

2018-2019 STUDENT HANDBOOK

UNITY CHRISTIAN ELEMENTARY SCHOOL

Unity Christian School does not discriminate because of race, sex, color, age, or nationality regarding student admission, education and/or activities.

It is the desire of every member of Unity's faculty, staff and administration to serve Christ as King. You can help. Pray for us daily as we pray for you. Encourage us as we encourage you. And, as in every other part of life, problems occur. Please let us know how we can help. Talk to your teacher, staff member and principal when problems or concerns occur. Unity seeks to honor Christ's command in Matthew 18:15 "If your brother sins against (offends...hurts...confuses, etc.) you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over." In other words, go directly to the individual with whom you need to speak first, before you visit with the principal, board members or others. God is honored when we honor His instructions for our lives.

"Love one another," Jesus

I. CLASS TIME SCHEDULE (Subject to change in August with notification)

- 7:45 Bell to begin outdoor supervision (earliest students can be dropped off)
- 8:00 Bell to go inside
- 8:10 Classes begin
- 3:05 Daycare students dismissed; 11:20 on early dismissal days
- 3:10 Remaining students dismissed; 11:25 on early dismissal days

II. ABSENCES AND/OR TARDIES

- A. Notes informing the school of an upcoming absence (for any part of the day) are to be brought to the teacher at least two days prior to the absence whenever possible. For each day absent students have one day to make up their assignments. (Example: 3 days absent = 3 days to make up.)
- B. Parents are to call the school by 8:30 AM on the day of an absence and inform the office personnel as to the reason for the absence. The office will contact you after 8:30 a.m. if we have not received notification of your child's absence.
- C. If your child has been sick and is on medication (including aspirin, throat spray, etc) that we would need to administer here at school, **we require a signed, dated note from the parent/guardian stating the dosage and dispensing instructions. Children must be kept at home for at least 24 hours after they have had a fever or have been vomiting.**
- D. Parents are to **sign students in and out** at the office for early dismissal or late arrival. Students will only be released to parents during school hours if they come to the office and request that their child be released into their care.
- E. Students who have a high frequency of absenteeism may be considered truant, and parents will be notified.
- F. Parents will also be notified with a letter if a student accumulates 5 or more tardies.
- G. Unity Christian has a **closed campus policy** and no student is to leave campus during school hours.
 - 1. Students will not be allowed to leave campus for regularly scheduled work periods during school hours. (i.e. paper routes, etc.)
 - 2. Visitors to Unity's campus are welcome. Sign in at the front office. Parents please do not go to a student's room before securing permission from the office personnel.
 - 3. Permission to have a **friend visit** for a day must be sought one (1) day prior to a requested visit day.
- H. Please arrange **family vacations** on non-school days. If this is unavoidable, please notify the office and your child's teacher(s) well in advance, preferably one week in advance to receive homework that is due the day they return to school unless other arrangements are made with the teacher.

III. GRADES AND GRADING

Grading Scale – Grades 1-6

A	100 - 96	C-	76 - 74	E = Exceptional
A-	95 - 92	D+	73 - 71	S = Satisfactory
B+	91 - 89	D	70 - 68	N = Needs Improvement
B	88 - 86	D-	67 - 65	U = Unsatisfactory
B-	85 - 83	F	64 - 00	
C+	82 - 80			
C	79 - 77			

- A. Formal grade reports of student progress (report cards) will be sent out every nine weeks. Normally report cards will be sent out on the Friday following the end of a quarter marking period.
- B. Report cards must be turned back into the teacher within 2 weeks to prepare for the next grading period – with the exception of the 4th quarter. A charge of \$5.00 will be incurred for lost report cards during the year.
- C. An incomplete must be made up within two (2) weeks of the end of a grading period. Failure to comply with this regulation will result in grades of zero for all incomplete work.
- D. At the end of the school year if students have outstanding bills due at school and/or work that has not been completed, grade reports will not be issued until those items are resolved.

IV. PROGRESS REPORTS

Any time a student displays a significant drop in performance level, teachers will communicate such performance levels by a phone call or a note sent home to a student's parents.

