



# Unity Christian Academy

## Family Handbook

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# FOREWORD

Unity is founded on the belief that God is the source of all truth. The “Logos” is the principle of divine reason and creative order, and therefore, we exist to discover truth in creation, pursue wisdom from above, and cultivate virtue within our students. We strive to continually orient students to their purpose by preparing them for a life of service to others as authentic Christian leaders.

We believe that the greatest form of education starts in a good home with virtuous parents, and because of this, we choose to operate only as an extension of this setup. In partnership with parents and the local church, we aim to work together to train up children in the way they should go.

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

# PHILOSOPHY OF EDUCATION

## *What is Classical Christian Education?*

### Discover Truth in Creation

Unity Christian Academy is founded upon the understanding that there is a God. He has given us revelation through Scriptures, and He has revealed goodness, beauty, and truth in His creation. As a result, we believe these qualities exist and can be seen. Inside of man is the ability to perceive, contemplate, and communicate that which is good, beautiful, and true. Classical Christian education teaches its students to recognize and discover the truth that can be found in God's creation.

### Pursue Wisdom from Above

Unity Christian Academy believes that the Christian walk requires movement. Pursuing holiness implies the opposite of idleness. To remain ignorant in thought, and apathetic in action, is to drift away from God. Christian education instills within its students the desire, ability, and courage to actively pursue Wisdom from above as they move closer to God.

### Cultivate Virtue in One Another

Unity Christian Academy believes that Jesus Christ, our Savior, embodies that which is good, beautiful, and true. He is the perfect example of right thinking and right action. He is Holiness. UCA embraces a pursuit of holiness through practicing virtue, because when we practice virtue, we emulate Jesus. Christian education cultivates virtue, and the desire to do good, within its students and its educators.

## **VISION STATEMENT**

Our vision is to serve Eastern North Carolina by educating the next generation through Christ-centered instruction that shapes the heart, sharpens the mind, and strengthens the soul for a life of discipleship.

## **MISSION STATEMENT**

In partnership with parents and guided by the Gospel, we educate students by cultivating wisdom and virtue for a life of service to others as authentic Christian leaders, for the glory of Christ and His Church.

## **SCHOOL MOTTO**

Pray for wisdom; Practice virtue.

# STATEMENT OF FAITH

## Preface

Unity Christian Academy believes that the Bible is the source of authority for man and the Church. The following statements are our best attempt to emphasize and summarize many essential doctrines, but they are not a substitute for, nor equal to, the Holy Scriptures.

### **Unity Christian Academy affirms, lives by, and teaches the following statements of faith:**

- I. We believe God reveals Himself through the creation, preservation, and government of the universe. God makes Himself more clearly and fully known through Scripture, which is the only inerrant and infallible Word of God, our ultimate and final authoritative rule for faith and practice. These Scriptures are made up of 66 books, from Genesis to Revelation (II Timothy 3:16-17; II Peter 1:20-21).
- II. We believe there is but one living and true God, eternally existent in three Persons of one power, substance, and eternity—Father, Son and Holy Spirit. He is omnipotent, omnipresent, and omniscient. In all things He is limited by nothing other than His own nature and character. We believe the God we serve is holy, righteous, good, loving, and full of mercy. He is the Creator, Sustainer, and Governor of all that has been made (Genesis 1:1-3; Psalm 116:5; Exodus 34:5-7; 2 Corinthians 13:14).
- III. We believe in the true deity and full humanity of our Lord Jesus Christ, such that two distinct natures, divine and human, were inseparably joined together in one person, without conversion, composition, or confusion. We believe in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (John 1:1-14; Philippians 2:1-11; 1 Corinthians 15:1-8).
- IV. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. We believe that good works are only those which arise from true faith, conform to God's Word, and are done for His glory (Romans 15:13; 1 Corinthians 6:19; Galatians 5:22-25).
- V. We believe that mankind was made from the dust of the earth and formed after God's image and likeness, which was good, righteous, and holy. In Genesis 3 we find that our sin places us in a state of rebellion against God. While every person has worth as an image-bearer, "all have sinned and fallen short of the glory of God." (Romans 4:12; Romans 3:23).

- VI. We believe that God freely justifies His own, not by infusing righteousness into them, but by pardoning their sins, and by accounting their persons as righteous, for the sake of Jesus Christ alone. "They are justified freely by His grace through the redemption that is in Christ Jesus. God presented Him as a propitiation through faith in His blood, to demonstrate His righteousness, because in His restraint God passed over the sins previously committed." (Ephesians 2:8-9; Romans 3:25-26; Romans 5)
- VII. We believe we are saved by grace through faith. Forgiveness of sins and the promise of eternal life are available to all who will make Jesus Lord and Savior. Those who wish to receive the grace of Christ must believe in Him, repent of their sin, confess their faith, be baptized (immersed) into Him, and remain faithful throughout their life (John 3:16-17, Acts 4:12; Romans 10:9-10; Acts 2:38, Revelation 2:10).
- VIII. We believe God has appointed a day when He will judge the world in righteousness through Jesus Christ (Acts 1:11; I Thessalonians 4:13-18).
- IX. We believe in the spiritual unity of all believers in our Lord Jesus Christ. All who are united to Christ as Head of the Church are united to one another in love. The Church is the body of Christ on Earth and exists to save the lost and edify the saved (Ephesians 4:13-18).
- X. We believe that God immutably creates each person to reflect His image as male or female (Genesis 1:27).
- XI. We believe that God defined marriage as the life-long covenant between one man and one woman, and that all forms of sexual activity outside of marriage are sin (Genesis 2:24; Matthew 19:4-6).

# GOVERNANCE AND POLICY

## Governance

Our school is governed by a Board of Directors who provide spiritual oversight, strategic direction, and financial accountability. The Board entrusts the daily operations and leadership of the school to the Administrative team. Administrators oversee academics, student life, faculty development, and campus operations. Our dedicated staff and teachers carry out the mission of the school each day by providing Christ-centered instruction, modeling godly character, and partnering with families in the spiritual and academic growth of our students. Together, our board, administration, and staff work in unity to fulfill the vision of raising up the next generation of disciples.

