



# Unity Christian Academy

## Family Handbook

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# FORWARD

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 pursue wisdom from above, discover truth in creation, and cultivate virtue within our students. In some ways we are to Beaufort County what a farmer is to his soil. We strive to continually revitalize, renourish, and restore our students to their intended fruitfulness, both in the Kingdom and in their life.

We believe that the greatest form of education includes a good home with virtuous parents, and because of this, we choose to only operate as an extension of this setup. In its simplest form, we are no more than relationships and can be no better than the trust between each. Parent to child, child to teacher, and teacher to parent (and its opposite flow) make up Unity; a triangle, if you will, of relationships. The common aspects of each of these relationships is trust; trust to safety and love (environment), trust in truth and our mission (our curriculum), and the trust to follow or be led (obedience). All of this combines to form the essence of Unity Christian Academy.

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

# PHILOSOPHY OF EDUCATION

## What is 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. 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. Christian education teaches its students to recognize and discover the truth that can be found in God's creation.

### 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 virtue. To emulate Jesus is to practice virtue. Christian education focuses on the cultivation of virtue, a desire to do good, both in its students and its educators.

### Pursue Wisdom from Above

Unity Christian Academy believes that the Christian walk requires movement. The pursuit of holiness cannot be obtained by idleness in thought nor action. To remain ignorant in thought and to do nothing in action is to drift away from God. Christian education instills in its students the desire, ability, and courage to pursue Wisdom from above.

# CORE VALUES

We value that which is good, beautiful, and true in those who came before us. We reject that which is immoral, sinful, and false for the benefit of those who come after us.

We value and honor those who pursue a life worthy of emulation. We hire and hold master teachers who are loving, effective communicators, and right thinkers.

We value the teacher, the parent, and the student by defining and preserving the unique aspects of the respective relationships and honoring the heavenly hierarchy between parent to child, and teacher to student.

We value the ability to perceive design, glory, and purpose. We train the eyes to recognize design in God's creation. We strengthen the mind to understand His purpose. We encourage the soul to behold the glory of His splendor.

We value individuals who can push the limits of their achievements, while maintaining humility. Our curricular expectations stoke within our students the desire to know truth. This desire requires routine exertion and demands dedication in order to succeed.

We value an education that encompasses the whole child; heart, soul, mind, and strength. Omitting any of these elements is an incomplete education, and therefore limits a child's potential.

## VISION STATEMENT

Our vision is to serve Eastern North Carolina by providing a genuine Christian education that elevates academic standards, the character of our students, and the understanding of their faith.

## MISSION STATEMENT

Our mission is to graduate authentic Christian leaders who seek truth, practice virtue, and pursue wisdom.

## 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.

All employees of Unity Christian Academy are asked to affirm, live by, and teach the following statements of faith.

## What We Affirm

The Bible is the inspired, inerrant, and divinely preserved Word of God, the lamp for our feet and the light for our path. (II Timothy 3:15, II Peter 1:20-21)

Jesus Christ in the flesh was both God and man, and He died for our sins and arose from the dead. (John 1:1-14; Philippians 2:5-8; I Corinthians 15:1-8)

Every person has worth as a creation of God, but "all have sinned and fallen short of the glory of God." (Romans 4:12)

Forgiveness of sins and the promise of eternal life are available to all who will make Jesus Lord and Savior. (Acts 4:12)

Those who wish to accept Christ and receive His grace must believe in Him, repent of sin, confess their faith, and be baptized (immersed) into Him. (Ephesians 2:8-9; Mark 16:16; Romans 10:9-10; Acts 2:38)

After following God's plan to accept Christ, we must remain faithful and loyal to Him "unto the point of death". (Revelation 2:10)

The Church is the body of Christ on earth and exists to save the lost and edify the saved. (Ephesians 4:13-18)

Jesus Christ will one day return for those who have made Him Lord. (Acts 1:11; I Thessalonians 4:13-18)

# GENERAL INFORMATION

## Electronic Devices

1. The school phone is available for school or emergency purposes.
2. Personal cell phones, iPods, iPhones, iWatches and/or other electronic devices are not allowed on campus during the course of the school day (8:00 a.m. to 2:55 p.m.) *unless* stored in the designated areas.
3. Confiscated Devices:
  - a. Items will be confiscated and brought to the office. A parent must pick up the item at the end of the day. Devices will not be given to students without parent permission.
  - b. There is a three strike policy:
    - i. On the first offense, the parent will be notified at the end of the day. With their verbal permission, the device will be given back to the student.
    - ii. On the second offense, the parent must physically come to the office to collect the device.
    - iii. On the third offense, parents must physically come to the office to collect the device, and the student is no longer allowed to bring any electronic devices on campus for the remainder of the year.
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.