V. PARENT-TEACHER CONFERENCES

Conferences are scheduled after the first quarter of the school year and the beginning of the fourth quarter. Formal scheduling is done at the elementary level. Conferences are highly recommended for all parents.

VI. STANDARDIZED TESTING

Most years Unity provides standardized testing for its students.

VII. DAILY PROGRAM AND PROCEDURES

A. Injuries

1. All injuries should be reported immediately to the supervising teacher and the office. Serious injuries including head injuries and those that require medical attention will be written up on an accident report and the family notified as soon as possible.

B. Lost & Found and Lost Books

1. Articles may be claimed by making positive identification and unclaimed articles will be disposed of periodically.
2. Lost or damaged schoolbooks will be charged to the student's account at full cost of replacement.

C. Office and Telephone Use

1. Requests for papers, books, scissors, etc. from the office storage area should be made to the office staff.
2. Emergency calls, school business (teacher requests that a student make a call), serving a detention, and those calls that might result from a change in the school's daily or extra-curricular schedules are permitted. The office staff in most cases will make the call. Permission may also be given for calls by the office staff.
3. **The faculty lounge is off limits to students unless given permission by a staff member.**
4. The refrigerator and microwave in the faculty lounge are not for student use.
5. Cell phones and all electronic devices must be turned off (not silent or vibrate) and in the student's bag from 8:10 a.m. until 3:10 p.m. unless they have permission from a teacher.

D. School property

School equipment such as A/V equipment, copiers, scanners, SMARTboards, etc. are expensive items. No student is allowed to use these items unless he/she has obtained permission from the principal, office staff or teacher in charge of the equipment.

E. Student Supervision

Students may not be in the building outside of school hours unless they are under the direct supervision of a faculty member or coach. **If students arrive to school before the 8:00 bell, they are to report directly to the playground – students are not to come into the building to drop off their book bags before going to the playground.** Students are expected to leave school when school is out, unless they are staying for an extracurricular activity.

F. Transportation

-Students must be picked up by the individual(s) established at the beginning of the year. Any changes (i.e. going home with a friend or walking somewhere) must be cleared through the office each day.

-Students should be dropped off at the playground between 7:45 AM and 8:00AM. Those that arrive after 8:00 must enter the front door. In case of inclement weather students will be directed to come into school before the 8:00 bell. However, under normal circumstances, students should not enter the building prior to 8:00.

-Students must be picked up by 3:30 or go to the daycare. On normal school days, afterschool care is available at no additional cost, but students must be enrolled prior to the date they wish to stay.

G. School Closings, Early Dismissals or Delayed Openings:

1. **Closings:**

a. **In the event of inclement weather, parents will be notified of school closings through the use of the media.** Whenever possible we will try to have the information out by 6:30 am. PLEASE do not call your principal or the school. Every effort will be made to get the word out concerning weather related events. Please listen to one of the following stations:

Television – WHBF Channel 4, KWQC Channel 6, WQAD Channel 8.

Radio -
WDLM, 89.3FM
WCCI, 100.3FM
KROS, 1340AM
KZEG, 94.7FM
KCLN, 1390AM
WSDR, 1240AM

Website – www.unitychristian.com

Email

Text Message Alerts

b. Decisions concerning closing school will be made as soon as it is possible.

c. In case of high incidence of illness in the student body, the decision to cancel school will be made by members of the Executive Committee and the school board. Percentage of students absent will be only one factor taken into consideration for cancellation.

2. **Early Dismissals:**

Occasionally there is a weather emergency or power failure that may dictate early dismissal. Each parent needs to provide the office with a plan and calling list for their child in the event of an early dismissal. Your child(ren) should know what they are to do or where they are to go in case of an early dismissal.

a. We try to give at least one-hour lead-time before dismissing early. This may not always be possible.

b. In the case of an early dismissal, students should follow plans that have been pre-arranged with their parents.

c. **Early dismissal announcements will also be made through the media and on Unity's website.**