## Conflict Resolution Policy

In Matthew 18:15-20, Jesus gives his disciples a pattern to follow when dealing with disagreements. The UCA administration recognizes that disagreements may happen, but we seek to honor God, even in times of conflict, by following the Matthew 18 principle.

First, we avoid gossip and grumbling by seeking to resolve the conflict at the immediate point of contention: person to person (eg. student to student, teacher to teacher, parent to teacher).

Second, if the conflict remains unresolved, we seek to bring in a third party to attempt reconciliation (eg. principal, administrator).

Finally, if steps one and two do not result in reconciliation, the matter is turned over to the Board of Directors in a last attempt to resolve the conflict.

## Non-Discriminatory Policy

Unity Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs. Unity Christian Academy, as a Christian institution preparing men and women for leadership roles both in the church and in the world, desires to establish an environment of mutual edification, trust and respect between members of the faculty, parents, administration, student body, and guests. In furtherance of these ends, it is the policy of our school not to condone, allow, or disregard incidents of sexual or racial harassment.

### Sexual Harassment Policy

Sexual harassment is defined as any conduct, act or comment carrying an inappropriate sexual innuendo. Such conduct is particularly inappropriate where it has the purpose or effect of interfering with or infringing upon an individual's work, study, or scholastic activities, or upon extracurricular activities related to UCA. As a Christian institution, UCA supports and requires adherence to Biblical standards of conduct, including treating members of the opposite (or same) sex with due respect and avoiding sexually-oriented activities, jokes, references, remarks, matters of dress, behavior, or personal appearance. No such conduct, regardless of its manner or form, will be tolerated.

### Racial Harassment Policy

Racial Harassment is defined as any conduct, act or comment carrying an inappropriate racial innuendo. Such conduct may be intended to intimidate, manipulate, take advantage of, or demean persons who belong to a particular race. This includes verbal and non-verbal behavior, including (but not limited to) racial slurs, demeaning remarks and jokes, impeding or interfering with the actions of another, or creating or displaying racially derogatory posters, cartoons, or drawings. Any and all such conduct is prohibited.

### Reporting Procedure

If a student or any member of the faculty, parents, or administration of UCA becomes aware of any act of sexual or racial harassment or any inappropriate harassing or discriminatory conduct involving any member of the school community, you should report this incident to the appropriate principal or other member of the administration as soon as possible. All reported or suspected occurrences of harassment will be promptly and thoroughly investigated in as confidential a manner as possible. If it is determined that such conduct has occurred, the school will take immediate and appropriate action related to the behavior which has taken place, which may include suspension or termination and, where appropriate, reporting the same to the appropriate outside authorities. If a student reports inappropriate contact by a teacher, the administration, in conjunction with the Board of Directors, will investigate the complaint in a manner that is intended to protect the confidentiality and privacy of all parties to the fullest extent possible, and any improper conduct will be dealt with both swiftly and appropriately.

# GENERAL INFORMATION

## Hours of Operation

1. Our school is open August through May from 7:30AM - 3:30PM. Summer hours vary.

## Contact Information

1. Our primary email is [info@ucawarriors.com](mailto:info@ucawarriors.com)
2. Our office can be reached by calling 252-946-5083.
3. UCA maintains social media accounts. However, these are not monitored daily.

## Age Requirements

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

## School Closing for Inclement Weather

1. There are times when inclement weather may result in a delay, early release, or cancellation of the school day. These decisions will be made as early as possible. When the decision is made to close or delay school, staff, parents/guardians, and students are advised of that decision through the following announcements:
  - a. Email from [news@ucawarriors.com](mailto:news@ucawarriors.com)
  - b. Social Media Profiles (Facebook)
  - c. Text (Parent-Alert)
  - d. Local TV Listing through WITN-TV
2. If school is closed due to weather or other emergency situations, the afterschool program will also be closed.
3. Process for determining cancellations/delays:
  - a. Administration monitors the threat of inclement weather through the following measures:
    - i. Local Weather Sources

- ii. National Oceanic and Atmospheric Administration (NOAA) Administration considers the decisions of surrounding school systems' cancellations and delays.
- b. Administration confers with the UCA Board of Directors to determine whether to remain open/closed.
- c. Administration alerts the UCA community to the decision.

### Closed Campus

1. Unity Christian Academy operates as a closed campus.
  - a. When the school day begins, students are expected to stay on campus until their school day ends.
    - i. Lower and Upper School days may differ.
    - ii. Seniors' days may differ.
  - b. Students are not allowed to leave campus or return to their vehicle during the day without permission from the Principal or Office Staff.
  - c. If a student has permission to leave early, they must sign out at the office and sign back in if they return.
  - d. Students may not have visitors during the day without approval by the administration.
  - e. All visitors must report to the Main Office to sign in.

### Personal Property

1. Students are responsible for their personal property. This includes athletic bags, school bags, and all contents therein.
2. Items that present a violation of fire code or other safety guidelines will be removed and the owner notified.
3. It is strongly recommended that students not bring items of value to be stored in their bags.
4. UCA is not responsible for lost, stolen, or damaged items that are brought to campus or school events. All liability falls upon the parents.

### Student Driving

1. For students to park in the Unity Christian Academy parking lot, a parking pass must be obtained at the beginning of the academic year. Student parking on campus is a privilege, not a right. This privilege may be revoked and disciplinary action may be taken if the following rules are not followed:
  - a. All automobiles must be registered and display a current parking pass with the correct color designation.
  - b. Students may park in designated student parking spaces.
  - c. Parking passes cost \$10 and must be visible at all times.
  - d. Students must not exceed 5 mph in the parking lot.

