

# **Student Handbook**

## **University Christian School**



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**2011 – 2012**

*Laying a Godly Foundation for the Next Generation*

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[www.ucsms.org](http://www.ucsms.org)

**The Handbook for Parents and Students  
2011-2012  
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## **Preface**

The Student Handbook explains University Christian School's policies and rules, as well as general information. We ask that parents/legal guardians (hereafter referred to as parents) study the handbook in its entirety and review the contents with their children. Each student is expected to understand and be familiar with the handbook's contents so that he/she may have a productive and beneficial school experience.

University Christian School reserves the right to amend any of its policies, rules, procedures, and regulations in order to uphold the school's philosophy and objectives and to provide for the general welfare, financial security, and safety of its community. Changes or modifications will be disseminated via written and oral communication.

## **GENERAL INFORMATION**

### **VISION STATEMENT**

Laying a godly foundation for the next generation.

### **MISSION STATEMENT**

Our mission is to provide a safe, Christian environment that promotes academic excellence enabling all students to achieve their highest potential and to develop Christ-like values.

### **STATEMENT OF FAITH**

- We believe the Bible to be the inspired, the only infallible authoritative Word of God, and contains His plans for the redemption of fallen humanity.
- We believe that there is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, 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 to power and glory.
- We believe man was created in the image of God and is now by reason of voluntary transgression, separated from God.
- We believe for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ. We believe all believers are responsible to fulfill the Great Commission and make disciples of all people.

### **HISTORY OF UNIVERSITY CHRISTIAN SCHOOL**

In the spring of 1990, a small group of Christian businessmen and pastors had a vision to see a Christian school in Rankin County, with the desire to minister the kingdom of God to students. They began meeting in prayer. God answered their prayers and University Christian School began its first year in the fall of 1990. Classes were held in the old Brandon Academy facility while plans were being drawn up to build a new facility. Coach Coyte Vance led the varsity boy's basketball team to 1A state championships for two consecutive years. The gym was dedicated as "Vance Hall" in Coach Vance's honor.

Plans and work on the new facility took approximately two years. During the school years of 1995-1996 and 1996-1997, Park Place Baptist Church graciously allowed UCS to have school in its facility.

Through the volunteer efforts of many patrons, the ground was prepared, the concrete was poured, the walls went up, and the interior details were completed on the first building at the new property, donated by Ronnie Garner. In the spring of 1997, the student body proudly moved into the newly finished building.

In 1998, the gym building was erected, which currently houses the entire athletic program, the high school administrative offices, and the high school classrooms. The building was named the "Beverly Garner Complex" in loving memory of Beverly Garner. Other hands were busy erecting the baseball stadium. In 1998, the baseball stadium was also dedicated in honor of John Nowlin. For several consecutive years, the UCS baseball team enjoyed the prestige of the 1A state championship. In 1998, a great improvement was made to the property: asphalt on the driving and parking areas.

For the next five years, 1999 – 2003, the school continued its intention to oversee property improvements: lights for the baseball and football fields, a softball field, and, most importantly, a track around the football field. The completion of these facilities placed UCS in a position to host many 1A athletic events.

Since 2004, UCS has experienced an increasing number of returning families, bringing the enrollment to 365. The emphasis shifted from building facilities to defining the mission: building a strong Christian worldview, strengthening the academic curriculum with expanded enrichment, and offering a safe haven for students and their families.

University Christian School was founded with the mission to teach and touch students' lives. And today, the mission remains: instilling biblical values while offering academic excellence so that all students can reach their highest potential. It is the mission; it is the force that drives UCS into the future.

## **ORGANIZATIONAL STRUCTURE**

### **Head of School: Pamela J. Ulrich, B.A., M.Ed.**

The Head of School for University Christian School is the chief executive officer and responsible for the school's total operation, the evaluation and employment of all personnel, and upholding and evaluating of the school's philosophy, objectives, and standards. The Head of School appoints the secondary administrator to assist her in implementing the school's mission, formulating and developing basic policies, overseeing the daily academic and business operation. In the classroom, it is the professional teacher who has the important role of working daily with the students to help meet their academic needs. The Head of School's decision is final in all matters of the school's daily operation and enrollment, including the dismissal of students.

The Head of School is accountable to the Board of Trustees who, in turn, delegates all educational and other operational matters to the Head of School. The Board of Trustees and the Head of School work together through mutual respect for ethical standards in regard to school policies, standards, and communication.

### **The Board of Directors**

The Board of Directors of University Christian School is composed of individuals who have an objective commitment to the school, who by their own support and leadership contribute to the school's growth and financial well-being, who seek to work voluntarily on a variety of committees, and who, through their leadership in the community, bring recognition and honor to the school. Board members are parents who have children currently enrolled at UCS. Board members receive no compensation or tuition discounts. In maintaining ethical and professional standards, the Board has delegated the operation of the school to the Head of School. Through the Head of School, parents are informed of appropriate policies and decisions.

### **Faculty and Staff**

Members of the faculty and staff are appointed annually based on their dedication to the educational profession, their evidence of a Christ-like walk, their desire to be supportive team members, their observed effectiveness in the classroom, their ability to maintain professional and ethical standards, and their diverse talents and contributions to the total life of the school. As part of the professional and ethical standards, faculty and staff are expected to uphold the philosophy of the school and all school policies.

## **EMERGENCY SITUATIONS**

### **SCHOOL CLOSINGS AND EMERGENCY WEATHER NOTIFICATIONS**

Parents and students are to listen to local radio and television stations for announcements of school closings. When possible, the decision to cancel classes for the day will be made by 6:00 a.m. Conditions allowing, announcements will also be posted on the following:

Our web..... [www.ucsms.org](http://www.ucsms.org)

Notify Me Program..... through your email, text, or phone  
(form can be found in school office)

### **FIRE AND WEATHER PROCEDURES**

Fire and severe weather procedures are reviewed with all staff at regular intervals throughout the year. Drills are held during the academic day. Students are expected to maintain silence throughout these drills and to follow directions given to them by the faculty and staff.

### **EMERGENCY OR CRISIS SITUATIONS**

In cases where there is a local, state, or national emergency or crisis, the school has procedures in place to handle a variety of situations. Our objective is to maximize the safety, health, and welfare of all students and communicate the status of emergency or crises situations to the parents. When possible, the web and the Notify Me Program will provide available information. Students will not be dismissed from school during an emergency status.

## SCHOOL-WIDE POLICIES AND INFORMATION

### **SCHOOL CALENDAR 2011–2012**

Aug. 5	6 <sup>th</sup> Grade Orientation, MS/HS New Student Orientation, PS Back to School Night
Aug. 8	K5 – G12 Back to School Night
Aug. 10	1 <sup>st</sup> Day of school— ½ day
Aug. 21	Blessing of the School, 2:00 p.m.
Sep. 5	Labor Day – No School
Sep. 8	Progress Reports
Sep. 22	College Fair
Oct. 5-7	1 <sup>st</sup> 9 Weeks Exams
Oct. 13	Parent-Teacher Conf. (pick up report cards) ½ day
Oct. 21	Homecoming
Nov. 10	2 <sup>nd</sup> 9 Weeks Progress Reports
Nov. 21-25	Thanksgiving Holidays – No School
Dec. 19-21	Exams, ½ days
Dec. 22-Jan. 4	Christmas Holidays – No school
Jan. 5	Classes Resume
Jan. 10	2 <sup>nd</sup> 9 weeks Report Cards
Jan. 16	MLK Day – No School
Feb. 1	3 <sup>rd</sup> 9 Weeks Progress Reports
Feb. 20	President’s Day – No School
Mar. 7-9	3 <sup>rd</sup> 9 Weeks Exams
Mar. 12-16	Spring Break-No School
Mar. 22	3 <sup>rd</sup> 9 Weeks Report Cards
Apr. 6-9	Easter Break – No School
Apr. 26	4 <sup>th</sup> 9 Weeks Progress Reports
May 3	AP English Exam
May 7	Sr. Awards Recognition and Chapel
May 9-11	Sr. Exams
May 13-17	Sr. Mission Trip
May 14	MS/HS Awards Assembly
May 16-18	4 <sup>th</sup> 9 Weeks Exams – ½ Days for All
May 16	Last day for K3 and K4, Last day for Embers for All
May 17	K5 Graduation
May 18	Elementary Awards Assembly and Farewell Parties – ½ day
May 21	Sr. Graduation

*Schedule subject to change*

#### Early Dismissal Schedule

K3 – K5	@ 11:00
G1 – G12	@ 11:30

## **OFFICE HOURS**

Hours: 7:15 a.m. – 3:30 p.m.

During holiday and vacation periods, hours may vary.

## **SCHOOL HOURS**

The building will be open to students at 7:15 a.m. **Parents are not to drop off children prior to 7:15 a.m.**

The school will not be responsible for any child arriving on campus before 7:15 a.m.

Preschool – K3 & K4 & K5	Hours: 7:45 – 2:00
Kindergarten, and Elementary School	Hours: 7:45 – 2:45
Jr. High/ Sr. High School	Hours: 7:45 – 3:08
Embers, After School Care	Hours: 2:45 – 6:00

## **ADMISSION POLICY**

- University Christian School is an accredited, co-educational, college preparatory school for grades K3 through 12. Enrollment is open to college-bound students of any race, color, or ethnic origin who exhibit high standards of character and conduct. Students must be the appropriate age by September 1 to enter K3, K4, K5, and First grade.
- Applicants for First through Twelfth grades must take an entrance test administered by the guidance counselor. (A fee of \$50 will be charged by the school for this test.) All applicants are considered on the basis of the following:
  - Aptitude and Achievement test scores
  - Results of any admission testing
  - Recommendations
  - Previous education and attendance record
  - Previous report cards
  - Personal Interview with the student and parents
  - Behavioral records (Must be acceptable and consistent with the standards and purpose of this school.)
  - Admission is decided by the Admissions Committee.
- No student who has been expelled from another school for disciplinary reasons will be accepted unless the Head of School recommends such student to appear before the Board for approval. Students who have experienced academic failure in 1 or more classes the previous term may be admitted on probation, if recommended by the Counselor, Principal, and Head of School.
- University Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.
- A student desiring to transfer to UCS during his/her Junior or Senior year will be considered prior to school commencing. A transfer at any other time during the school year will be upon recommendation of the Head of School.