## 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.

## Age Requirements

1. Pre School 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 PK3 class in November. However, in order to move up to the Pre-K4 class, the student must be 4 by August 31. This will require students who are not 4 by August 31<sup>st</sup> to repeat the PK3 class.
2. Kindergarten Requirements
  - a. In order for a student to enroll in Kindergarten, they must be 5 by August 31<sup>s</sup> of that year.

## School Attendance

1. Attendance Expectations
  - a. All students are expected to be present at school when school is in session.
2. Attendance Requirements
  - a. For a student to receive credit, they must not miss more than 9 absences per semester.
  - b. All absences are counted equally, whether planned or unexpected, when assessing total days absent.
  - c. A student is 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. A middle or high school student is counted absent in a class if half of the class is missed.
  - e. If athletes are absent for more than half the day (sign in after 11:30 or signs out before 11:30), then they may not participate in games that day.
  - f. When a student misses school, it is the responsibility of the parents and student to contact the teachers and secure the class assignments and due dates for that period of time.
3. Attendance Violation
  - a. Student Responsibility
    - i. Students must contact the teacher to acquire any missed lessons and assignments.
    - ii. Students are responsible for making up any missed assignments within the allotted time.

- iii. Students have the same amount of days missed to complete any assignments missed.
  - 1. For example: if a student misses two days of school, they have two days from when they return to school to complete their assignments.
  - 2. If a student misses ten days of school, they have ten days from when they return to school to complete their assignments.
- iv. Any missing assignments not completed within the allotted time will result in a zero in Renweb.
- b. Teacher Responsibility
  - i. Teachers must have all work available for students that miss days.
  - ii. Teachers must grade all assignments turned in within the allotted time.
  - iii. Teachers will give zeros for assignments turned in after the allotted time.
- c. Administrator Responsibility
  - i. It will be up to the discretion of the administrator whether a student will be retained or get credit for a class if a student goes over the allotted number of absences.
- 4. Tardiness
  - a. All students are expected to be in class by 8:00a.m.
  - b. Students arriving after 8:00a.m. are considered tardy and must report to the office for permission to enter class.
  - c. Upper School students are expected to be on time for every class period or they will be marked tardy.
  - d. Five tardies within any quarter will count as one absence.

### Closed Campus

- 1. Unity Christian Academy operates 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' day may differ.
  - b. Students are not allowed to leave campus or return to their vehicle during the day without permission from the Administrator 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.
  - i. All visitors must report to the front desk to sign in.
- 2. Student Release
  - a. All students must be signed out at the main office by a parent, guardian or parent-designated adult.
  - b. Students who drive will be allowed to sign themselves out as long as they have permission from their parent or guardian.
  - c. Non- driving students will only be released to the care of a parent, guardian, or a parent-designated adult.
    - i. Anyone who is not on the "Designated Pick-Up List" is not allowed to sign out a student without written permission from the parent/guardian.
    - ii. Photo ID is required for student release.

### School Closing

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

### Dress Code

- 1. Preface
  - a. All UCA students (PK-12th grade) must follow the UCA dress code during the school day and for any activities sponsored by or held at UCA.
    - i. This includes any athletic events, field trips, school educational functions, social events, dances, proms, etc.
    - ii. Any guest of a UCA student must also adhere to the UCA dress code and code of conduct at all times while attending any UCA sponsored event.
  - b. UCA administration reserves the right to determine the appropriateness of all clothing worn at school and school functions.
  - c. Student clothing must be neat, clean, and modest.