- e. Students must park in a safe manner within a single marked parking space. Vehicles must not block traffic.
- f. Pedestrians always have the right of way.
- g. Revving of engines, unnecessary alarms, or horn blowing is prohibited.
- h. The playing of loud music is not permitted. Music should not be audible more than 50 feet from the vehicle.
- i. Students must enter the parking lot through the designated driveway. Driving or parking on the grass is prohibited.
- j. Upon arrival, students must immediately leave their vehicles and report to UCA through the main entrance. Loitering in vehicles or in the parking lot is not allowed.
- k. Students must exit the parking lot promptly after school ends by the designated exit.
- l. No squalling or spinning of tires is allowed on campus or upon leaving campus. This includes making "donuts" in the parking lot.
- m. Driving behind the school is strictly prohibited.
- n. The administration reserves the right to investigate any violation of school rules or board policies involving the parking lots and/or vehicles, including requiring a student to show the contents of their vehicle whenever a school authority has reasonable grounds to believe illegal or unauthorized materials are present.
- o. If a parking pass is lost a replacement pass may be secured for a fee of \$10.00.
- p. Once a student arrives on campus, they are not permitted to leave without following the proper checkout procedures:
  - i. Students must check out through the Main Office.
  - ii. A parent or guardian must call to grant permission for the student to leave early.
- q. Students are urged to lock their vehicles before leaving them.
- r. After entering the school building, students may not return to the parking lot during the school day without permission from the Administration.

### Electronic Devices

1. Students may go to the Main Office to place phone calls for emergency purposes. A staff member will assist the student in making these calls. No outgoing calls from students will be placed from classrooms.
2. Student personal electronic devices such as cell phones, iPhones, tablets, Air Pods, Apple Watches and/or other electronic devices are not to be used on campus and must be turned off and stored in lockers/cubbies/vehicles. Athletes in grades 5-12 may be permitted to use cell phones for transportation purposes. *In grades 11 and 12, personal laptops are allowed in the classroom.*
3. Confiscated Devices:

- a. Any prohibited electronic devices inappropriately used on campus will be confiscated and brought to the office. Devices will not be given to students without parent permission.
- b. There is a three strike policy for confiscated devices:
  - i. On the first offense, the parent will be notified by the end of the school day. With parental verbal permission, the device will be given back to the student.
  - ii. On the second offense, the parent must come to the office to collect the device.
  - iii. On the third offense, the student will be given up to (1) day of ISS. The parent must come to the office to collect the device.
  - iv. For any further infractions, the student must turn their cell phone in to the Main Office each morning upon arrival to school. The cell phone can be collected at the end of day.
4. UCA is not responsible for lost, stolen, or damaged devices that are brought to campus or school events. All liability falls upon the parents.

### Conduct and Discipline

1. Unity Christian Academy abides by our Code of Conduct and School Rules in disciplinary matters. Please refer to the [Code of Conduct](#) and [School Rules](#) for more guidelines concerning student conduct and disciplinary consequences.
2. Attendance at Unity Christian Academy is a privilege, not a right, and as such we expect our students to conduct themselves according to commonly accepted standards of decency even when they are not in school. As such, UCA reserves the right to take disciplinary action against a student if they violate our Code of Conduct either on school premises or outside school functions. Any behavior that threatens to bring UCA into public disrepute or creates a potentially hostile school environment will not be tolerated.
3. The following actions may be taken should student behavior require disciplinary action:
  - a. Disciplinary Probation
    - i. A student on disciplinary probation may be denied the right to participate in any co-curricular or extracurricular school activities or interscholastic play or to hold any office in the school. Disciplinary probation is to be interpreted as a warning that any further breach of discipline is reason for suspension and/or expulsion.
  - b. Suspension
    - i. A suspended student will be removed from the school community for a designated period of time from one to ten days. A suspended student may not attend or participate in any school-related function or be on campus for any reason including participation in sports, music or any other extracurricular activities during the period of suspension. The student must complete and turn in all classroom

assignments missed. The suspension will be noted on the official student record.

c. Expulsion

- i. Unity Christian Academy realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. The decision to expel a student rests with the Administration in conjunction with the Board of Directors.

Dress Code

Type	<i>Lower School Girls Dress Code (Grades K-4th)</i>
Shirts	Polo shirts, long-sleeve shirts, turtlenecks, t-shirts, sweaters button-down shirts or collared shirts. <b>*On Wednesdays, UCA apparel must be worn.</b>
Pants Shorts	Jeans, shorts ( <b>5" inseam minimum</b> ), capris, pants
Dresses Skirts/Skort Rompers	Hem of skirts, skorts, dresses, and jumpers must measure no shorter than <b>3 inches above the top of the kneecap</b> when standing straight
Shoes	Shoes must be worn at all times
Outerwear	Cardigans, crewnecks, and vests may be worn over a shirt with sleeves. Hoodies are permitted as long as hoods are kept down. Coats and jackets may be worn in the building if they follow dress code.

Type	<i>Upper School Girls Dress Code (Grades 5-12th)</i>
Shirts	Polo shirts, long-sleeve shirts, turtlenecks, t-shirts, sweaters button-down shirts or collared shirt <b>*On Wednesdays, UCA apparel must be worn.</b>
Pants Shorts	Jeans, shorts ( <b>5" inseam minimum</b> ), capris, pants
Dresses Skirts/Skort Rompers	Hem of skirts, skorts, dresses, and jumpers must measure no shorter than <b>3 inches above the top of the kneecap</b> when standing straight.
Shoes	Shoes must be worn at all times.