## **DIRECTORY: DISCLOSURE AND USE**

In an effort to foster communication, UCS publishes a school directory listing the names of students, parents, home addresses, e-mail addresses, and phone numbers based on information submitted to the school. A parent may decide to withhold directory information. The request for non-disclosure will be honored for only one academic year; therefore, authorization to withhold directory information must be submitted annually. UCS assumes that failure to indicate the withholding of directory information indicates approval for disclosure. UCS assumes no liability for honoring your instructions that such information be withheld.

**This directory is NOT to be used for business solicitations, political purposes, letter writing, etc.**

## **DISMISSAL OF STUDENTS**

The school reserves the right to dismiss or suspend a student if, in the judgment of the Head of School, such action is deemed in the best interest of the school.

When the school feels parent dissatisfaction is such that the child's best interests are being harmed, the school may ask the parent to withdraw the child from University Christian School.

## **DRUG POLICY**

Every student in grades 9-12 is subject to drug testing during the school year. The drug test is a seven-panel urine drug screen.

The following are the types of drugs that are being tested for:

- THC (marijuana)
- OPIATES (codeine, morphine)
- PCP (acid)
- COCAINE (crack cocaine/regular cocaine)
- AMPHETAMINES / METH-AMPHETAMINES (Adderall, speed, crack)
- BENZODIAZOPINES (Xanax, Valium)
- BARBITUATES (sleeping pills)

If the test is confirmed positive, the test sample will be sent off for confirmation. If the sample that is sent off is confirmed positive, such student must withdraw from University Christian School. Only after approved treatment and rehabilitation could this student request an appeal before the Administration and School Board for consideration of re-admittance to University Christian School for a new school year in the future.

The administration will make final decisions on the appropriateness of student behavior, both on and off campus. Parents will be notified of serious or repeated offenses and their help and support solicited. **Guidelines are in effect 24 hours per day, and should be followed whether in school, at school events, or in the community. Students are always representatives of UCS.**

## **ELECTRONICS**

If a phone, pager, etc. is seen it will be taken. Students may not use for any purpose cell phones, pagers, iPods, CD players and headsets, or any type of electronic device, etc. during the school day from 7:15 a.m. – 3:08 p.m. This time is extended until 6:00 p.m. for students in the Embers Program. The items will be taken if seen or used and returned only after the following fees have been paid or the appropriate time has passed:

- 1<sup>st</sup> offense: \$20 or 20 days
- 2<sup>nd</sup> offense: \$25 or 25 days
- 3<sup>rd</sup> offense: \$30 or 30 days

Upon the fourth offense, it will be kept until the end of the school year.

## **EMBERS, AFTER SCHOOL PROGRAM**

### **EMBERS FEES, FINES, and CHARGES**

1. A registration fee of \$50.00 is required from all participants and is due at the time of program registration. The registration fee is a non-refundable, annual fee.
2. Payment options are the following: in full, by the semester, a 10 month plan, or a 9 month plan.
3. Tuition payments are due on the 1<sup>st</sup> of each month, beginning in August.
4. A \$30 late fee will be assessed for payments past 7 days.
5. Upon a consecutive 2 month unpaid tuition, the parent will be asked by the administration to keep the child(ren) at home until all fees are current.
6. A \$15 fee per quarter hour, or part thereof, will be charged for students picked up after 6:00 p.m.
7. All parents are required to sign an Embers, After School Care Contract prior to using the service.

### **EMBERS FOOD**

The program provides a dry snack and water each day for your child. Please be sure the director and staff know about your child's food allergies, as well as other allergies.

### **EMBERS STUDENT PROPERTY**

Neither the program nor the staff is responsible for student's property, if damaged, lost, or stolen. The staff will do their best to provide a safe, secure place for personal belongings; however, the responsibility for said property remains with the student.

### **EMBERS STUDENT PICK-UP**

Students may be picked up from the program only by a custodial parent / guardian, or someone listed as being authorized by the custodial parent or guardian. If someone other than a person authorized on the registration form is to pick up your child, you must give us written permission and this person must provide us with photo identification when picking up the child. In an extreme emergency, we will accept a telephone call from the custodial parent / guardian to authorize someone else to pick up your child. You must give us a "code word" to be used by the person picking up your child. In this case, a photo identification will still be required. The person who picks up the child must sign that child out from the program.

### **EMBERS PLAYGROUND**

The program plans outdoor play everyday for children. When weather does not permit us to go outside, we will play inside the gym when available. All children are expected to participate in activities unless medically unable to do so.

For safety reasons, the following are basic rules for use of the playground.

1. There is no jumping off any equipment in the playground.
2. Swings are to be used correctly – no jumping out, standing up, or swinging sideways.
3. No climbing on fences.
4. Keep playground free of paper and litter.

### **EMBERS STUDENT CONDUCT**

Each child will be expected to be under the authority of the director and all staff workers. All rules (pertaining to classroom, bathroom, computer lab, halls, playground, gym, and any other place that a student may be while in the program) must be followed while attending the program.

Each child will be responsible for providing a positive and healthy environment by maintaining order, self-discipline, and having consideration for the rights and property of others. The accomplishment of this objective will entail the following:

1. Each child will bear the responsibility for his/her own conduct, including responsibility for neatness and cleanliness of personal attire and hygiene.
2. Each child will respect the personal property of others and refrain from causing intentional damage or unnecessary furnishings, and personal property of others.
3. Each child will refrain from:
  - use of profanity or inappropriate language
  - fighting
  - creating disturbances

- intentionally injuring another person or acting in such a manner as to expose others to risk or danger of harm or injury
  - using threats or intimidation against any other person
4. No beepers, cell phones, or other electronic devices are to be seen or used during Embers.

### **EMBERS HOMEWORK POLICY**

Students in G1 and up will have a planned time to do their homework. However, parents are ultimately responsible for the completion of their children's homework.

### **EMBERS DISCIPLINE/GUIDANCE**

We believe that all discipline should be directed to help each child learn self-control. Children are praised for acceptable behavior, are directed to other activities when problems arise, and are always encouraged to "talk about" their problem with each other and with their caregiver. When self-control is not evident, a time-out will be used.

Time-out is to take place in the room using an isolated spot away from on-going activities. Corporal punishment is not used in the Embers program; therefore, the director is responsible for designing additional disciplinary procedures that fit the needs of the situation.

### **EMBERS CONSEQUENCES FOR MISCONDUCT**

1<sup>st</sup> Offense = Warning

2<sup>nd</sup> Offense = 1 minute in time-out per year of age

3<sup>rd</sup> Offense = Conference with director, contact parents, and 1 minute in time-out per years of age

4<sup>th</sup> Offense = Conference with Head of School, with possible suspension from the program

The director reserves the right to remove a child from the rolls if s/he seems unable to participate in group experiences or is unable to follow rules and guidelines. The program reserves the right to remove a child from the rolls, if, in the opinion of the director, a parent or other family member is harassing, threatening, intimidating, or exhibiting other inappropriate behavior to program staff. A parent or guardian will be warned in writing or in person if his/her child or his/her own behavior has reached a level warranting removal from the rolls. If this decision is made, the child will not be allowed to return to the program from the time of such decision.

## **EXTRACURRICULAR ACTIVITIES ACADEMIC POLICY**

### **GRADES G1-12**

#### **Participation in extracurricular activities academic policy:**

Students at University Christian School must meet certain criteria to participate in extra-curricular activities (athletics, cheerleading, pageants, plays, etc.). Circumstances such as medical appointments, illness with proper medical excuse, or a death in family are exceptions to this rule and can only be approved by the Head of School or his/her designee.

1. A student who is ineligible the first semester can become eligible for the second semester provided he/she passes four major subjects during the first semester and is not on probation or deemed ineligible by any other standards set by this policy.
2. Transfer students must meet eligibility requirements immediately upon enrollment in University Christian School.
3. A student must maintain an overall "C" average in any 4½ week grading period to maintain eligibility. A student with an "I" (Incomplete) on the Progress/Report card will be ineligible until the grade is recorded. Grades will be checked every two weeks after a student is declared ineligible to see if the student's grades are a "C" average and can regain eligibility.
4. If a student misses a class (or classes) due to a school related event, he/she is responsible for all work missed. It is the responsibility of the student to get all assignments **prior to** the absences and turn in the work on time. Failure to turn in assignments when due will result in a zero for that assignment. Students missing a test will be allowed to take a make-up test. The time of the make-up test will be set at the discretion of the teacher.

5. Any student participating in spring training, and /or cheerleading/dance tryouts must be registered for the following school year unless exceptions are made by the Head of School.
6. A student must be present for 4 class periods (half day for elementary students) in order to participate in any school sponsored event occurring later in the day. For sporting events occurring on Saturday, the student must be present for 4 class periods (half day for elementary students) the Friday before. Exceptions to this must go through the Head of School or the Principal.

### **FINANCIAL OBLIGATIONS**

In order to remain a student at University Christian School, parents or guardians must meet the financial obligations for educational services rendered their children. Monthly tuition payments are due on the **1<sup>st</sup> of each month** beginning with June and ending with May of the school year.

At the time of enrollment or re-enrollment, a Tuition Contract is signed for the coming year.

- If a monthly tuition payment has not been received by the school office by the 10<sup>th</sup> of the month due, a late fee of \$30.00 will be added to the tuition for that month to defray additional administrative and bookkeeping costs. (Requests in writing may be made for special situations to be reviewed by the Board.)
- Upon a consecutive 2nd month of unpaid tuition (due by the 10<sup>th</sup>), the parent will be asked by the administration to keep the child(ren) at home until all fees are made current.
- All accounts must be current in order for students to take semester exams or receive a grade in any course. Final grades, transcripts and/or records will be withheld while the tuition and/or fees are in arrears.
- Any check for payment of tuition returned by the bank for insufficient funds or other reasons will result in an additional charge of \$30.00 to cover administrative and bookkeeping costs. (This will include any Division of the School.)
- No application for registration or enrollment of a student will be considered as long as the family making application is indebted to the school for any past due amount.
- Tuition may be paid monthly, by the semester or in full.
- No senior will be permitted to graduate until all tuition and fees are paid in full.

