

# Unity Christian School

## Parent/Student Handbook

2021-2022 School Year

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[www.UnityChristian.School](http://www.UnityChristian.School)

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## Faith, Character, Intellect & Heart

# Mission & Purpose

The mission of Unity Christian School is to develop:

1. Faith through discipleship, weekly worship and by basing all things on a firm biblical foundation.
2. Character by teaching students to take responsibility for those younger than them, to respect their elders and to be accountable in all things.
3. Intellect through rigorous academics, developing a Christian worldview and fostering a love of learning.
4. Heart through the use of God-given gifts and talents, mission work and through clear demonstration of the unity of Christ's church.

## *Our Educational Principles:*

1. Christian Environment: We will always base all learning on scripture, have a culture of prayer and live a lifestyle of worship. Our first priority is creating a safe environment where children can be disciplined in love and with truth.
2. Self-paced Education: We will use a self-paced approach with each student that progressively builds responsibility and independence and allows them to grow as fast as they are able.
3. Parental Involvement: We believe parental support is critical to student success. We expect a lot of our students and their parents.
4. We Are Traditional: We focus on some 'traditional' skills and subjects for the early grades that have been removed from public school such as penmanship, science and history. We maintain a strong focus on written work in the early grades.
5. We Embrace Technology: Beginning in 4th grade, we introduce technology with keyboarding and build progressively. Students will be phased into online learning and learn things like CAD and Lego Robotics. In High School the growth continues as they learn productivity tools, manage the schools social media and take courses on web design or app development.
6. Children Are Children. Education should be fun...and it should include recess. In fact, several of them.

## Statement of Faith

1. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
2. We believe that one God is the Creator of the universe and all things in it.
3. We believe the Bible to be the inspired, infallible, authoritative Word of God.
4. We believe Jesus Christ is the Messiah, the Savior, the Son of God, who was born of a virgin, lived a sinless life, died on a cross, was raised from the grave and will return again as our victorious Lord.
5. We believe our salvation comes only through Jesus Christ and cannot be earned. It is a gift of God.
6. We believe the Holy Spirit indwells all true believers and enables them to live a Godly life.
7. We believe in the resurrection of both the saved and the lost; the saved to eternal life and the lost to damnation.
8. We believe marriage between one man and one woman has been established by God and forms the base on which a loving, Christian family thrives.
9. We believe in the spiritual unity of true believers as one church, set apart for His purpose, teaching the wholeness of the Christian faith directly from His Word.

### *Statement on Theological Distinctives*

There are many areas that are debated even among Bible-believing, gospel-centered churches. Our hope is to prepare students entrusted to our care to weather the storm that will inevitably come when they choose to stand firm on those things in the Christian faith on which you cannot bend or waver. We also hope to instill in them the ability to identify those areas that are critical to salvation, where they will need that conviction. In addition, our goal is to help them better understand and appreciate the different viewpoints held by rational, Bible-believing Christians that fully support our statement of faith. These are areas that can be difficult to discuss even in the Christian community, but they are critical topics that our students need to be prepared to discuss with both believers and non-believers when they walk out of our doors. Our hope is to not only provide them with sound Biblical teaching, but also with an example of how prayer, critical thinking and Christian love can allow for discussion and growth even when discussing the most sensitive of topics. We will teach and counsel on the basis of our Statement of Faith and would be happy to sit and discuss our approach with any parents with strong views on any one of these distinctives.

## **Admissions Statement**

Unity Christian's admissions policy does not discriminate as to race, color, sex, national or ethnic origin. We will admit a student of any religious background, provided the student will abide by all standards of discipline, dress, academic and spiritual instruction. The school is governed by a Statement of Faith and the Christian Worldview laid out in the Bible. Unity Christian expects parents to be supportive of all practices and policies, to cooperate respectfully with the authority of the administration and teachers, and to enable the child to cooperate fully with all programs and activities. Parents will be required to sign a pledge that they have read our Statement of Faith and this handbook and agree to be supportive of our policies and our Biblical approach. We do not encourage parents to place students in Unity Christian against their will. Students are admitted with the understanding that a student who cannot adjust to the program may need to find another school that is better able to meet the needs of that student. Unity Christian reserves the right to deny admission to students when the student's academic or other records, references, or the initial interview and/or entrance examination results are unfavorable and indicate questionable success. Unity Christian reserves the right to refuse enrollment or re-enrollment to any student without cause.

Note: Any student failing two subjects at the end of a quarter will be scheduled for a teacher/parent conference to discuss the opportunity for re-enrollment for the upcoming quarter.