Outerwear	Cardigans, crewnecks, and vests may be worn over a shirt with sleeves. Hoodies are permitted on regular days as long as hoods are kept down. Coats and jackets may be worn in the building if they follow dress code.
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Type	<i>Lower School Boys Dress Code (Grades K-4th)</i>
Shirts	Polo shirts, long-sleeve shirts, turtlenecks, t-shirts, sweaters button-down shirts or collared shirts. <b>*On Wednesdays, UCA apparel must be worn.</b>
Pants and Shorts	Jeans, shorts ( <b>5" inseam minimum</b> ), pants
Shoes	Shoes must be worn at all times
Outerwear	Crewnecks and vests may be worn over a shirt with sleeves. Hoodies are permitted on regular days as long as hoods are kept down. Coats and jackets may be worn in the building if they follow dress code

Type	<i>Upper School Boys Dress Code (Grades 5-12th)</i>
Shirts	Polo shirts, long-sleeve shirts, turtlenecks, t-shirts, sweaters button-down shirts or collared shirts. <b>*On Wednesdays, UCA apparel must be worn.</b>
Pants Shorts	Jeans, shorts ( <b>5" inseam minimum</b> ), pants
Shoes	Shoes must be worn at all times Shoes must be closed-toed and have a back strap for safety reasons
Outerwear	Crewnecks and vests may be worn over a shirt with sleeves. Hoodies are permitted on regular days as long as hoods are kept down. Coats and jackets may be worn in the building if they follow dress code.

1. *General Prohibitions*

- a. Any adornment such as chains, spike collars, spike wristbands, etc. that reasonably could be perceived as or used as a weapon;
- b. Any symbols, styles, or attires frequently associated with intimidation, violence, or violent groups;
- c. Articles of clothing must be free of profanity, free of reference to alcohol and drug use, and free from sexual innuendo and any derogatory wording;
- d. Attire with messages or illustrations that are lewd, indecent, frightening, or vulgar;
- e. Attire, jewelry, or accessories that display or promote drugs, smoking, alcohol, sex, or violent behavior;
- f. Excessively short or tight garments, such as form-fitting spandex material, nylon, or denim is prohibited;
- g. Exposed undergarments;
- h. Head covering of any kind;
- i. Pajamas or lingerie;
- j. Sagging pants - Bottom wear should be worn at waist-line;
- k. Strapless tops, tank tops, net shirts, see-through tops, halter tops, spaghetti strap tops, crop tops, and open midriff tops;
- l. Clothing that is revealing or distracting, including low-cut shirts or tops that expose excessive cleavage;
- m. Swim Shorts, Board Shorts, Sweatpants, joggers, pajama pants, and baggy/oversized pants;
- n. In grades 5-12, biker shorts, yoga pants, jeggings, and leggings;
- o. Headwear may not be worn inside campus buildings. This includes, but is not limited to: hoodies, hats, bandanas, rags, combs etc;
- p. Students will keep their hair neat and clean. Length in front should not hamper vision;
- q. No holes, rips, or tears in shirts/blouses or bottom wear.
- r. Flip-flops and bedroom slippers are prohibited.

2. *Special Considerations*

- a. *Preschool Exceptions*
  - i. All footwear must have enclosed heels and toes. Preschool students may also wear bottom wear such as leggings, sweatpants, or joggers to allow for ease of toileting.
- b. *P.E. Clothing (Grades 5th-12th)*
  - i. Students must wear tennis shoes, athletic shorts/joggers, and a t-shirt during their PE class. No tank tops, spaghetti straps, crop tops, or leggings. All PE shorts must follow the length requirements for bottom wear.
- c. *Extracurricular Activities*

- i. Students participating as a member of a team and/or group in after school events should continue to represent the UCA community in an appropriate manner. Dressing inappropriately gives our community and other communities a poor impression of our school. Coaches, directors, and staff are to ensure that students dress appropriately.
    - d. School Spirit Week/Spirit Apparel
      - i. UCA administration may approve certain items of clothing as spirit wear or encourage spirit apparel for particular school days or events. Athletic Uniforms
      - ii. UCA administration may allow students to wear UCA athletic uniforms or jerseys that are related to school activities during the school day.
    - e. Formal Attire Policy
      - i. At all formal events, students are expected to wear formal attire. Formal attire may be classified as a dress, tuxedo, dress suit, including a tie or bow tie, a dress shirt, which may include a vest or cummerbund, and dress shoes.
        - 1. Dresses may not be strapless or backless.
        - 2. 2-piece dresses are not permitted.
        - 3. Dresses may not have a slit that exceeds mid-thigh.
        - 4. Dresses may not be cut below the bust line.
        - 5. Undergarments should not be visible. See-through apparel is not permitted.
        - 6. If students are bringing a date from another school, it is the student's responsibility to communicate the dress code.
3. Interpretation of Policy
- a. UCA administration shall have authority to make all reasonable decisions and interpretations regarding the implementation of the school dress code. If a student, parent, or guardian has questions about whether a particular item of clothing satisfies the school dress code, they are encouraged to ask UCA administration.
  - b. The UCA School Board believes that a school dress code policy is most effective when it is developed and accepted by the majority of staff and families. UCA administration may bring recommendations to the School Board from time to time if the UCA community feels that changes or adjustments to the policy are desirable.
  - c. UCA administration shall have the authority to make rules and regulations that are not inconsistent with this policy.
4. Dress Code Violations
- a. Compliance with the UCA dress code is mandatory. A student in violation of the UCA dress code may be subject to disciplinary measures.
  - b. For initial or minor violations, simply notifying the student of the violation and immediately correcting the problem may be sufficient.
  - c. For repeated and blatant violations that demonstrate a conscious disregard for the UCA Dress Code, the disciplinary measures outlined in the Code of

Conduct will be taken:

First Offense

1. Students will be sent to the Main Office to correct their attire.
  - a. The child may call their parents to bring a change of clothes if they desire.
  - b. UCA can provide a change of clothes that will need to be washed and returned.
  - c. Once the student is in dress code, they may return to class.

Second Offense

1. Student will be sent to the Main Office to correct their attire.
  - a. The Main Office will call parents to bring their child a change of clothes.
  - b. UCA can provide a change of clothes that will need to be washed and returned.
  - c. Once the student is in dress code, they may return to class.
  - d. In the event that attire is not corrected, (1) day of ISS will be assigned.

Third Offense

1. Parents will be notified of the dress code violation and must pick their child up for the remainder of the day.

\*Continued offenses may result in suspension or expulsion.