### **WITHDRAWAL**

If withdrawal occurs, for any reason, all fees are non-refundable. A 10% withdrawal fee of the total tuition will be payable upon withdrawal in addition to all tuition and fees due and owing for the time the student(s) attended class or was supposed to attend class.

All textbooks, library books, sports equipment, and any other items belonging to the school must be turned in, or paid for, before the withdrawal is complete. No school records will be released for any student when there is a balance owed on the student's account.

### **FUNDRAISING**

All fundraising efforts will be coordinated to support the mission, objectives, programs, and current needs of UCS. Fundraising efforts are limited to school organizations or school-sponsored events and must be approved by the Head of School. This includes all school and volunteer organizations including any group in which fundraising is conducted to help supplement existing budgets (Academics, Athletics, and Fine Arts) or for those supporting outside organizations or causes.

Fundraising and solicitation in any manner including letter, phoning, email, personal request, promotional materials, mailers, clothing, and other related items using the school's name or logo, which are associated with the fundraising effort, must be approved by the Head of School.

## **INTERNET ACCEPTABLE USE POLICY**

### **PURPOSE:**

The purpose of this Policy is to provide the students, faculty, and staff of University Christian School (UCS) with notice of what conduct shall be deemed acceptable with regard to the use of Technology, as the term is defined herein below.

### **WHO IS COVERED:**

This policy covers all students, faculty, and staff (collectively "Users").

### **HOW THIS POLICY APPLIES:**

This Policy applies to all Users at all times, regardless of their location. This policy applies whether or not the User is engaged in a school related activity or making use of UCS Technology.

### **TECHNOLOGY:**

"Technology," as used in this Policy, means any electronic communication tool, system or process, including, but not limited to, telephones, cellular telephones, computers, software, the Internet, web sites, or Internet related software and communication tools. For example, Technology encompasses all cellular and SMS text messages, email, instant messenger sessions, newsgroups, on-line forums, and file sharing and/or bit torrent clients.

"UCS Technology," as used in this Policy, means any Technology owned, controlled or provided by UCS.

### **RESPONSIBILITY OF THE USER:**

Users of UCS Technology must take full responsibility for what they publish, transmit or possess. Users of UCS Technology must connect equipment and install software in a manner that meets the technical and security standards set by UCS. Users are also responsible for keeping their account information confidential at all times.

A certain measure of caution and awareness is required by Users to ensure the efficient and trouble-free use of UCS Technology. While UCS has systems in place to combat viruses, spy ware, spam, and other computer "bugs," UCS will not be responsible for damage to a User's Technology which results from viruses, spy ware, spam, or any other use of UCS Technology. Users are responsible for adequately protecting and maintaining their own Technology.

Users are responsible for keeping their personally identifiable information, which may include, but is not limited to, a User's telephone number, address, age, gender, date of birth, credit card data, Social Security and Driver's License numbers etc., strictly confidential.

### **ACCEPTABLE USE:**

Use of UCS Technology is a privilege, not a right. Users may make use of UCS Technology for purposes of scholarship and academic research only.

### **UNACCEPTABLE USES:**

#### a. Technology

No User may use any Technology to do the following:

- steal, forge, lie, cheat, plagiarize, or masquerade;
- bully or threaten;
- violate the confidentiality of another;
- tamper with, misuse, damage, interfere with, or destroy the Technology of another;
- upload, post, or transmit content that is obscene, threatening, harassing, defamatory, libelous, invasive of another's privacy, hateful, or racially/ethnically motivated; or
- incite violence or the imminent threat of violence.

#### b. UCS Technology

UCS technology exists to advance the mission of UCS. UCS will manage these resources accordingly.

Users may not do any of the following with UCS Technology:

- access to account of another;
- generate activities which consume more than a User's fair share of either system time or network bandwidth [*ex: sending chain letters*]; fraudulently log into any computer;

- forge e-mail headers or manipulate other identifiers in order to disguise the origin of any system or network activity;
- attempt to determine the passwords of others or obtain privileges on any computer to which a User is not entitled;
- possess, willingly receive or distribute obscene material;
- copy, install or use any data in violation of applicable copyrights or license agreements [*Downloading and distributing movies, songs and software without authorization from the owner of the copyright is a violation of copyright law. The Recording Industry of America and Motion Picture Association of America can and do aggressively sue to enforce their copyrights.*];
- utilize IP forwarding, bridging, ARP proxying, IP masquerading, DHCP, Network Address Translation (NAT), IP/IPX tunneling, SOCKS, application layer proxies, SSH, bit torrent and/or peer-to-peer (P2P) software, or any similarly enabling technology;
- use any UCS Technology for commercial purposes or advertising, including unsolicited commercial e-mail [*Commercial sponsorship of academic projects, e.g., the inclusion of banner ads on a project web site, is strictly prohibited absent the express authorization of the Headmaster.*];
- use any UCS Technology for partisan political activities;
- install software on UCS Technology that interferes with day-to-day work or hinders the operation of UCS Technology;
- violate this Policy off-campus anywhere in the world
- using UCS Technology;
- possess any software, resource or equipment whose purpose is to effect one of the violations listed in this Policy; or
- attempt to violate any provision of this Policy.

## **PRIVACY**

Users should have no expectation of privacy with regard to their use of UCS Technology. UCS may access, view, investigate and delete any and all information stored on or created with UCS Technology. UCS may do so without cause and without prior notice to the User.

## **DUTY OF PARENT OR GUARDIAN TO MONITOR OUT OF SCHOOL USE OF TECHNOLOGY**

It is the responsibility of each parent or guardian to verify that their student's use of Technology is in compliance with the law and all of UCS's policies. Failure to monitor a student's use of Technology may result in serious consequences.

Personal websites, Blogs or profile directories such as Facebook, MySpace and Xanga are not monitored by UCS. However, Users who engage in behavior unbecoming of a member of the UCS community through the use of a website will be subject to penalties. In addition, if UCS, in its sole discretion, believes that any information on a website, or in an email or text message, is obscene or constitutes a threat, defamation, copyright infringement, or other illegal activity, whether directed at UCS, faculty, staff, students, or others, UCS may contact the appropriate authorities.

## **PENALTIES**

Penalties for violation of this policy may include loss of UCS Technology privileges, discipline, suspension or expulsion. Civil and criminal penalties may also be imposed.

## **MEDICAL INFORMATION**

### **Communicable Diseases**

UCS reserves the right to restrict attendance until after the individual is no longer a threat to the health of others. This includes, but not limited to, chickenpox, strep throat, mumps, and pink eye. Students must be fever-free for 24 hours before returning to school. Parents will be requested to come for any student who develops a fever of 100 degrees or more. Prescription medicines only may be administered through the office.

## **Immunization Law**

Mississippi Law provides that "it shall be unlawful for any child to attend any school, kindergarten, or similar type facility intended for the instruction of children, either public or private, unless they shall first have been vaccinated against those diseases specified by the State Health Officer." The form may be obtained from your child's physician or the Health Department.

**We must have a Mississippi Certificate of Immunization Compliance Form for your child in order for him/her to attend class. Children will not be allowed to attend class on Wednesday, August 10, 2011, without this form.**

Each student should have on file the following:

- Copy of birth certificate
- Copy of the Social Security card

## **Head Lice**

If it is discovered that a student has head lice or "nits" (eggs), the student may not return to the classroom until the Head of School has cleared the student. All parents in the class will be immediately notified.

## **Prescription/Non-prescription Drugs**

If a student needs medication during the school day, the parent must bring it to the office with written, legible instructions detailing dosage, times, possible side effects and necessary utensils to dispense the medicine. Students may not take any medication without the knowledge of the elementary or secondary principal. All medication **must** be kept in the office. Students at no time should give another student any type of medication (prescription or non prescription).

## **Fever**

At the request of a teacher, the front office will take the temperature of a student. A reading of 100.5 degrees or more will result in the parent being called. The student will not be returned to the classroom.

## **NON-DISCRIMINATORY POLICY**

University Christian School does not discriminate on the base of race, gender, country or origin, or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

## **PARENTAL INVOLVEMENT AND EXPECTATIONS**

### **Parent-Teacher Communication**

Teachers make every effort to inform parents of their child's progress and needs. Academic work is sent home for review, and notes are often included for parents to review, sign, and return. When a parent perceives a concern or problem about the child or the classroom, he/she should contact the teacher first to discuss the concerns. Teachers may be contacted through the school office and their school e-mail.

If a conference is needed, parents should always make a mutually convenient appointment in advance with the teacher via a note, e-mail, or phone call to the school. Parents are asked not to conference with teachers or other parents before or after school in the hall, classroom, or carpool. Discussions should always center on facts and direct observations and be confidential in nature. Parents should respect and adhere to the professional observations and judgment of the faculty. If, after talking with the teacher, a parent continues to be concerned, then the matter should be presented in a conference with the Principal. (In such situations, the teacher is usually present.) If after this conference, the parent is still concerned, the Head of School will investigate and evaluate the situation. The Head of School's decision or recommendations will be final. Parents are expected to abide by the administrative decisions.

### **Parental Participation and Expectations: Conduct and Behavior**

The school believes that a positive and constructive working relationship between the school and a student's parents (or guardian) is essential to the fulfillment of the school's mission. Thus the school reserves the right not to continue enrollment or not to re-enroll the student if the school reasonably concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes.

## **Phone Messages for Faculty and Students**

### Messages for Teachers

Parents may leave messages with the school office, but e-mail is the most effective means of communicating with teachers. If teachers don't respond, please feel free to contact the appropriate administration.

### Messages for Students

Parents and students should plan their day to avoid making calls and leaving messages at school. In case of an emergency, parents should call the respective school office and leave the message with the Receptionist. Students are not allowed to use cell phones during school hours.