3. **School Delays:**

- a. Listen to the radio or television stations listed above concerning these types of announcements.
- b. School opening delays are generally 2 hours (class starts at 10:10 a.m.)
- c. *On delay days, **Preschool at Unity Christian Preschool and Childcare will be cancelled**; day care will be open. (If no school due to bad weather, preschool is cancelled, day care is open).*

H. Knight Light, Knight Knews

1. The Knight Light - This is the bi-weekly communication of Unity Christian School and Unity Christian Preschool and Childcare. We send it home with students every other Thursday for families who have requested a hard copy and make it available online at www.unitychristian.com and at the offices. It is your child's responsibility to bring it home.
2. The Knight Knews is our association-wide publication that is distributed to all supporters of Unity Christian School including recent graduates. If you have someone who should receive this informative publication, please notify the office of the address.

I. Hot Lunch

1. A nutritious daily hot lunch program is provided by the school.
2. The cost per pupil is decided at the beginning of each year— **K-6th - \$2.40, Adults - \$2.75.**
 - Juice for students with milk allergies is available with hot lunch when a physician's note is on file with the kitchen staff (*note must be filed annually*).
3. Free or reduced lunches are available to those who qualify. **Reduced lunch price - \$.40.**
 - Application forms for free/reduced lunches are available from either school office.
4. The office staff sells monthly tickets (20 days) for hot lunch and for milk.
5. Milk is available for students bringing cold lunch.
 - The cost is determined at the beginning of each year - **\$.45/carton.**
6. Students with specific food or milk allergies must submit physician documentation of such to the head cook by the beginning of each school year.
7. Students **may not drink pop at anytime during the school day**, including hot lunch and/or snack time unless the student has permission from the teacher.
8. Please note that those who bring a "cold" lunch to school may not have access to a refrigerator or microwave.

J. Field Trips

Students will be asked to pay for any year-end field trips or class trips taken throughout the school year. Parents will be asked to volunteer as drivers for the field trips and will need to submit a copy of a current insurance card and driver's license to the office prior to the trip. Field trips are intended to be age-appropriate for the grade going on the trip. Parents/chaperones may not bring siblings or visitors on a field trip without prior consent from administration.

NOTE: *The driver of a car transporting Unity students for the purpose of a field trip must have adequate insurance coverage and provide proof thereof to the office. The driver's insurance holds primary coverage in case of an accident. Unity's insurance holds secondary coverage, that is, when the liability limit is reached with the primary insurance holder (driver); Unity's coverage takes over. All students in cars must wear seat belts.*

VIII. DRESS AND GENERAL APPEARANCE

Neatness, cleanliness, and appropriateness for school should mark the dress and appearance of the Christian student. Appearance that reflects unfavorably on the image of Christ and Christian values must be avoided. Students and parents are encouraged to purchase clothing that would be comfortable and give honor and dignity to our Lord Jesus. With this in mind, the following Dress Code has been established:

DRESS CODE

Male and Female:

1. Shirts are to be either collared or crew neck. No tank tops allowed.
2. There is to be no inappropriate writing or graphics on any clothing worn in school.
3. There is to be no wording on pants (excluding jean labels or tiny logos).
4. UCS T-shirts and sweatshirts are encouraged.
5. No hats or hoods up (*as on sweatshirts*) in the building.
6. No holes in pants; no chains on pants.
7. Skirts and shorts must be at least fingertip length.
8. 3rd-6th grade girls may only wear leggings if they are worn with long shirts, dresses, or skirts.
9. No skin is to be exposed around the waistline - no undergarments showing (sitting or active).
10. Clothing must be worn right side out.
11. For the safety of our students, closed-toe footwear must be worn at all times.
Elementary students may wear sandals with a strap around the heel that firmly secures the shoe on their foot. Maximum heel height for elementary is 1 inch.
12. Hair must be clean. Boys' hair may be no longer than collar length. Hair coloration must be of a natural shade with no overtly bold colors.
13. Earrings may be worn by girls, but only in the ears.

A. Questions about the appropriateness of a student's attire will be dealt with on an individual basis, according to grade level.

B. Students are expected to comply with requests to change inappropriate dress immediately and may be sent home to change or given a Unity T-shirt that must be washed, dried and returned to school. Failure to return shirt will result in a \$10 fine.