## **ENROLLMENT AND WITHDRAWAL**

Enrollment

1. *Priority Enrollment*
  - a. Prior to the published Open Enrollment date, UCA will provide an opportunity for faculty and staff, current families, and Haw Branch Church of Christ member families to receive priority enrollment. The Priority Enrollment period usually occurs in the weeks preceding Open Enrollment. UCA Priority Enrollment information for the following school year will be available in February.
  - b. The following priorities are used to accept students to Unity Christian Academy. Since each priority category is assigned a specific time frame for enrollment/re-enrollment, a first come first served system is utilized within each category below:
    - I. UCA Faculty and Staff Children
    - II. Siblings of currently enrolled students
    - III. Children of Haw Branch Church of Christ member families

#### IV. General Public

2. *Grade Placement*
  - a. The Administration team makes all leveling decisions during the admissions process. Unity Christian Academy does not support reclassification of students after entry level placement. The Administration team retains the sole authority to grade and classify.
3. *Re-enrollment Commitment Form*
  - a. All parents and students are required to sign a "Re-Enrollment and Commitment Form" stating that they are aware of, have read, and are in full agreement with, the policies of the school. This statement is a part of the new family application process and is re-sent to returning families on an annual basis for repeated review.
  - b. This agreement applies to the Statement of Faith, Financial Commitment, Parental Agreement, Family Handbook, Code of Conduct, Church Involvement expectations, and all other policies of the school.
  - c. Until the Re-Enrollment Commitment Form is signed by parents and students and submitted to the school, students will not be considered re-enrolled at Unity Christian Academy.
4. *Refusal to Re-Enroll*
  - a. Attendance at Unity Christian Academy is a privilege, not a right, and, as such, continued enrollment will be allowed at the discretion of the Administration and the Board of Directors and is assessed on an annual basis.
  - b. At the discretion of the Administration, in conjunction with the Board of Directors, a student may be refused re-enrollment for the following school year. Such refusal is not considered a direct disciplinary act, requiring accumulated office visits in order to be taken. Refusal to re-enroll is not the equivalent of suspension or expulsion.
5. *Withdrawal and Subsequent Re-Enrollment*
  - a. Students who have left/withdrawn from UCA for any reason and wish to return to UCA will be expected to complete the enrollment process with a family interview with the Admissions Coordinator and/or Administration. All enrollment fees will apply for this process.

#### Student Withdrawal

1. Parents are required to notify the school by contacting the Main Office if they intend to withdraw their student.
2. A Withdrawal Form must be completed and submitted to the school office.
3. We request at least two weeks' notice when possible to allow for appropriate record preparation and transition planning.

4. Records, Grades, and Transcripts will be released when the following requirements are met:
  - a. Student Withdrawal Form must be submitted to the Main Office.
  - b. Textbooks must be turned into the Main Office and payment for any lost/damaged books must be received.
  - c. All tuition and fees must be up-to-date, and account balance must be zero.
  - d. All athletic uniforms or equipment must be returned to the Main Office.
5. Official student records will be released to the receiving school upon receipt of a signed records release request from the receiving school and settlement of financial accounts.
6. Families may request an unofficial copy of academic records for their records.
7. An exit survey may be completed to gather feedback for school improvement.
8. Re-enrollment is not guaranteed and will be reviewed by the Administration.

## **ATTENDANCE AND TARDIES**

### Attendance

1. *Attendance Expectations*
  - a. All students are expected to be present and on time at school when school is in session.
  - b. Consistent school attendance is vital for academic progress, spiritual growth, and character development. Our policy aligns with North Carolina compulsory attendance laws and promotes responsible habits.
  - c. All students are counted absent for the day if they arrive after or leave before 11:30 AM. A student must be in attendance at least 3 ½ hours per day to be counted present.
  - d. 5th-12th grade students are counted absent in a class if more than half of the class is missed.
  - e. If an Upper School student earns 6 or more unexcused absences per semester and/or 12 or more unexcused absences per year in an individual class, they may not receive credit for the coursework.
2. *Attendance Limits*
  - a. Maximum of 6 unexcused absences per semester
  - b. Maximum of 12 unexcused absences per academic year
3. *Absence Checkpoints*
  - a. 3 unexcused absences: Parent notification via email
  - b. 6 unexcused absences: Mandatory Parent/Teacher conference
  - c. 9 unexcused absences: Administration Conference to implement Attendance Improvement Plan
  - d. 12 unexcused absences: Final review and decision; may affect course credit, promotion, or enrollment; possible referral to DSS or District Attorney
4. *Excused Absences*

- a. Absences may be considered **excused** when appropriate documentation is provided within 3 days of the student's return and the reason aligns with approved categories:
  - i. Illness or Injury preventing school attendance verified by a medical provider
  - ii. Medical or dental appointments that cannot reasonably be scheduled outside school hours
  - iii. Hospital Stays or Long-Term Illness verified by medical provider
  - iv. Death in the immediate family
  - v. Quarantine or communicable disease verified by a medical provider
  - vi. Pre-approved educational opportunities, up to 5 days per year, if requested in writing at least one week in advance and approved by school administration
  - vii. Court appearances (with documentation)
  - viii. Religious observances with prior notification
  - ix. **\*Note:** Absences due to family trips, oversleeping, or transportation issues are not excused without prior approval
- 5. *Reporting and Communication Procedures*
  - a. **Absence Reporting:** Parents must notify the school office by **9:00 a.m.** if a student will be absent. This can be done by phone 252-946-5083 or email at [info@ucawarriors.com](mailto:info@ucawarriors.com).
  - b. **Pre-Arranged Absences:** Requests for travel or special events must be submitted at least **1 week in advance** for approval.
  - c. **Excused Absences:** All excused absence notes must be submitted to the Main Office within 3 days.
- 6. *Extracurricular Participation*
  - a. UCA requires all students who wish to participate in athletic games, athletic practices, clubs, or special events to be present for more than half the day (sign in by 11:30 or sign out after 11:30)
- 7. *Make-up Work Policy*
  - a. Students or Parents must contact the teacher to acquire any missed lessons and assignments.
  - b. Students are responsible for making up any missed assignments within the allotted time.
  - c. Students have the same amount of days missed to complete any assignments missed.
  - d. For example: if a student misses two days of school, they have two days from when they return to school to complete their assignments. If a student misses ten days of school, they have ten days from when they return to school to complete their assignments.
  - e. Any missing assignments not completed within the allotted time may result in a zero in Renweb.
  - f. Students may be subject to Summer Study if they miss over 12 days of school.
  - g. *Teacher Responsibility*
    - i. Teachers must have all work available for students that miss days.
    - ii. Teachers may give zeros for assignments turned in after the allotted time.
  - h. *Principal Responsibility*
    - i. It will be up to the discretion of the principal whether a student will be retained or get credit for a class if a student goes over the allotted number of absences.