## **POSSESSION OF WEAPONS OR FIRE HAZARDS**

Weapons – guns, knives, razor blades, lasers, or any like items, and fire hazards – cigarette lighters, matches, or any incendiary devices are not allowed on school grounds. A student in possession of any weapon or toy of a suspicious nature, or a student failing to report knowledge or a weapon to school authorities is subject to expulsion. The decision to expel students rests with the Head of School. The school will notify parents of the intent as soon as possible. The threat to use or bring a weapon on campus is also taken very seriously and may result in an expulsion.

For the safety of all persons, UCS reserves the right at any time to search lockers, book bags, personal property, and vehicles. Searches may be conducted by school officials and/or appropriate authorities.

## **SCHOLARSHIP AND FINANCIAL ASSISTANCE**

Financial assistance is available through the following:

### ***UNIVERSITY CHRISTIAN SCHOOL SCHOLARSHIP***

#### **STATEMENT OF PURPOSE OF UNIVERSITY CHRISTIAN SCHOLARSHIP**

The purpose of the UCS Scholarship is to serve as a ministry to the community for those who cannot afford to attend UCS. It encourages diversity in the student body and rewards students who have exhibited high academic standards, Christian character and leadership qualities. If selected for the scholarship, the student must continue to excel both in and out of the classroom that will be a positive influence to the entire student body at UCS.

#### **STATEMENT OF ELIGIBILITY CRITERION FOR UNIVERSITY CHRISTIAN SCHOOL SCHOLARSHIP**

A predetermined amount of financial assistance will be available in partial increments, disbursed among all the grades for applicants in the program and no family can obtain more than two scholarships. Applicants may not be receiving other scholarships to participate in the UCS Scholarship. A committee, independent from the UCS School Board and administration, will review the applications and information to determine who is selected. All applications must be completed by April 30 of each year and all required registration paperwork and fees must have already been completed and submitted. Any student may apply for a scholarship and students presently attending UCS will be given special consideration. Academic performance, Christian character, leadership qualities and financial status of the applicant's family will also be strongly considered by the committee. If approved for a scholarship, the student's attendance, punctuality, behavior, grades and Christian character will be monitored by the UCS administration. Failure to maintain high standards in any of these categories may result in termination of the student's scholarship. The scholarship committee may periodically request information concerning the economic status of a participating student's family. Failure to provide the information may result in termination of the student's scholarship. Financial aid is distributed on a yearly basis and applicants must reapply each year.

## **SEXUAL HARASSMENT**

### **DEFINITIONS**

- **Sexual Harassment** - Any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical contact of a sexual nature.
- **Quid Pro Quo** - Sexual harassment by a teacher, supervisor, or someone with power over another who uses sexual harassment to gain an advantage over someone else Examples: Teacher over Student, Head of School or Board member over Teacher or Other Employee
- **Peer to Peer** - Sexual harassment of an equal person towards an equal person. Examples: Teacher to Teacher, Student to Student
- **Hostile Environment** - Sexual harassment by persistent and calculated behavior which makes the school an unpleasant place to work or learn.

### **PROHIBITION**

Sexual harassment by Employees, Teachers, Board Members, or Students is prohibited at school, school functions, or to and from school functions or at or during any school-related activity occurring off campus. Sexual harassment by students directed towards Teachers, Employees, Board Members, or other Students is prohibited.

### **COMPLAINTS**

Any person who feels he or she has been or is a victim of sexual harassment must report the sexual harassment immediately to the Head of School. If the Head of School is accused of sexual harassment, then the complaint must be filed with the guidance counselor.

### **INVESTIGATION AND DISCIPLINE**

The Head of School will investigate the complaint of sexual harassment and make an initial determination whether or not the complaint is valid.

If the complaint is valid, the Head of School will discipline a student according to the severity of the infraction.

If the complaint is valid, the Head of school will discipline a teacher, employee, or staff person according to the severity of the infraction by reprimand for minor cases to suspension or termination for major infractions.

If the complaint is valid, the Head of School may prohibit a Parent, Patron, or Other Non-Employee Staff Person from entering school property and/or attending any school functions, and in the event of a severe infraction the Board of Directors may revoke membership at University Christian School.

If the Head of School is the person accused of sexual harassment, the Guidance Counselor shall immediately report the complaint to the President of the Board of Directors which will conduct the investigation and determine whether an infraction has occurred and disciplinary action, if any, to be taken. The Board of Directors may delegate the investigation process to an impartial third party, if appropriate.

### **MISSISSIPPI CODE #37-11-21**

Physical or verbal abuse of students or teachers in person or by phone will not be tolerated. Mississippi Code #37-11-21 makes it a crime to verbally abuse any coach or teacher in the State of Mississippi. Any parent guilty of these actions will be asked to withdraw their child(ren) immediately.

### **TEACHER EASE**

Teacher Ease is a web based information system by which parents and students can access information about grades and assignments (both missed and forthcoming).

Teacher Ease also provides an email system enabling parents and teachers to communicate about academic/behavior matters. Grades are posted two times a week. Report cards are issued through the Teacher Ease program. A parent must receive an access code through the administration.

### **UNIFORM REQUIREMENTS**

The UCS School Board has approved all students to wear uniforms. All uniforms must be purchased from Parker. Apparel selection is defined in the Parker brochure, located in the UCS office and at the Airport Road Parker store.

# **GIRLS:**

## ***CLOTHING***

### **K3 – Grade 3**

- Peter Pan blouse will be worn only with jumper.
- Blue / orange polo shirt will be worn only with shorts, skorts, and slacks.
- Only Parker sweatshirt and/or polar fleece may be worn in the classes and inside the buildings.
- The outer jacket is not a Parker item. It can only be worn to / from school and on the playground.
- Skorts and jumpers will not be hemmed more than 2" above the back crease of the knee.

### **Grade 4 – 12**

- White will be worn only with plaid skorts.
- Blue / orange polo shirt, white blouse will be worn with khaki skorts, capris, or slacks.
- Only Parker sweatshirt, polar fleece, or approved UCS jacket (grades 6-12 only) may be worn in the classes and inside the buildings.
- The outer jacket is not a Parker item. It can only be worn to / from school and on the playground.
- Skorts and jumpers will not be hemmed more than 2" above the back crease of the knee.

## ***SHOES / SOCKS***

### **K3 – K4**

- Tennis shoes only. Velcro is preferred. Shoes must be tied at all times.
- Socks (white only) are to be worn at all times. May end at ankle.

### **K5 – Grade 12**

- Tennis shoes. No fashion laces. Shoes must be tied at all times.
- Tennis shoes may not be worn with any plaid apparel.
- Socks (white only) are to be worn at all times with tennis shoes. May end at ankle.
- Heels and toes must be closed.
- Heels may not exceed 1 inch.

## ***HAIR / JEWELRY / MAKEUP***

### **ALL GIRLS**

- All hair accessories must be purchased from Parker or include only UCS colors.
- No distracting hairstyles or colors.
- Only one earring per ear. It must be worn in the ear lobe.
- No other body piercing or body art will be visible.
- Students are not to write or draw on their skin, shoes, or clothing.
- Jewelry is to be modest. No Gothic or other style may be worn.

# **BOYS:**

## ***CLOTHING***

### **K3 – Grade 12**

- G2-G12 Polo shirts must be tucked in during school hours.
- White only undershirts may be worn under required shirts.
- The undershirt may not stick out longer than sleeve or hem or required shirt
- Belt must be black or brown, plain or braided, no adornments, and buckled appropriately.
- Belts are required for grades 2-12. (The exception will be if a young boy's pants does not include belt loops.)
- Only Parker sweatshirt and/or polar fleece, or approved UCS jacket (grades 6-12 only) may be worn in the classes and inside the buildings.
- The outer jacket is not a Parker item. It can only be worn to/from school and on the playground.

## ***SHOES / SOCKS***

### **K3 – K4**

- Tennis shoes only. Velcro is preferred. Shoes must be tied at all times.
- Socks (white only) are to be worn at all times. May end at ankle.

### **K5 – Grade 12**

- Tennis shoes. No fashion laces. Shoes must be tied at all times.
- Brown or black soft sole shoes or Wallaby-style.
- Socks (white only) are to be worn at all times. May end at ankle.
- Heels and toes must be closed.

## ***HAIR / JEWELRY / CAPS***

### **ALL BOYS**

- No distracting hairstyles or colors.
- Hair must be kept at or above the eyebrows and ears.
- No moustache, facial hair, or sideburns below the ear lobe is permitted.
- No body piercing or body art will be visible.
- Students are not to write or draw on their skin, shoes, or clothing.
- Jewelry is to be modest. No Gothic or other style may be worn.
- No student may wear dog chains, large belt buckles, wallet chains, etc.
- Caps are not to be worn anywhere on campus during school hours.

The Administration of UCS reserves the right to adjust this policy and make decisions on future modes of dress not outlined in the dress code that would distract from the educational process or draw attention.

- Students who violate the dress code will have to go home to change into proper dress attire.
- Any repeat violation of dress code will result in the student being sent home for the proper dress. Student will be responsible for any and all work missed during any absence from any class due to dress code violation. Absence from class for this offense will count against perfect attendance and also toward the allotted yearly absence rule.

# PRESCHOOL

## **THE SCHOOL DAY**

**School Hours:** K3 – K4 7:40 a.m. – 2:00 p.m.

Preschool students may be dropped off in the car pool area (under the awning) after 7:15 a.m. Preschool students arriving at school before the doors are unlocked at 7:15 must remain in their cars. Students arriving after 7:45 must be signed in by a parent in the front office.

### **Absences and Tardies**

UCS students are required to attend all classes unless the student is excused or dismissed from school. University Christian School does not make a judgment on a parent's decision to permit a child to miss school. Parents must realize absences for causes other than illness or a family emergency are detrimental to a students' academic record and learning. Each student and parent should realize the necessity of regular attendance.

Our school day has many activities planned for the preschool children. Activities and lessons begin promptly at 7:45 each morning. It is important to have your child arrive on time. The school reserves the right to request the withdrawal of any child who has excessive tardies.