C. Unity reserves the right to request that students refrain from wearing or displaying a particular style of dress, make-up, or hairstyle that calls undue attention to the student and/or is judged to be inconsistent with standards that define the rules and policies of Unity. Modesty, moderation, cleanliness, neatness, and appropriate attire exemplify Unity's character.

D. Warm Clothing - Parents need to be aware that students who come to school without proper winter attire for outdoor activity during winter months will still be required to go outside. **Parents, please be sure your child is dressed appropriately for cold weather.**

1. A winter hat, coat, gloves, snow pants and boots will be needed when snow is on the ground in Fulton.
2. During wet fall and/or spring conditions, boots and /or light coats are also required.

IX. STUDENT CODE OF CONDUCT

Attending a Christian school is a privilege. The Board of Directors may deny that privilege, or take other disciplinary action with any student whose conduct does not conform to acceptable Christian standards.

Student Discipline

Elementary discipline will be handled by the individual teachers. The Principal will become involved should a serious offense occur. Teachers will keep parents informed when situations requiring discipline arise. Some situations require immediate and /or greater consequences (i.e., suspensions)

A. Unexcused absences - Absences will be unexcused if the proper procedure is not followed. (see Section II - page 1 - of this handbook)

- *Parents are reminded that ethical behavior concerning notes for absences is something students learn from very quickly. Please be a good example for your child.*

B. Tardies - (late to school) - Student tardies will be recorded in the office and students who are habitual offenders will be dealt with on an individual basis. A note will be sent home after the fifth tardy is received.

X. BUSING RULES

1. Courtesy is to be extended to the driver and to each other.
2. No open drink containers are to be on the bus. They must have a cover/lid.
- If drink items are transported they must be sealed and put in book bags or duffel bags.
3. Electronic devices may be confiscated if causing a distraction and may remain in the teacher's possession during school hours.
- Personal listening devices with headsets are permitted but must not be played so others can hear what is being played.
4. Loud noises, such as screaming or yelling, will not be permitted.
5. Students are to remain in their seats at all times while the bus is in motion.
- Students may not switch seats during the route unless instructed to by the driver.
6. The individual bus driver shall determine the seating arrangements on the bus.
7. Throwing of objects is not permitted. All types of balls or items to be thrown are to be properly stored in a book bag or duffel bag while on the bus.
8. Skateboards or in-line skates are not allowed on the bus.
9. Lighters and/or matches are not to be transported on the bus.
10. Guns, knives or items that are generally regarded as weapons are not to be transported on the bus. Pretending/playing guns & war games are not permitted.
11. No fighting on the bus.
12. No pets are to be transported on the bus.
13. Instruments must remain in case or backpacks and are not to be played on the bus.
13. Nothing goes out an open window and windows may only go down to designated line marked on each side of the window.
14. No rude gestures should be made at the window or to other students/drivers.
15. Eating on the bus is at the discretion of the driver.
16. The bus driver will follow a progressive system of discipline that may ultimately lead to parents bringing their child to school for one or more days.

Note: Students who are being transported to or from athletic events may fall under greater restrictions as determined by the coaching staff of Unity.

XI. PLAYGROUND RULES

- A. Boundaries – Students must stay near the playground, north of the fence and parking lot. They may not go near the road to the north or east. No students may be in or east of the pine trees on the east end of the property; some students may play on the field east of the bus barn with teacher permission and supervision. Otherwise, students are not to go east of the bus barn. Students are required to stay off of any areas with gravel.
- B. Playground equipment rules will be made by the faculty and at their discretion.
- C. Students need to ask permission from playground teacher to get a ball when it rolls into the street. Students must have teacher permission to leave the playground, i.e. to cross the street or to use the restroom.
- D. Winter Rules – Boots and snow pants must be worn to play in the snow. During inclement weather, students who are not appropriately dressed will be restricted to a certain area of the playground. Students may not throw snow, no king of the hill, no sliding toward obstructions or parking lot.
- E. Weather - Students will be kept inside when the temperature or wind-chill is below zero or if it is raining. The supervising teacher may keep the students in if the temperature or wind chill drops below ten degrees above zero.
- F. Shoes – **No** flip-flops or backless, toe-less sandals.

