i.e. meetings, practices, performances
Babysitting
Family related activities or service to family members
Compensated work either for pay or other material gain

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

Waiver Of Disciplinary Tribunal Hearing

I understand that _____ (Student) has admitted to the violation(s) in the letter from the Head of School dated _____.

After discussing this matter with my son/daughter and _____ (Administrator), I support my child's decision to admit to the violation, and we voluntarily accept the following consequences prescribed by the school:

_____

_____

_____.

We waive the opportunity to participate in a tribunal hearing, present evidence, subpoena and cross-examine witnesses, and be represented by an attorney at such a hearing. We understand that this decision is final and cannot be appealed by the school or family.

_____	_____
Parent(s)/Guardian	Tribunal Chair
_____	_____
Student	Date
_____	_____
Principal	Witness

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

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.