### **Carpool Drop-off / Pick-up**

The safety of your children is of paramount importance to us. Therefore, it is the shared responsibility of school and parents to see that the following procedures are implemented:

- Students should only be dropped off at the designated carpool stop and only after 7:15 a.m. Faculty will open car doors for students during carpool. Parents are to remain in their cars.
- The innermost carpool lane (closest to the building) is for preschool. It is important that parents have each child ready to exit from the car when the door is opened. Faculty will assist students in and out of the cars. After the first week of school, parents must allow the students to come into the building by themselves. This helps to develop maturity and independence in children.
- K3-K4 full day dismissal is promptly at 2:00 p.m. After 1:30 the front office will not allow parents to sign out children for early dismissal. Dismissal is from the carpool line only, and parents should not arrive on campus before dismissal time.
- Each family is assigned a carpool number to be displayed on the driver's side of the front windshield. Please see that anyone who has permission to pick up your child has the number displayed correctly.
- Students who are not going home in the regular carpool must have a parental note that explains the temporary arrangements. We cannot release a child to anyone other than a parent or regular carpool driver without written permission. There will be NO EXCEPTIONS without proper notification.
- Mississippi Law requires children under the age of six years old (and less than 4'9") to ride in the rear seat of a vehicle in an appropriate child passenger restraint system. We ask that all parents abide by this law for the safety of their own children and any others they may transport.

### **Dismissal During a School Day**

Parents are asked to schedule doctor and dentist appointments after school hours. Early dismissal is discouraged because valuable instruction time in the classroom cannot be duplicated. If a student must be dismissed early, the parent must send a note to the teacher. Parents must sign students out in the front office.

Parents should notify the Principal of any court information regarding parental guardianship or adoption and leave a copy of the court order for the school's files.

## **BEHAVIOR AND DISCIPLINE POLICIES**

### **Philosophy**

Discipline is defined as "training that is expected to produce a specific character or pattern of behavior, especially training that produces moral or mental improvement" (*The American Heritage Dictionary*). Discipline is established and maintained at University Christian School with the intent to "train" each student (Proverbs 22:6). The first goal of our discipline is to help students develop a biblical world and life view. Our desire is that each student learns to live and think biblically. The second is to create a climate that facilitates maximum learning for each student. The third is to help each student learn to move from external-control to self-control to, ultimately, Spirit control.

As a Christian school, we must provide an environment conducive to the spiritual growth and development of our young people. We believe that Christian students should avoid practices which cause loss of sensitivity to the spiritual needs of the world and to the Christian's spiritual, mental and physical well being (Romans 12:1-2).

A student may be dismissed from school at any time if he or she is found to be out of harmony with the rules and policies of the school and its goals, or admits to or displays lifestyle choices that are not in accordance with the Christian values and beliefs taught and expected from a student at University Christian School. Decisions in these matters are the full responsibility of the administration.

It is expected that students will:

- Behave appropriately (misbehavior is a matter of choice)
- Accept responsibility for their behavior
- Respect the rights of the teacher to teach and fellow students to learn
- Respect each teacher and each other as instructed by Christ
- Be obedient and respectful to all those in authority
- Respect the building and all school equipment and material

### **Discipline**

Sometimes a child will persistently have a behavioral problem such as hitting, biting, or some other form of disobedience. We usually handle these situations by talking with the child, separating him from the rest of the group, or taking away a privilege and making him apologize for his actions. For problems that continue, the parent is asked to come to school for a conference to discuss the child's behavior.

Parents must work with school officials to correct the problem or the student may be withdrawn from school. The school reserves the right to request the withdrawal of any student whose parents are not willing to follow the disciplinary procedures of the Preschool.

## **MISCELLANEOUS**

### **Clothing**

Children should have a change of clothing (does not have to be uniform) in a labeled zip lock bags. Please include underwear and socks.

The most appropriate footwear for preschoolers is athletic shoes which need to be basically white. Velcro closings are preferred over shoelaces. Inappropriate footwear such as boots, clogs, slides, and flip-flops are not safe for school and hinder active outside play. Label all removable clothing, especially sweaters, raincoats, and jackets. Umbrellas are not necessary and take up too much space in the hallway.

### **Potty Training**

The preschool child is expected to be fully potty-trained before the first day of school. This is to include nap time. The child may not attend school if potty training is an issue.

### **Communication**

Memos and notes are important means of communicating between the parent and the school. Please check the folder in the book bag daily and then return the folder to the book bag. Notes to the teacher and payments for lunches, field trips, etc., are to be placed in the folder.

The school uses an on-line communication system that will keep communication updated through the parent's email or text.

### **Internet Acceptable Use Policy**

Students are responsible for appropriate behavior on the school's computers. Using the computers is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions while utilizing the school's computer resources. See School-Wide Policies for entire policy.

### **Lunches and Snacks**

Preschool children may purchase a hot lunch, bring their own or a combination of both. Hot lunches are purchased through a meal ticket holding 20 meals. Parents select which days their child is to buy the hot lunch from the monthly menu posted on the web. The teacher will keep track of the meal ticket and inform the parent when a new meal ticket needs to be purchased.

Bringing a lunch from home cannot include any carbonated drinks or items that need microwave preparation. We request that parents refrain from bringing a fast food lunch for their child.

Snack time consists of a simple dry snack served on a napkin and a drink of water from the drinking fountain. We find the children to be the happiest when they are all eating the same thing. The teacher will contact all parents to participate in bringing a dry snack (i.e. large box of goldfish, crackers, graham crackers) for the class.

### **Outside Play**

Except in intense heat or inclement weather, children will have outdoor play each day. If your child has been absent due to illness, he will still be expected to go outside for fresh air and sunshine but will be encouraged not to run or overdo it.

### **Parties**

Scheduled class parties will be on campus and include:

- |                      |                       |
|----------------------|-----------------------|
| Thanksgiving Pow Wow | Easter parties        |
| Christmas parties    | End of school parties |
| Valentine parties    |                       |

Parents are asked to adhere to procedures set by the school when planning these parties.

Students may celebrate their birthdays or "un-birthdays" (for those with summer birthdays) at school. Parents should arrange a scheduled date with the teacher to send in a "special snack." Please do not send party favors. In-class parties are for students only.

Invitations for away-from-school parties can only be distributed in backpack mail as follows:

- |              |                                                                   |
|--------------|-------------------------------------------------------------------|
| Class party: | All boys and girls in class or room will receive invitations.     |
| Boy party:   | All boys in a particular class or room will receive invitations.  |
| Girl party:  | All girls in a particular class or room will receive invitations. |

### **Personal Items**

Children are not to bring toys, games, etc., unless the teacher has given special permission. We cannot be responsible for any article brought from home that is lost or damaged.

# KINDERGARTEN/ELEMENTARY SCHOOL

## **THE SCHOOL DAY**

### **School Hours**

**K5** - 7:40 a.m. – 2:00 p.m.

**G1-G5** – 7:40 a.m. – 2:45 p.m.

**Students are considered tardy after 7:45 a.m.**

Students may enter the back blue door (closest to the cafeteria) of the front building at 7:15 a.m. and will be supervised by a teacher in the cafeteria. Students arriving at school before the doors are unlocked must remain in their cars until the doors are opened by the staff or faculty at 7:15.

### **Absences and Tardies**

**Students arriving after 7:45 a.m. must be signed in by their parents in the front office.**

Students arriving after 7:45 a.m. **must** be signed-in in the front office by the parent. A student will be counted tardy after 7:45 a.m. Three (3) tardies equal one absence. A student is tardy for school/class if he/she arrives at school/class after the tardy bell has rung. This applies to each 9 week grading period.

**Excessive absences or tardies may be grounds for dismissal or may be turned over to the Rankin County Attendance Officer.**

Students who are given permission to be in the library with a pass before school starts will not be counted tardy if still in the library when the tardy bell rings.

### **Perfect Attendance**

Elementary students who have no more than three (3) tardies or early dismissals and no absences will be given a certificate of recognition at the Awards Assembly. Checking out for a dental/medical appointment constitutes an absence.

### **Make-up Work**

When a student is absent, the parent must call the school before 10:00 a.m. to request assignments. Assignments and books may be picked up in the front office after 2:00 p.m.

After an absence a student will have one day for each day absent to make up missed work and will be expected to be prepared to take a test the day he/she returns, unless the teacher makes a different arrangement with the student or parent.

### **Carpool Drop-off and Pick-up**

The safety of the students is always of major importance to all staff and faculty. For their own safety, students should only be dropped off at the designated carpool stop and only after 7:15 a.m. The elementary lane for carpool drop off is the middle lane. The school does not provide supervision for students before 7:15 a.m.

Afternoon dismissal is at 2:00 for K5 and 2:45 for grades 1-5 from the carpool line only. Students will not be dismissed to parents in the hallways. After 1:30 for K5 or 2:15 for G1-5, the front office will not let parents sign out children for early dismissal. K5ers remaining in the carpool drop-off area after 2:15 p.m. and grades 1-5 remaining at the carpool drop-off area after 3:00 will be taken to the Embers, After School Care, and a late fee will be charged.

Each family is assigned a carpool number to be displayed daily when picking up students. This number should be placed in the upper left corner of the front windshield. Please see that anyone who is picking up a UCS student has the number displayed correctly. If your child is to ride home in a different car, the school must be notified of the change.

### **Dismissal During a School Day**

Parents should schedule doctor and dentist appointments after school hours. Early dismissal is discouraged because valuable instruction time in the classroom cannot be duplicated. If a student **must** be dismissed early, the parent must send a note to the teacher. Parents must sign students out in the front office.

If parents are divorced or separated and one parent is not allowed to see or pick up the child, parents should notify the Principal and leave a copy of the court order for the school's files.

### **Lunch**

Kindergarten and Elementary children may purchase a hot lunch, bring their own or a combination of both. Parents select which days their child is to buy the hot lunch from the monthly menu posted on the web. Money for lunches is collected on a weekly basis each Monday.