- ii. The principal may prescribe Summer Study for any student who misses over 12 days of school in the school year.

### Tardiness

1. *Arrival Tardies*
  - a. All students are expected to be seated in class and ready for instruction by 8:00 a.m.
  - b. The drop-off door closes at 7:55am. Students who arrive after 7:55 must enter the building through the Main Office doors.
  - c. Students arriving after 8:00 a.m. are considered tardy. These students must be signed in by the parent/guardian dropping them off. They will receive a tardy slip admitting them into class.
  - d. Student Drivers must enter through the Main Office and sign in if arriving after 7:55am.
  - e. Three tardies within any quarter will count as one unexcused absence.
2. *Transition Tardies*
  - a. Upper School (5th-12th grade) students are expected to be on time for every class period or they will be marked tardy for that class.
  - b. Students who receive a transition tardy will serve Lunch Detention with the teacher that marked them tardy.

### Student Release

1. All students are expected to remain on campus until 3:00PM.
2. Students leaving before 3:00 P.M. will be considered as attending only a partial day.
3. These students must be signed out in the Main Office by a parent or guardian.
4. Student Drivers are required to sign out in the Main Office with verbal parent approval.
5. Three partial day checkouts within any quarter will result in one unexcused absence.
6. *Excused Tardies and Partial Day Checkouts*
  - a. Some tardies and checkouts may be excused if the proper documentation is presented within 3 days.
  - b. Examples of excused tardies and partial day checkouts are:
    - i. Doctor Appointments
    - ii. NCDMV License and Permit Appointments
    - iii. Family Emergencies
    - iv. Court Appearance
    - v. Funeral
    - vi. Car Trouble
  - c. After 3 instances in one quarter, the Main Office will send a Parent notification.

### Perfect Attendance

In order to earn the Perfect Attendance award, a student must not receive an absence, a tardy, or a partial day checkout.

# ACADEMIC INFORMATION

## Grading Scale

1. Preschool and Kindergarten
  - a. Numerical grades are not used.
    - i. Assessment Legend
      - 1 = Needs improvement
      - 2 = Progressing, but not there yet
      - 3 = Mastered the skill, concept, idea
2. 1st - 4th Grades
  - a. 90-100 (A)
  - b. 80-89 (B)
  - c. 70-79 (C)
  - d. 69 and Below (F)
3. 5th- 12th Grades [Numerical Average, Letter Grade, GPA]
  - a. 97-100 (A+) 4.0
  - b. 94-96 (A) 4.0
  - c. 90-93 (A-) 3.7
  - d. 87-89 (B+) 3.3
  - e. 83-86 (B) 3.0
  - f. 80-82 (B-) 2.7
  - g. 77-79 (C+) 2.3
  - h. 73-76 (C) 2.0
  - i. 70-72 (C-) 1.7
  - j. 69 and Below (F) 0

## Progress Reports and Report Cards

1. The school year consists of two semesters with each semester divided into two grading periods referred to as quarters.
2. 1st-12th grade students will receive a progress report approximately half-way through the quarter grading period.
  - a. All progress reports are emailed to the parent or guardian.
3. 1st-12th grade student report cards are distributed following each quarter.
  - a. All report cards are to be picked up on campus, signed, and returned.

## End-of-Year Testing

1. All UCA students in grades 3-12 must complete End-of-Year testing in order to comply with North Carolina Division of Non-Public Education and the Opportunity Scholarship.
2. Testing scores and information will be available to parents after testing is complete and data is returned from the testing center.

## Exams (Upper School only)

1. A cumulative exam will be given for each class at the end of each semester in grades nine through twelve.
2. Two exams are scheduled per day for the two-day exam period.
3. Seniors may be exempt from second semester exams (Senior Privilege).

## School Resources

Teachers may issue textbooks, workbooks, and novels to students throughout the school year. Students are expected to care for all school-issued materials responsibly.

1. Students are responsible for the **care, condition, and security** of all books and materials assigned to them.
2. All books should be kept free from excessive wear, writing, or damage.
3. If a textbook, workbook, or novel is **lost, damaged, or returned in unusable condition**, parents/guardians are responsible for the **full cost of replacement**.
4. Final report cards, transcripts, or access to student records may be withheld until fees for damaged or lost materials are resolved.

## Acceptable Use of Technology

1. Unity Christian Academy provides technology resources, including Chromebooks, internet access, and other digital tools, to support student learning and instruction. The use of these resources is a privilege, not a right, and carries responsibilities. By using school technology resources, students agree to the following expectations:
  - a. *Respectful Use*
    - i. Use technology for educational purposes only.
    - ii. Communicate responsibly, kindly, and ethically at all times.
    - iii. Do not use technology to bully, harass, threaten, or harm others
  - b. *Appropriate Content*
    - i. Access only sites, resources, and materials approved for educational use.
    - ii. Do not access, view, or share any content that is inappropriate, obscene, violent, or otherwise in violation of school values.
    - iii. Report any accidental access of inappropriate content to a teacher or administrator immediately.
  - c. *Device Care*

- i. Treat Chromebooks, devices, and school networks with care and respect.
    - ii. Do not intentionally damage or attempt to repair devices yourself.
    - iii. Keep food and drinks away from school technology
  - d. *Privacy & Security*
    - i. Never share your passwords with others.
    - ii. Do not attempt to gain unauthorized access to another person's account or files.
    - iii. Do not bypass or attempt to disable any school security or web filtering systems.
  - e. *Intellectual Property*
    - i. Respect copyright and intellectual property rights.
    - ii. Always cite sources for images, music, video, and text if used in schoolwork.
  - f. *Consequences*
    - i. Failure to follow this Acceptable Use Policy may result in loss of technology privileges, disciplinary action, or financial responsibility for damages.
- 2. Unity Christian Academy reserves the right to monitor, access, and review all activity conducted on its network and school-issued devices. Students should have no expectation of personal privacy on school devices.