XII. SCHOOL-SPONSORED ATHLETICS

A. Philosophy

It is Unity Christian's philosophy that at the elementary level we try to create a learning environment where all students are encouraged to succeed in competitive situations by having an opportunity to compete in each athletic contest.

1. Practices are to be held on a regularly scheduled basis.
2. At the 5/6th level, students who attend practices and demonstrate a cooperative spirit shall be given an opportunity to compete in each game. At the 7/8 grade level, coaches should make a concerted effort to allow each athlete an opportunity to compete in each scheduled contest.
3. If a 5/6th student misses a scheduled practice, the coach does not have to play the child in the next scheduled event. Absences from a practice session need to be cleared directly with the coaching staff via a note or phone call from the parents.
4. Unexcused absences from a practice session will result in the athlete being suspended from at least one quarter of the next scheduled contest. Unexcused absences are those situations where the coach was not consulted before practice was held. (This would include situations where an athlete had a doctor's appointment but did not notify the coach.)

B. Eligibility

5th - 6th grade:

- Eligibility will be determined by the parent or guardian in conjunction with the individual classroom teacher. All cases will be dealt with on an individual basis.
- The coaching staff reserves the right to suspend a player from play or practices for disciplinary reasons.

Girls Sports

- 6th - 7th grade Volleyball
- 6th - 7th grade Basketball
- 6th – 7th grade Track

Boys Sports

- 6th - 7th grade Basketball
- 6th – 7th grade Track

Note - If our numbers dictate it we may begin 5th graders playing some of the competitive sports.

XIII. DUTCH DAYS

Fulton's Dutch Days celebration is an opportunity for Unity to demonstrate its part in this community. **K-6th grade students are encouraged** to march in the parade with the elementary or participate in the street scrubbing (kindergarten). **We send a LOUD message to Fulton by our presence and our absence.** If students are participating in other units in the parade, send a signed note from a parent to the elementary office two weeks in advance. Unity will be doing all it can to put on the best show it can by participating in this event. The Board of Directors and staff look for your support from home.

XIV. EMERGENCY PROCEDURE

In case of an emergency wherein students' lives or well-being is jeopardized, students will remain at school under the supervision of their teacher or Unity staff until they can be transported to a safer location, by bus to home, or picked up by the parent and/or designated guardian. Students will not be released from the school premises without the knowledge and permission of the administrative staff.

XV. PERMISSION FORMS

Each student must have on file a permission form signed by the student and parents or guardians that includes insurance and other emergency information. These will be kept on file for the entire school year and will serve as permission for any field trip, athletic events, etc.

XVI. REGISTRATION FEE

An annual registration fee is assessed for each elementary student (K-6) in the spring during registration. This fee covers expenses such as assignment books, curriculum and text books.

This fee is non-refundable and essential for setting the school's budget and determining contracts. The amount of the fee is determined by the school board each spring prior to registration and communicated to the parents in a timely manner by the administration.

XVII. CHAPEL

Chapel meets weekly on Wednesday in the gym at 8:20. Parents, grandparents, and loved ones are encouraged to attend.

XVIII. LOCKERS

- A. Lockers are the property of the school and are on loan to students for use during the school year.
- B. All decorations must be in good taste (discretion of faculty) and easily removed. Any adhesive is to be cleanly and completely removed.
- C. Decorations on the outside of lockers are limited to Unity-related teams and organizations only. Birthday wishes may be displayed for 1 week only.
- D. Lockers may be inspected any time with or without the student's knowledge or consent.
- E. Any beverages or food stored in lockers must be sealed in a closed container.
- F. Book bags should be stored in lockers and are not allowed in the classroom.

XIX. COMPUTER/INTERNET POLICY

- A. No student is to use a computer without faculty/staff supervision.
- B. Students playing games without permission will have computer privileges removed until further notice.
- C. Students are restricted from accessing immorally offensive and inappropriate websites.
- D. Students may not send/receive personal e-mail or access any social media sites at school without teacher consent and supervision.