We request that parents refrain from bringing a fast-food lunch to their child. Bringing a lunch from home cannot include any carbonated drinks. Students are not allowed to purchase a drink from the drink machines. Students in grades 4-5 only may use the microwave.

## **ACADEMIC INFORMATION AND POLICIES**

### **Daily Class Work**

Each Tuesday, the take-home folder will contain daily papers with a weekly progress report stapled on the top. Parents are encouraged to go over the work with the student(s) using a positive approach. Parents are to sign the top page and return all papers the following day.

Parents should check the take-home folder and backpack for information from school on a daily basis for communication from the teacher, PTF, and school. Parents are to communicate with the teacher through the take-home folder.

### **Grade Reports**

Kindergarten students will receive **3** report cards: after the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 9-weeks. The first report card will be given to the parents in a parent-teacher conference in early January. Elementary students will receive a Report Card at the end of each 9-week period. The first report card will be given to the parents at a parent-teacher conference in October. Report Cards are to be signed and returned to the teacher. Progress Reports and all grades can be viewed on Teacher Ease.

### **Grading for K5**

Students will receive the following grading codes:

Y = Yes      N = Not Yet      I = Inconsistent  
E = Emerging/Just Beginning

### **Grading for G1 – G5 Students**

Elementary students will receive letter grades for most academic subjects and grading codes for other classes as defined below:

90-100	A	Satisfactory	S
80-89	B	Needs Improvement	N
70-79	C	Unsatisfactory	U
60-69	D		
Below 60	F		

Elementary students in grade 5 will take 9-weeks tests each 9 weeks.

### **Homework**

All elementary students can expect some homework, with a heavier load in grades 3-6. It is the desire of UCS to cooperate with families attending mid-week church services and, therefore, will not give homework on Wednesdays. There may be an occasional quiz on Thursday, but no tests will be given on Thursday. **No more than two tests may be assigned for the same day.**

## **Honors - Academic**

### **Head of School's List:**

Students who make straight "A's" will achieve the Head of School's List. Students who achieve the Head of School's List for the entire year will receive a certificate of recognition at the Awards Assembly.

### **A/B Honor Roll:**

Students whose grades are no lower than "B" will make Honor Roll. Students who achieve the A/B Honor Roll for the entire year will receive a certificate of recognition at the Awards Assembly.

### **Promotion**

The following guidelines are the minimum requirements to pass to the next grade:

- K5** Pass reading, phonics and math. If all are not passed, the decision to promote or retain shall reflect consideration of the child's level of social, physical, and mental development, as well as the student's level of achievement.
- G1-2** Pass reading, phonics and math with a 60 or above. If any one is not passed, remediation or retention will be decided by the Head of School
- G3,4,5** Pass reading, language arts, and math with a 60 or above. If any one is not passed, remediation or retention will be decided by the Head of School

### **Internet Acceptable Use Policy**

Students are responsible for appropriate behavior on the school's computer network. Internet access is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing the internet and utilizing the school's computer resources. See School-Wide Policies for the entire policy.

### **Parent-Teacher Conferences**

UCS views parental support as an integral and crucial part of a student's academic, social, and emotional development and strives to foster positive relationships. A date has been designated as All School Conference Day for parents. It is scheduled in the fall.

Conferences may be scheduled through the school office or the teacher whenever there is a need. Communication between teachers and parents is highly encouraged. Teachers are accessible through email, phone, and written notes. Email addresses are accessible through the UCS website.

**Teachers and administrators are always happy to talk to parents about their child; however, teachers are not able to engage in extemporaneous conferences in the hall, at carpool, at extracurricular/sporting events, or when supervision of students is required.**

## **BEHAVIOR POLICIES**

### **Philosophy**

Discipline is defined as "training that is expected to produce a specific character or pattern of behavior, especially training that produces moral or mental improvement" (*The American Heritage Dictionary*). Discipline is established and maintained at University Christian School with the intent to "train" each student (Proverbs 22:6). We desire to be fair yet firm. The first goal of our discipline policies and procedures is to help students develop a biblical world and life view. Our desire is that each student learns to live and think biblically. The second is to create a climate that facilitates maximum learning for each student. The third is to help each student learn to move from external-control to self-control to, ultimately, Spirit control.

As a Christian school, we must provide an environment conducive to the spiritual growth and development of our young people. We believe that Christian students should avoid practices which cause loss of sensitivity to the spiritual needs of the world and to the Christian's spiritual, mental and physical well being (Romans 12:1-2).

A student may be dismissed from school at any time if he or she is found to be out of harmony with the rules and policies of the school and its goals, or admits to or displays lifestyle choices that are not in accordance with the Christian values and beliefs taught and expected from a student at University Christian School. Decisions in these matters are the full responsibility of the administration.

It is expected that students will:

- Behave appropriately (misbehavior is a matter of choice)
- Accept responsibility for their behavior
- Respect the rights of the teacher to teach and fellow students to learn
- Respect each teacher and each other as instructed by Christ
- Be obedient and respectful to all those in authority
- Respect the building and all school equipment and material

### **Discipline Policy**

When a student's behavior becomes disruptive to the other students in the class and the student continues to behave in an inappropriate fashion, the teacher will inform the Elementary Principal who will discuss the student's behavior first with the teacher, then with the student. Parents will be notified if child is sent to the Principal's office. Continued misbehavior will result in a parent conference with the Principal and/or teacher. Further discipline action will be imposed, with the final action being suspension and/or expulsion. Final decisions are made by the administration.

### **Discipline Action**

At University Christian School, the teacher is the principle authority in the elementary classroom and assumes the major responsibility for the training and discipline of each student. Each room will establish a set of classroom rules and will be posted large enough to be seen from any place in the room. The students are expected to follow the specific rules of the classroom and of the school. The rules will be taught and reviewed in an ongoing manner:

1. Be loving.  
Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind...and your neighbor as Yourself." (Matthew 22:37-39)
2. Be obedient.  
"Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account." (Hebrews 13:17)
3. Be patient.  
"Patience is better than pride." (Ecclesiastes 7:8b)
4. Be diligent.  
"Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth." (2 Timothy 2:15)
5. Be self-controlled.  
"He who is slow to anger is better than the might, and he who rules his spirit than he who takes a city." (Proverbs 16:32)

The students are expected to follow the specific rules of the classroom and of the school. The key word is RESPECT. Specific behaviors in the classroom for which students will receive consequences from the teacher, include, but are not limited to:

- Not being prepared for class
- Failure to complete assignments
- Chewing gum or eating/drinking in the classroom
- Tardiness
- Lying and cheating
- Disobedience, lack of respect
- Disrupting the teaching-learning process
- Swearing/inappropriate language
- Dress code violations

Stealing, possession of weapons, extortion, possession of tobacco, alcohol or drugs, lewd or destructive behavior, vulgar language, bullying of any kind, threatening or harassing a teacher or student, severely disrespectful behavior to a teacher or another adult, intentionally causing injury to another person, or any deliberate action which inflicts harm upon another person will result in immediate referral to the Elementary Principal. Such referral may result in suspension or expulsion from UCS.

Consequential measures available to the teacher in dealing with a student's lack of self-discipline include, but are not limited to:

- Speaking directly to the student about his/her behavior. If necessary, the teacher may arrange a private conference.
- Establishing a classroom consequence, i.e. , loss of student privilege(s), logical consequences, detention, work assignments
- The teacher will inform the parents via telephone or in writing.
- Parent-teacher conference or request administration involvement.

Further inappropriate behavior may result in administrative discipline, which may include, but is not limited to:

- Spanking
- Detention
- Suspension
- Expulsion

## **MISCELLANEOUS**

### **Birthdays**

Birthday celebrations are scheduled in advance by sending a note to the teacher. Cookies, cookie cakes, or cupcakes, and birthday napkins may be provided.

Invitations for away-from-school parties can only be distributed in backpack mail as follows:

- Class party: All boys and girls in a particular class or room will receive invitations.
- Boy party: All boys in a particular class or room will receive invitations.
- Girl party: All girls in a particular class or room will receive invitations.

### **Field Trips**

All field trips are approved by the Elementary Principal. A field trip/activity fee form will be sent home the first week of school.

Behavior on field trips must be exemplary. The school rules and policies will be strictly enforced on field trips. Disregarding or disobeying rules and policies will result in possibly jeopardizing the privilege to attend future field trips, including any out of town trips.

### **Gifts**

Students are not to bring flowers, balloons, etc., to school as a gift to another student. All flowers, balloons, etc., delivered to the school will remain in the office until the end of the day.

### **Lost and Found**

Students are responsible for their personal property. The office will maintain a lost and found where parents can look through when personal items have been lost. Contents of the lost and found not claimed at the end of each semester will be given to charity.

### **Mission Trip/Community Service**

It is the vision of the Board that our children not only learn to love the Lord their God with all of their heart, but also to love their neighbor as themselves. This is the ultimate principle by which we are called to live.

Students in K5-G5 will complete at least one service project during the school year. These projects may involve collecting items, writing to missionaries and/or servicemen, or helping with a local mission organization.

## MIDDLE / HIGH SCHOOL

### **THE SCHOOL DAY**

**School Hours:** 7:40 a.m. – 3:08 p.m.

The UCS campus is open at 7:15 a.m. All students are to go to the gym and remain. Students are released at 7:40 to go to their lockers. Students will report to their assigned homerooms and are considered tardy at 7:45.

### **Absences**

UCS does not make a judgment on a parent's decision to permit a child to miss school. Parents must realize absences are detrimental to a student's academic record and learning. Each student and parent should realize the necessity of regular attendance. Parents are expected not to extend vacations beyond the days allotted in the school calendar

Absences are classified as official, excused, or unexcused and defined as follows:

**Official Absence** Any school-related absence is considered official and does not constitute an absence.

**Excused Absence** Excused absences will be granted for the following reasons:

1. Personal illness
2. Medical or dental appointment with a doctor or dentist excuse which cannot be made outside school hours
3. Serious illness in the immediate family
4. Death in the family
5. Prearranged trip that has been approved by the High School Principal.