2. Boys Clothing
  - a. There may not be holes in any clothing.
  - b. Clothing should be reasonably clean and tidy.
  - c. No tank tops.
  - d. No Chubbies (short shorts).
  - e. No Sweat pants/Wind pants/Yoga pants
  - f. No Crocs\* or open toed sandals/flip flops.
3. Girls Clothing
  - a. There may not be holes in any clothing.
  - b. Clothing should be reasonably clean and tidy.
  - c. Sleeveless tops are permitted, tank tops are not permitted.
  - d. No Sweat pants/Wind pants/Yoga pants - Leggings are permitted when worn under dresses or tunics.
  - e. No running shorts.
  - f. Tunic, dress, shorts, and skirt length should be below fingertips when arms are relaxed at the side.
  - g. No Crocs\*. No flip flops. Dressy sandals are permitted.
4. \*Preschool Exception
  - a. Students in Preschool must wear shoes with enclosed heels and toes.
  - b. Crocs are permitted for preschool students.
5. Hair
  - a. Students will keep their hair neat and clean.
  - b. Length in front should not hamper vision.
6. Other Guidance
  - a. Tattoos shall be covered.
  - b. Hats are not to be worn in the building, but may be worn outside.
  - c. All clothing must be free of profanity, free of reference to alcohol and drug use, and free from sexual innuendo and any derogatory wording.
7. Dress Code Violations
  - a. If any student is out of dress code, they will be provided an in code outfit.
    - i. This outfit must be washed and returned the next day or your account will be charged.

# ACADEMIC INFORMATION

## Grade Point Average and Class Rank

1. High school students must earn a 70% average per year to receive credit.
2. Class rank calculation is determined on an unweighted 4.0 GPA scale and is taken from grades earned at Unity during the 9<sup>th</sup>– 12<sup>th</sup> grades.
  - a. Numerical grades will be used to determine class rank in the event of a tie in GPA.

## Report Cards

1. The school year consists of two semesters with each semester divided into two grading periods referred to as quarters.
2. Report cards are submitted following each quarter.
  - a. All quarter report cards are emailed to the parent or guardian.

## Exams

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 three-day exam period.
3. Seniors are exempt from second semester exams (Senior Privilege).

## Textbooks

1. Teachers may issue textbooks to students.
2. Students are responsible for the care and security of their books.
3. If a textbook/workbook/novel is lost or damaged, parents are responsible for the cost of replacement books.

## Probation Period

1. Every new student (transfer or newly enrolled) is placed on a probation period for their first nine weeks.

2. Areas of focus are placed on 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 administrator to discuss continued enrollment.
  - b. Behavior
    - i. If for any reason the teacher or administrator feels student behavior is becoming problematic, a mandatory conference must be held with the administrator 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 or administrator feels attendance is becoming problematic, a mandatory conference must be held with the administrator to discuss continued enrollment.

#### Student Withdrawal

1. A Student Withdrawal Form must be completed.
2. Transcript is released when the following requirements are met:
  - a. Textbooks must be checked into the front office and payment for any lost/damaged books must be received.
  - b. All tuition and fees must be up-to-date, and balance must be zero.
  - c. All athletic uniforms or equipment must be returned to the front office.
  - d. Must meet with an administrator for an exit interview.

#### Athletic Eligibility And Academic Probation

1. Minimum UCA course requirements for athletic eligibility:
  - a. Any student who wants to participate in UCA athletics must be enrolled in at least three classes.
  
2. Students who receive a failing grade (69 or below) 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.

### Grading Scale

- 1. Level 1 Grading (PreSchool and Kindergarten)
  - a. Numeric grades are not used.
    - i. Assessment Legend
      - 1. 1 = Needs improvement
      - 2. 2 = Progressing, but not there yet
      - 3. 3 = Mastered the skill, concept, idea
- 2. Level 2 Grading (1st - 3rd Grades) and Level 3 Grading (4th - 6th Grades)
  - a. 100 – 94 (A) 90-93 (A-)
  - b. 87-89 (B+) 83-86 (B) 80-82 (B-)
  - c. 77-79 (C+) 73-76 ( C ) 70-72 (C-)
  - d. 69 and Below (F)
- 3. Level 4 Grading (7th - 9th Grades) and Level 5 Grading (10th - 12th Grades)
  - a. 100 – 94 (A) 90-93 (A-)
  - b. 87-89 (B+) 83-86 (B) 80-82 (B-)
  - c. 77-79 (C+) 73-76 ( C ) 70-72 (C-)
  - d. 69 and Below (F)

### Graduation Requirements

- 1. UCA High School Diploma
  - a. Students must earn a minimum of 28.5 credits to be awarded a diploma. The following courses are required:
    - i. English - 4 Credits
      - 1. 9th Grade - Ancient Literature