### New Student Probationary Period

1. Every new student (transfer or newly enrolled) is placed on a probationary period for their first nine weeks.
2. Areas of focus are: academics, behavior, and attendance.
  - a. Academics
    - i. Students must maintain passing grades (70 or above) in all classes on their progress report and report card.
    - ii. If a student has a failing grade (69 or below), a mandatory conference must be held with the principal to discuss continued enrollment.
  - b. Behavior
    - i. If, for any reason, the teacher and/or the principal feels student behavior is becoming problematic, a mandatory conference must be held with the principal to discuss continued enrollment.
    - ii. Any behavior warranting suspension violates the probation and will result in expulsion.
  - c. Attendance
    - i. If, for any reason, the teacher and/or the principal feels attendance is becoming problematic, a mandatory conference must be held with the principal to discuss continued enrollment.

### Athletic Eligibility and Academic Probation

1. Minimum UCA course requirements for athletic eligibility:
  - a. Any student who wishes to participate in UCA athletics must be enrolled in at least two classes.
2. Students who receive a failing grade (69 or below) in one or more of their classes on either their progress report or report card, are under academic probation.

- a. During this time, they may participate in practices only.
  - b. Grades will be reassessed at the next evaluation.
    - i. Formal evaluations include progress reports and report cards.
    - ii. Informal evaluations include every Monday of any given week.
  - c. If the student receives all passing grades, they are no longer under academic probation.
  - d. If the student is still receiving a failing grade, they remain under academic probation.
3. At the end of a semester, the quarter grade and semester grade will both be evaluated.

### Dual Enrollment

1. UCA partners with Beaufort County Community College's Career and College Promise Program by offering dual enrollment courses to our Juniors and Seniors.
2. UCA offers a liaison to handle all enrollment, scheduling, and advising for Beaufort County Community College dual enrollees.
3. Juniors with a 2.8 GPA or higher are eligible and encouraged to dual enroll via online courses.
4. Seniors with a 2.8 GPA or higher are eligible and encouraged to dual enroll via online or in-person classes.
5. Qualifying students have access to up to six semesters of dual enrollment courses.
  - a. Junior Year - Fall, Spring, Summer
  - b. Senior Year - Fall, Spring, Summer
  - c. Students are allowed to take as many courses as parents and administration deem appropriate.
  - d. Students have the potential to take from one to fifty plus credit hours depending on ambition, ability, and access.
6. Minimum UCA course requirements to be eligible for dual enrollment:
  - a. UCA Juniors must take a minimum of five classes.
  - b. UCA Seniors must take a minimum of three classes.
7. Students who withdraw from Unity Christian Academy (including formal withdrawal, transfer, or dropout) forfeit eligibility to participate in the school's Dual Enrollment partnerships or college-credit programs.
8. Students must maintain continuous enrollment and meet all academic, behavioral, and attendance requirements to remain in good standing for Dual Enrollment.

### Homeschool Enrichment Program

1. UCA partners with local homeschool families to provide enrichment opportunities and access to UCA Athletics, extracurricular activities, and other school events.
2. Our Homeschool Enrichment Program is available to any 5th-12th grade homeschool student. Homeschool Enrichment Program cost is available on our website.

3. UCA offers elective courses to our homeschool students every afternoon of the school week from 1:45-3:00 pm.
4. Electives alternate on an A/B schedule (M/W/F classes, T/TH classes).
5. Once enrolled in the program, it is the expectation that students will participate in these electives on a daily basis in order for them to build relationships with their peers and teachers.
6. All Homeschool Enrichment Program students and families have access to UCA special events and school functions (ie. Formal, Homecoming, Graduation, Live Dinner and Auction, Field Trips).
7. Homeschool Enrichment Program students may also choose to participate in UCA Athletics. It is our hope that these students will join us for elective class in the afternoon and be on campus for practice or games during the athletic season. Should the student choose to participate in UCA Athletics, seasonal athletic fees are required.
8. As a member of the Mid-Atlantic Christian Athletic Association (MACAA) conference, UCA is allowed to partner with Alternative Education Students (AES or homeschool students) for athletics. See below for a detailed description from the MACAA guidelines of how homeschool families can participate in athletics with UCA:
  - a. The purpose of having AES in the MACAA is to help schools fill their rosters, while also providing athletic competition to AES Students. AES athletes can only be used to fill rosters, not to gain a competitive advantage. The MACAA further believes that all athletes should have the opportunity to participate in competitive leagues.
  - b. The MACAA will use the North Carolina Division of Non-Public Education to define homeschool students or those using some other form of alternative education. These students can receive their education through homeschool groups or cyber schools.
  - c. Homeschool ID Card: Member schools must submit this card as proof of enrollment within the state of North Carolina for all AES to the MACAA Athletic Committee.
  - d. AES athletes will play under the authority of the MACAA and must meet all eligibility requirements as stated in the Eligibility section.
  - e. Students must be enrolled in a minimum of one full-time class at a member school.

### Senior Fee

1. A senior fee of \$50 is required for all graduating seniors. This fee helps cover expenses associated with graduation, including:
  - a. Cap, gown, cord purchase
  - b. Diploma cover
  - c. Graduation program printing

- d. Additional costs related to graduation ceremonies and events
- 2. The senior fee is due by **August 30** of the student's graduating year. If a family is experiencing financial hardship, they should contact the school office as soon as possible to discuss a payment plan or available assistance.
- 3. Failure to pay the senior fee by the stated deadline may result in a delay in ordering graduation items or participation in graduation activities.