**Unexcused Absence** Any absence that does not fit the above criteria will be considered unexcused. Unexcused absences will result in a zero for the schoolwork and/or tests missed. ISS and OSS will be considered an unexcused absence for all homework, class work, and quizzes. A student will only be allowed to make up any missed tests while in ISS / OSS. All other assignments and quizzes will receive a zero. Students who have an unexcused absence may not participate in any school sponsored extra curricular activities, events, or practice.

### **Written Excuse**

Students who are absent are required to bring a note from their parents when returning to school and submit it to the secondary school office for an absentee slip. The note must include the following information:

1. The date and full name of student
2. The date(s) the student was absent
3. The cause of the absence
4. The signature of the parent and contact number

A student missing 30% (15 minutes) or more in his/her first period class shall be considered absent. Ten (10) absences in a semester may result in not receiving credit for classes unless approved by the Board of Directors.

### **Attendance Requirement**

Students cannot be absent in any scheduled subject for more than ten (10) classes a semester or twenty (20) classes in a school year including excused or unexcused (excludes school-related) absences. The students will not receive credit for the subject if he/she is absent for more than ten (10) classes per semester. The student will immediately be disqualified from participation in any extracurricular activities once he/she has reached ten (10) absences in one semester. A student deemed ineligible for participation in extracurricular activities will not be allowed to compete, practice, or be involved in any extracurricular activity.

### **Perfect Attendance**

Students who have perfect attendance and no tardies in any class may be exempt from one (1) 9 week exam. The student must have a "C" average or above in the class in which to be exempt. This applies to each grading period.

### **Tardies**

Students arriving after 7:45 a.m. **must** sign-in in the secondary (upstairs) office. A student will be counted tardy after 7:45 a.m. Three (3) tardies equal one absence. A student is tardy for school/class if he/she arrives at

school/class after the tardy bell has rung. After 2 tardies, the 3<sup>rd</sup> tardy will be considered a minor offense and will incur disciplinary action. This applies to each 9 week grading period.

If your child will not be attending school for any reason, parents must call the secondary school office by 8:30 a.m. to report the absence.

**Excessive absences or tardies may be grounds for dismissal or may be turned over to the Rankin County Attendance Officer.**

### **Carpool and Late Pick-up**

The safety of the students is always of major importance to all staff and faculty. For their own safety, students should only be dropped off at the designated carpool stop and only after 7:15 a.m. The middle/high school lane for carpool drop off is the outer lane, closest to the football field. The school does not provide supervision for students before 7:15 a.m. When students are dropped off, they are to report to the gym.

Middle/high school students can be picked up after the last bell rings at 3:08 p.m. All students will be in the courtyard area and are responsible for making a connection with their parents. No carpool numbers will be assigned to the parents of middle/high school students.

Any middle/high school student remaining in the courtyard after 3:30 p.m. will be sent to the Embers, After School Care, room and a late fee will be charged.

### **Dismissal During a School Day**

Dismissal is by either a written note from parents or a phone call from a parent to the secondary office by 8:30 a.m. The written request must include home, cell, and/or work phone number so that the school can verify the request. Parents are asked to state the reason for dismissal. If unexcused, the student will receive zeroes in all classes for the entire day. **All other dismissals must be made by the parent in person.**

Dismissals are considered official, excused, or unexcused with the same criteria as absences. All dismissals will be through the secondary office. Doctor's appointments will be treated as illness, but every effort should be made to schedule doctor's appointments after school hours.

A parent picking up a student must sign the checkout form in the secondary office. Any other person picking up a student will be required to show a photo ID and must be listed on the emergency form.

Students who drive must follow the same early dismissal procedures to leave campus early and must also sign the check-out form in the secondary office.

Parents must notify the Principal of any court information regarding parental, guardianship, or adoption and leave a copy of the court order for the school's files.

### **ACADEMIC INFORMATION AND POLICIES**

Academic commitments have priority over all other school activities. Students are expected to attend all classes and to complete all course assignments on time.

When a student needs academic assistance, arrangements can be made to meet with the classroom teacher before or after school. Additional needs should be met through the In-house Tutor Program.

The administration attempts to coordinate all tests, however, a student may have up to two tests scheduled on the same day. Sufficient notice will be given prior to the test so that the student can perform to his/her maximum.

### **Grading Chart**

Grades will be reflective of:

- Class work
- Participation
- Daily quizzes
- Homework assignments
- Special projects/papers
- Chapter tests
- Unit tests

## Grading Scale

A	90 – 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below

## Grade Determination

During the 9 week period grades are determined:

Test/Projects	50%
Daily homework/Quizzes	50%

Grades for the 9 week average are determined:

Test/projects	33%
Daily homework/Quizzes	33%
9 Weeks Test	33%

The **Final** grade for the year will be determined by the average of the 2 semester grades.

## Academic Honors

### Head of School's List:

Students who make straight "A's" will achieve the Head of School's List. These students will be recognized each 9 weeks in chapel. Students who achieve the Head of School's List for the entire year will receive a certificate of recognition at the Awards Assembly.

### A/B Honor Roll:

Students whose grades are no lower than "B" will make Honor Roll. Honor Roll students will be recognized each 9 weeks in chapel. Students who achieve the A/B Honor Roll for the entire year will receive a certificate of recognition at the Awards Assembly.

## Academic Exemptions

Students meeting the following conditions will be eligible for exemption from final examinations:

**Graduating Seniors:** Any Senior with an 80 B or above in a subject worth ½ or 1 credit will be exempt at the semester (for the ½ credit course) and at the end of the year (for the 1 credit course).

**Perfect Attendance:** Students who have perfect attendance and no tardies for any 9 week grading period, may be exempt from one (1) 9 week's test. A "C" average or above in the class is also required. Doctor and dentist appointments are considered absences and will be counted in the total absences and/or tardies.

**Honor Society:** Honor Society members in good standing, with a 90 A yearly average in the individual class prior to the exam, shall be exempt from 1<sup>st</sup> and 2<sup>nd</sup> semester exams. The Honor Society member must be in good standing to be exempt.

**"A" Average:** Students having a 90 A yearly average in any class up to the final exam (4<sup>th</sup> 9 weeks) will be exempt from that final exam.

## Promotion Requirements

**G6-8** Pass language, math, science, and social studies with a 70 or above. Failure in any one subject may be subject to summer remediation.

**G9-12** Based on the accumulation of Carnegie units a student must pass the following units in order to be considered for the next grade:

Grade	Number of units
9	6
	30

10	11
11	16
12	24

Discharge of all financial obligations to UCS is necessary before any student can take final exams or receive credit.

### **UCS Student of the Year**

One Senior will be awarded "UCS Student of the Year" at graduation based on the following procedures:

- Secondary teachers who have been employed at UCS for 2 or more years will nominate up to five seniors.
- A ballot of the top vote getters will be voted on by all secondary teachers.
- Criteria includes:
  1. At least a 3.0 GPA
  2. Attended UCS for at least 3 years
  3. Co-curricular participation
  4. Extra-curricular participation
  5. Community service
  6. Christian character
- Picture plaque will be given to the student and displayed outside the secondary Principal's office.

### **Graduation Requirements**

- 4 units Science
- 4 units Math
- 4 units English
- 4 units Social Studies
- 1 unit Fine Arts
- 2 units Foreign Language\*
- 1 unit Computer
- ½ unit Bible each year = 2 units
- 4 units electives

\*1 unit of Advanced Geography may replace Spanish II.

A minimum of 24 total credits required for graduation.

Attending the Senior Missions Trip is a requirement for graduation.

Completing the necessary Community Service hours is a requirement for graduation.

Discharge of all financial obligations to UCS is necessary for a senior to participate in the graduation ceremony.

Weighted classes are Calculus, Physics and AP English.

### **Honor Graduate Requirements**

A senior must maintain a 90 GPA. Averages for honor graduates will not be rounded. GPA's will be computed on a 4.0 scale and ties will be broken with a numerical average.

### **Valedictorian, Salutatorian**

To receive this title, a senior must have attended UCS during his/her entire Junior and Senior years. Seniors must take the highest level of courses offered in math, English, and science. If the Senior were prevented from taking higher level courses in previous year (i.e. the school they attended did not offer higher level courses), this requirement may be waived at the discretion of the Head of School and the Graduation Committee.

### **College Counseling**

The Guidance Counselor is available to work with each high school student as he/she prepares for college. Each year the counselor arranges visits from various colleges and universities. The counselor will also help students with ACT, SAT, and other college preparatory testing programs.

### **College Visit**

Seniors may have 2 excused visits (each visit will count as one day) to prospective colleges before May 1. Any college day visit must be approved in advanced by the Guidance Counselor.

### **Grade Equivalency Chart**

A grade is a symbol used by teachers to impart information to students, parents, and other individuals and institutions with a legitimate need for the information. Grades are the teacher's best assessment of a student's

performance in reaching the goals and objectives of a particular course, including mastery of content and demonstration of skills. All grades entered on the academic transcript are numeric.

A	90-100	4.0 quality points
B	80-89	3.0 quality points
C	70-79	2.0 quality points
D	60-69	1.0 quality points
F	Below 60	0.0 quality points

### **Grade Reports**

Grades can be reviewed daily through the school's web-based grading system, Teacher Ease. All students will receive Report Cards every 9 weeks. **All Report Cards are to be signed by parents or guardians and returned within three (3) school days.** Failure to return signed Report Cards will result in detention until report is returned. The Counselor or High School Principal will notify parents if these are not returned.

### **Parent-Teacher Conferences**

UCS views parental support as an integral and crucial part of a student's academic, social, and emotional development.

A fall date has been designated on the calendar as All School Conference Day for parents. The first report card will be given to parents at this conference.

Conferences may be scheduled through the secondary office by parents and teachers whenever there is a need. Communication between teachers and parents is highly encouraged. Parents may communicate through Teacher Ease or phone the counselor for an appointment.

### **Make Up Work**

If a student is absent due to an illness, he/she will have the number of days he/she was absent to make up the work that was missed. Students who miss a class due to an activity are not allowed extra time to make up their work.

It is the student's responsibility to ask what work has been missed and see that it is made up. All make-up work not completed within the above time frame will result in zeroes for all class work missed. Long term assignments are due on the date given even if student is absent.