- 2. 10th Grade - European Literature
- 3. 11th Grade - Composition and Research
- 4. 12th Grade - Composition and Poetry
- ii. Math - 4 Credits
  - 1. 9th Grade - Algebra I
  - 2. 10th Grade - Geometry
  - 3. 11th Grade - Algebra II
  - 4. 12th Grade - Any math higher than Algebra II
- iii. History - 4 Credits
  - 1. 9th Grade - Ancient History
  - 2. 10th Grade - European History
  - 3. 11th Grade - American History
  - 4. 12th Grade - Political Philosophy
- iv. Science - 3 Credits
  - 1. 9th Grade - Physics
  - 2. 10th Grade - Biology
  - 3. 11th Grade - Chemistry
- v. Theology - 4 Credits
  - 1. 9th Grade - Church History
  - 2. 10th Grade - Bible History
  - 3. 11th Grade - Hermeneutics
  - 4. 12th Grade - Christian Doctrines
- vi. Foreign Language - 2.5 Credits
  - 1. 7th Grade - Spanish 1
  - 2. 8th Grade - Spanish 2
  - 3. 9th Grade - Conversational Spanish (.5 Credit)
- vii. Electives - 7 Credits
  - 1. Health/PE - 1.5 Credits
  - 2. Arts - 1.5 Credits
  - 3. Humanities - 2 Credits
  - 4. Rhetoric - 2 Credits

i.

2. Transfer High School Diploma

- a. Students must earn a minimum of 22 credits to be awarded a diploma. The following courses are required:
  - i. English - 4 Credits
  - ii. Math - 3 Credits
  - iii. History - 4 Credits
  - iv. Science - 3 Credits

- v. Foreign Language - 1 Credits
- vi. Health/PE - 1 Credits
- vii. Electives - 6 Credits

### Dual Enrollment

1. UCA recognizes and accepts dual enrollment courses.
2. UCA offers a liaison to handle all enrollment, scheduling, and advising for Beaufort County Community College dual enrollees.
3. Juniors with a 2.5 GPA or higher are eligible and encouraged to dual enroll via online courses.
4. Seniors with a 2.5 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.
  - c. All UCA students are required to participate in Friday electives.

## HEALTH AND SAFETY

### Student Accident Policy

1. In the case of an accident or acute illness, the staff will take all necessary steps to arrange for the proper emergency medical services.

2. 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.

### 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 rest, recover and be treated for the illness. In order to help keep our children healthy, Unity Christian Academy requires adherence to the guidelines of this policy.

#### 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 after 10 day quarantine and symptom free for 72 hours. (See COVID Policy Manual)
  - 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. Any case involving a student found with medication or drugs in his/her possession at school, even if prescribed, will be treated as a drug violation.
2. It is preferred for medicine to be administered to students by parents at home.
3. In exceptional circumstances, the administrator or other designated personnel may administer a medication orally or topically at school.
4. 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 it is prescribed for.
  - 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 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.
5. 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. We do not keep any over the counter medications on hand in the office.
- c. 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.
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.

## Discipline Guidelines

### 1. Preface

- a. All levels at UCA work on a three strike classroom management system.
  - i. Teachers are solely responsible for their classrooms and thus have slightly different applications. (clip charts, checks, names of board etc)
  - ii. Administration reserves the right to determine the severity of all behaviors and their appropriate consequences.
- b. Classroom Management System
  - i. Classroom Managed Portion
    1. Strike One - Verbal warning
    2. Strike Two - Note in folder or email home to inform of issue
    3. Strike Three - Phone call or conference to discuss issue.
      - a. If a student is given three strikes two times in one week, that student receives an office referral.
  - ii. Office Managed Portion
    1. Strike One - Immediate conference with parent (phone call or in person)
    2. Strike Two - Student is dismissed for the day.
    3. Strike Three - Suspension or Expulsion

### 2. Behavior Guidelines

- a. Problem behaviors are broken into two categories based on who handles the consequences.
  - i. Teacher Managed list includes but is not limited to:
    1. Preparedness
    2. Calling out or Cross talk
    3. Classroom disruptions
    4. Refusal to follow reasonable requests
    5. Put downs/Name calling
    6. Refusing to work
    7. Inappropriate tone/Attitude
    8. Electronic Devices