Graduation Requirements

- 1. UCA High School Diploma
  - a. Students must earn a minimum of 31 credits to be awarded a diploma. The following courses are required:

Core Credits

- i. English - 4 Credits
- ii. Math - 4 Credits \*
- iii. History - 4 Credits
- iv. Science - 3 Credits
- v. Theology - 4 Credits

Elective Credits

- vi. Foreign Language - 2 Credits \*
- vii. PE and Wellness - 4 credits
- viii. Minimum of (6) of the following course options:
  - 1. Fine Arts
  - 2. Humanities
  - 3. Life Skills
  - 4. Technology

\*Classes may be offered Junior and Senior year through Dual Enrollment at BCCC for College-Bound UCA students.

Grade Point Average and Class Rank

- 1. High school students must earn a 70% average per semester/year to receive credit for their coursework.
- 2. Class rank calculation is determined on an unweighted 4.0 GPA scale and is taken from grades earned during the 9<sup>th</sup>– 12<sup>th</sup> grades. Any grades earned through BCCC Dual Enrollment do not factor into determining GPA.
  - a. Numerical grades will be used to determine class rank in the event of a tie in GPA.

# HEALTH AND SAFETY

## Student Illness Policy

### 1. Preface

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

### 2. Guidelines

- a. Children will not be allowed to attend school or school related activities if they have anything contagious such as, but not limited to, the following:
  - i. FEVER: May return when fever free (under 100 degrees) for 24 hours, without medication.
  - ii. DIARRHEA/VOMITING: May return when symptom-free for 24 hours.
  - iii. STREP THROAT: May return after 24 hours of antibiotic treatment and no fever for 24 hours.
  - iv. CONJUNCTIVITIS (pink eye): May return 24 hours after treatment begins and eyes are free of discharge.
  - v. HEAD LICE: May return after treatment and removal of all live lice and nits from hair.
  - vi. RINGWORM: May return after treatment begins; area should be covered while in school for the first 48 hours of treatment.
  - vii. IMPETIGO / STAPH / MRSA: May return 24 hours after treatment starts; wound must be covered with dressing taped on all 4 sides.
  - viii. COVID 19 and variants: May return when symptom free for 24 hours.
  - ix. COMMUNICABLE DISEASES (such as, but not limited to - influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis): May return when cleared by their medical provider.

### 3. Protocol

- a. If a student arrives at school with symptoms, or during the school day begins to show symptoms indicative of a condition listed above, a parent/guardian will be contacted and asked to pick the child up as soon as possible.
- b. The parent/guardian needs to maintain direct contact with the school and the student's teacher if the child is diagnosed with any communicable disease so the school can take appropriate steps to protect the entire student population.

## Medication

1. Administration of Prescription Drugs
  - a. A Medication Administration Permission form must be completed and signed by the parent/guardian before any prescription medication will be given.
  - b. The medication must be in the original container and have a current pharmacist's label with the child's name, dosage, date and physician's name.
  - c. Prescription medication will only be administered to the person for whom it is prescribed.
  - d. No medications in baggies or unapproved containers will be accepted.
  - e. Medication samples will only be accepted if it is accompanied by a doctor's prescription order.
  - f. Students who need to carry an inhaler, epi-pen, or diabetic supplies on their person must have a note from their doctor.
  - g. All medication must be kept in the main office.
  - h. At the end of the school year, any remaining medication must be picked up by a parent by 3:30 of the last day of classes. Medication remaining after that will be discarded.
  - i. No controlled substance/drugs will be administered by UCA personnel to students.
  
2. Administration of Non-Prescription Medications
  - a. A Medication Administration Permission form must be completed and signed by the parent/guardian before any non-prescription medication will be given.
  - b. All medication must be sent in by the parent in the original container, labeled with the child's name and kept in the office.
  - c. If a student wishes to take over-the-counter medications, the school nurse or other authorized school personnel must contact the parent before administering medication, and must log the dosage, date, and time.
  - d. At the end of the school year, any remaining medication must be picked up by a parent by 3:30 of the last day of classes. Medication remaining after that will be discarded.

## Required Immunizations

1. As a condition of attending Unity Christian Academy, all students are required to be in full compliance with the North Carolina Department of Health Immunization requirements.
2. A student is not considered to be compliant until all immunization records are on file in the school's office.

3. Any student not in compliance will be dismissed from school until all required immunizations are complete and documentation has been submitted to the school.
4. To claim an immunization exemption for medical reasons, the parent must provide a statement signed by the child's physician stating that the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.
5. To claim an exemption for reasons of conscience, including a religious belief, a signed affidavit from the Department of State Health must be presented by the child's parent or legal guardian, stating that the child's parent or legal guardian declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The original Affidavit is valid for two years and must be kept on file in the office. Any student with an immunization exemption may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.
6. For a complete list of current State required immunizations and exemption information, go to [NC DPH, WCH: Immunization: Schools and Childcare Facilities](#).

### Health Screenings

1. The State of North Carolina mandates that each school year health screenings be completed on students in specific grade levels (kindergarten, seventh grade, and twelfth grade).
2. New Students: Must complete or supply documentation of completion for all screenings required for their grade plus supply documentation of screenings from previous years.

### Emergency Response Policy

1. In the case of an accident or acute illness, school personnel will take all necessary steps to arrange for the proper emergency medical services.
2. School personnel are required to follow Emergency Response Protocols.
3. After a medical emergency occurs on campus, a detailed description of the incident will be logged in Renweb by the appropriate school personnel.
4. All risks and hazards incidental to such treatment, including transportation, will be the responsibility of the parent and/or guardian of the child in need.

### Asbestos Management

1. UCA is aware of the State and Federal regulations regarding asbestos management in schools.

2. This facility has submitted a management plan to the NC Department of Health and Human Services.
3. A copy of the management plan is available for review at any time upon request.

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\*Last updated 8/4/25