## **BEHAVIOR POLICIES**

### **Discipline Philosophy**

Discipline is defined as "training that is expected to produce a specific character or pattern of behavior, especially training that produces moral or mental improvement." (*The American Heritage Dictionary*). Discipline is established and maintained at University Christian School with the intent to "train" each student (Proverbs 22:6). We desire to be fair yet firm. The first goal of our discipline policies and procedures is to help students develop a biblical world and life view. Our desire is that each student learns to live and think biblically. The second is to create a climate that facilitates maximum learning for each student. The third is to help each student learn to move from external-control to self-control to, ultimately, Spirit control.

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- Behave appropriately (misbehavior is a matter of choice)
- Accept responsibility for their behavior
- Respect the rights of the teacher to teach and fellow students to learn
- Respect each teacher and each other as instructed by Christ
- Be obedient and respectful to all those in authority
- Respect the building and all school equipment and material

### **Behavior Expectations**

The classroom environment is to be conducive to learning. Our teachers have been mandated to provide the best learning opportunity possible; therefore, behavior that disrupts the learning environment is not permitted. Students are to be in class when class begins. Teacher permission and a hall pass must be obtained to leave class. To receive the full benefit of instruction, students are to be in class at all times unless absolutely necessary they be excused. Classes will not be disturbed during class time unless it is absolutely necessary. Teachers and fellow students will always be addressed with proper respect. Insubordination to a teacher or any other adult will not be tolerated and is viewed as a major offense.

### **Disciplinary Measures**

Discipline is not what you do to students, but rather what you do for them. A student who cannot be controlled cannot be educated. University Christian School expects parents to support the school in the disciplinary procedures outlined. Remember that a misbehaving student is robbing his/her classmates of their right to receive the full value of a Christian school education for which a parent/guardian is paying. Should a problem arise with a student, the following procedures will be used:

- The teacher will try to handle the problem privately with the student – not in front of the class, although immediate response to an infraction during class time is often necessary.
- The student may need to be isolated from the class until the teacher can deal with him/her.
- If the teacher is unsuccessful in correcting the student's behavior, help from the administration will be enlisted.
- If the problem continues, a conference may be held with the parent, teacher, and administration.
- A form indicating a disciplinary action or problem will be sent home anytime the student is sent to the administrator's office.

### **Disciplinary Action**

We seek at UCS to maintain a safe and orderly climate where all secondary students feel secure in a positive learning environment. Every effort is made to develop and maintain harmonious relationships between students and school staff/faculty based upon mutual respect and understanding.

The basic objectives of the UCS discipline policy are:

1. Establish conditions under which no student will be permitted to prevent any teacher from teaching or any students from learning
2. Establish and maintain conditions that are conducive to learning
3. Develop, on the part of each secondary student, the habits and skills that make him/her self-directive and to help him/her realize that he/she is responsible for his/her own behavior.

The following guidelines are based on the belief that self-discipline is founded on respect. Every student at UCS will strive to respect God, his/her spiritual and physical self, the spiritual and physical self of all others, and his/her physical surroundings. This regard for respect will be the foundation for success in life. These guidelines are not all-inclusive, and other behaviors may occur that do not necessarily appear. The Head of School is vested with the authority to use administrative judgment in regard to such behaviors.

**Minor** offenses may include but not limited to:

1. Dress code violation
2. Tardies
3. Eating/drinking in unapproved area
4. Inappropriate display of public affection
5. Going to car without permission
6. Use of cell phones, radios, beepers, MP3 players, iPods, and other electronic devices during school hours
7. Any behavior that disrupts or interferes with the learning or teaching process
8. Being in an area that is off limits
9. Using the school phone without permission
10. Failure to complete or turn in homework or class work
11. Failure to return a document/test/quiz requested to be signed by parent

Students may receive a level 1, 2 or 3 for a minor offense. Repeated offenses will call forth higher levels of punishment depending on the severity and past record of the student.

**Major** offenses may include but not limited to:

1. Improper behavior in classroom, on school grounds or at school activities
2. Leaving campus without permission/cutting class
3. Use, sale, or possession of tobacco or tobacco-related products, alcohol or alcohol-related products, or drugs and/or drug paraphernalia, including the misuse of prescription drugs. This applies not only during regular school time, but also to all extra curricular activities or school functions whether on our campus, at another location, or en route in school buses or cars.
4. Profanity/vulgarity (includes acts, gestures, or symbols directed at person)
5. Defacement/destruction of property
6. Use of forged/altered documents such as parent notes, report cards, etc.
7. Sexual harassment or harassment of another student or staff member
8. Having weapons in vehicle, possession, locker, or on self
9. Stealing
10. Repeated violations under the list of minor offenses
11. Cheating (the giving or receiving of information by a student for homework, class work, tests, projects or any other assignment)
12. Any other misconduct deemed inappropriate by the Head of School.

Cheating will result in:

1. a written report sent to the Principal's office
2. Telephone contact with parents
3. Students will receive a zero on assignment or test

Students may receive a level 3-7 for any **major** offense. The Head of School is vested with the authority to use administrative judgment in regard to such behaviors.

Any secondary student who demonstrates a general unwillingness or inability to abide by classroom or UCS rules is subject to expulsion. UCS reserves the right to suspend or expel a student guilty of serious or criminal misconduct whether occurring on or off the school campus. The Head of School will decide if expulsion is warranted after meeting with parents, the student, and involved faculty.

### **Levels of Disciplinary Action**

1. Warning
2. Break Detention, 1 – 5 days (lunch will be ordered from the detention classroom, students are NOT to report to the cafeteria)

3. After School Detention, 3:00 p.m. – 4:00 p.m.
  4. Work Detail – Saturday, 8:00 a.m. – 12:00 p.m.
    - Parents will be notified when and why a student is in detention. Failure to report to detention will result in in-school detention the next school day. No final grades will be given until all detention has been served.
  5. Corporal Punishment
  6. Suspension, 1 – 5 days, ISS or OSS
  7. Expulsion
- When a student reaches level 3, a parent/teacher conference is required. Failure to complete assigned punishment will result in next higher level being administered.

## **MISCELLANEOUS**

### **Gifts**

Students are not to bring flowers, balloons, etc., to school as a gift to another student. All flowers, balloons, etc., delivered to the school will remain in the office until the end of the day.

### **Lost and Found**

Students are responsible for their personal property. The office will maintain a lost and found where parents can look through when personal items have been lost. Contents of the lost and found not claimed at the end of each semester will be given to charity.

### **Drinks**

No drinks will be allowed in the hallways, lockers, restrooms, or classrooms.

### **Cars and Parking**

Do not obstruct the lanes around the gym or by the dumpster. Students driving to school will be expected to leave their cars parked during school hours. Students will not go to cars at any time during the day for any reason. Cars are in the jurisdiction of the school and are subject to search without the student's knowledge and/or presence. No offensive or inappropriate decals are to be displayed on vehicles. Once a student arrives on campus each day, he/she is not to leave without the permission of the Head of School or Principal.

### **Leaving School Premises**

No students may leave the school premises during school or absent themselves from school-sponsored functions and events without expressed permission from the High School Principal. A student who violates this rule will be subject to disciplinary action at the Principal's discretion.

### **Telephone Use**

The front office and secondary office telephones are business phones; therefore students can use them only for emergencies. Only **emergency** messages will be given to students during class time.

### **Break/Lunch Visitors**

Students not attending UCS may not attend lunch or break without special permission from the administration.

### **Lockers**

Lockers are the property of UCS and are assigned to each student. The lockers are subject to inspection by school officials without notice or prior consent. Students are expected to keep all books, notebooks, backpacks, jackets, etc. in lockers. No stickers, decals, etc. are permitted in or on lockers. Lockers may only be decorated with flat decorations (no balloons or streamers are allowed). **No locks will be permitted on lockers.**

### **Textbooks**

Textbooks are purchased and owned by the school. Hardback books are to have covers on them. Parents assume full responsibility for the textbooks. The following fines will be levied for damage to textbooks:

1. Binding/spine damage, cleanliness - 25% of retail cost
2. Water damage, usable - 25% of retail cost
3. Writing in book - 15% of retail cost
4. Lost - Full retail cost of a new book
5. Damages, not usable - Full retail cost of a new book

## **Pregnancy and Marriage**

UCS supports the biblical position of abstinence with respect to all sexual activities outside of marriage. A female student will not be permitted to attend school if she becomes pregnant or has had a child, neither will a male student if he is responsible for a pregnancy or is the father of a child.

Married students may not attend school at University Christian School.

## **Community Service**

UCS has a required community service program:

Students in grades 9-12 must earn 25 hours per year unless they have already met their requirement. Students that transfer to UCS after their 9<sup>th</sup> grade year will have a community service requirement based on the number of years they will attend UCS (25 hours per school year).

Graduating seniors must obtain 100 hours of community service. The 100 hours will not include class or senior mission projects. These projects can be accomplished through the school's service database or pre-approved projects.

Students will obtain a form from the Principal (or designee) to be signed by the student and supervisor of the activity. The service forms will be returned to the Principal and a copy will be made for the student's records. A record of hour completed will be given to each student at the end of the school year.

Graduating seniors must have all required community hours completed before May in order to graduate.

## **Senior Mission Trip**

It is the vision of the Board that our children not only learn to love the Lord their God with all of their heart, but also to love their neighbor as themselves. This is the ultimate principle by which we are called to live. Through the Missions Committee created by the Board, our students will experience the joy and work of giving to those less fortunate. In learning to give to others, much joy and satisfaction will be received in return.

The school sponsored Senior Mission Trip is mandatory if the trip is within the boundaries of the United States. Any exceptions to this must be Board-approved before May 1<sup>st</sup>. Emergency situations will be dealt with on an individual basis. If the Mission Trip is outside of the United States, the trip will not be made mandatory. However, students deciding not to go will have to obtain an additional ten (10) hours of community service during the time period that the class is on the trip. Any student not meeting these requirements will not be able to participate in the graduation ceremonies.