9. Inappropriate comments/language
  10. Dress code
  11. Cheating
  12. Petty Theft
  13. Playfulness
  14. Not keeping body to self
  15. Exiting classroom without permission
- ii. Administration Managed list includes but is not limited to:
1. Weapons
  2. Fighting or aggressive physical contact
  3. Documented chronic minor infractions
  4. Aggressive language/threats
  5. Vandalism
  6. Alcohol/Drugs
  7. Other Major Threats

### Sexual Harassment Policy

1. The Policy in Summary
  - a. Inappropriate sexual conduct will not be tolerated and may constitute sexual harassment.
  - b. UCA does not condone or tolerate any form of sexual harassment involving employees or students.
  - c. UCA is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.
  - d. UCA will take appropriate action to prevent and correct behavior that violates this policy. If necessary, the school will also take disciplinary action against employees and students.

- i. Employees who violate the policy will be subject to such actions as oral or written reprimand, professional counseling, reassignment, demotion, suspension or termination.
  - ii. Disciplinary actions for students who violate the policy include a conference, suspension and/or expulsion depending on the circumstances and severity of the offense.
- e. The policy applies to all sexual harassment incidents involving UCA employees and addresses acts committed by a person of either sex against a person of the opposite or same sex.
- f. The policy recognizes that it is unlawful for employees to commit acts of sexual harassment.
- g. Sexual harassment committed by students of either sex against students or staff of the opposite or same sex constitutes inappropriate behavior and is subject to disciplinary action.
- h. The policy also recognizes that employees and students have a right to be free from sexual harassment by others such as contractors, vendors, and volunteers associated with UCA.
- i. It is the responsibility of every supervisor and principal to recognize acts of sexual harassment and take necessary action to ensure that such instances are addressed swiftly, fairly, and effectively.
- j. The school prohibits retaliation against an individual who reports an incident or cooperates with an investigation of a reported incident.

## 2. What Is Sexual Harassment?

- a. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:
  - i. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school activities;
  - ii. When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual harassment; and/or
  - iii. When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance; or creating an intimidating, hostile, or offensive work or learning environment.

- b. It is against UCA policy and unlawful for UCA employees to commit acts of sexual harassment.
  - c. Sexual harassment committed by students against students or staff is inappropriate and violates UCA policies.
3. Prohibited Conduct
- a. Prohibited conduct may include, but is not limited to, unwelcome behavior of a sexual nature. For example:
    - i. Grabbing, touching, or patting
    - ii. Sexual propositions
    - iii. Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
    - iv. Unwanted flirtations or advances
    - v. Verbal abuse
    - vi. Repeated pressure or requests for sexual activities
    - vii. Rewards for granting sexual favors or the withholding of rewards for refusing to grant sexual favors
    - viii. Graphic comments about an individual's body or dress
    - ix. Sexually degrading names
  - b. Such conduct may also constitute sexual harassment. In determining whether prohibited conduct constitutes sexual harassment, consideration will be given to the totality of the circumstances, including the context in which the conduct occurred.
  - c. Dating or sexual relationships between employees/adult volunteers and students is prohibited.
4. Expectations
- a. The UCA Board expects employees and students to be committed to creating and maintaining an environment in which all persons participating in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.
    - i. UCA policy on sexual harassment will be communicated to all employees and students.
    - ii. Education programs, to include all employees and students, may be implemented.
    - iii. Employees and students will be informed of procedures to follow for filing complaints of sexual harassment.
    - iv. Confidentiality will be maintained in all phases of the complaint process, in accordance with policy and consistent with UCA obligation to investigate and address complaints.

- v. Retaliation against anyone who files a complaint or cooperates with an investigation about sexual harassment is prohibited.

5. Actions for Students

- a. If you believe that you are the target of sexual harassment or the focus of inappropriate behavior, you should report such incidents to your parents and school authorities.
- b. You may report the information verbally or in writing to the administrator, a teacher, or another staff person.
- c. When reporting an incident, it is helpful to provide as much information as possible, including the following:
  - i. A description of the event(s)
  - ii. The number of occurrences, with dates and places
  - iii. The names of any witnesses
  - iv. Any documents or other exhibits, if appropriate
- a. Students may receive guidance, advice, support and/or advocacy from school staff, including administrators, teachers, or other staff.

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. If you have any questions, please contact the designee, Mrs. Jessica Crocker at 252-946-5083.

## NONDISCRIMINATORY 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.