## **Immunizations**

In order for a student to attend Unity Christian, he/she must be compliant with the State of NH immunization schedule. The school office will notify by letter parent/guardians of students who are not in compliance. Until documentary proof of acceptable immunization by a physician or health care provider is on record, the student will be conditionally enrolled. If at the end of the probationary period the office has not received the proof of immunization the student will be excluded by the Director or designee. Information regarding the current immunization schedule, along with medical and religious exemptions can be found at [www.dhhs.state.nh.us](http://www.dhhs.state.nh.us) or the immunization program can be contacted at 603-271-4482 or 1-800-852-3345.

## Finances

In order to keep tuition as low as possible, we endeavor to keep the costs just high enough to cover expenses. Our budget is based on enrollment, so when tuition money does not come in, bills and salaries cannot be met. Our policy is as follows:

- Registration for re-enrollment is due by July 31.
- Tuition payments are to be paid in advance. The initial payment for the new school year is due August 31st.
- Tuition for the year, paid in full via cash or check by August 31st, will be eligible for a 5% discount.
- A tuition payment schedule based on ten (10) monthly payments with the first payment due by August 31st can be established.
- Tuition for the upcoming month is due by the last day of the month. If payment is not made by the due date, a \$15 late fee will be added to the tuition payment.
- Any student whose tuition goes unpaid for the period of one month without prior arrangement with the school will be contacted by the Administrator of UCS to lay out a plan for payment. If an agreement cannot be reached, a meeting with the UCS board may be called and the student's enrollment may be terminated until payment can be made.
- We believe this policy will allow us to keep accounts current without having to resort to collection agency tactics, and also prevent families from getting so far behind in tuition that the bill could not be paid off without great financial stress.
- Your payment statement will have monthly reminders of the due dates for tuition payments.
- Unity Christian reserves the right to hold transcripts or deny registration if there is an outstanding balance.
- If at any time you have questions regarding your account or our policies, please call the office.

# Code of Conduct

All the activities of the Christian must be done to the glory of God who indwells us. In light of this principle, Unity Christian has adopted a method of discipline to ensure the environment we provide is conducive to our goal of promoting the spiritual welfare of the students. We believe the end goal of all discipline is to learn by it, and to continue the process of growth in each of our personal lives.

There are infractions that will be dealt with upon the discretion of the staff in keeping with the specific situation and seriousness of the act committed. We would also like to emphasize that encouragement is also our goal, and opportunities such as the Fruit of the Spirit Awards will be implemented to ensure that positive reinforcement is a priority.

Infractions include:

- Inappropriate Language
- Disruption
- Property misuse
- Incomplete assignment
- Failure to follow directions
- Late to class
- Disrespect
- Unprepared for class
- Dress code violation
- Eating or gum chewing
- Stealing
- Cheating
- Vandalism/property damage
- Fighting
- Inappropriate Physical Contact
- Abusive Language
- Overt Defiance/Non-compliance
- Harassment/Taunt/Tease
- Possession of weapons or dangerous instruments
- Violence to another person, property or that which poses a direct threat to the safety of others in school

Discipline Referral Forms will be issued to document the infractions, and to ensure repeat situations are dealt with accordingly. The forms will be signed by staff, student, and parent and placed in the student's file.

Teacher/Staff have the authority to take the following action(s) in keeping with the seriousness of the infraction

- Verbal reprimands
- Withdrawal of privileges
- Classroom detention
- Time-out areas
- Special assignments
- Restitution
- Parent Contact/Conference
- Suspension
- Expulsion

## No Bullying Policy

It is the policy of the Unity Christian School to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. We prohibit all forms of bullying.

### DEFINITION:

Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. For our purposes, it takes place in the school, on school property, or on school field trips.

Examples of bullying are as follows:

Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over a cell phone or internet, etc.)

Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.

Social: ostracism or exclusion, ignoring, being unfriendly, alienating, etc.

Psychological: acts that instill a sense of fear or anxiety, etc.

Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

### AWARENESS:

Annually, as part of the required in-service training for all school staff, the director will arrange for Bullying Awareness and Response Training. Because adults must take the initiative in combating bullying, they must be watchful for bullying warning signs, closely supervising children on the playground, in the classrooms, restrooms, etc.

At the beginning of the school year the director shall ensure that the student body is familiar with the No Bullying Policy. School and class policies, rules and consequences will be posted in the classrooms and school office. School policies will be posted on the website.

Bullying Incident Reports will be available in the school office.

The No Bullying Policy will be made available to parents/guardians to ensure they understand the school's efforts to implement a "No Bullying" Program.

### REPORTING:

Students and staff are prohibited from knowingly falsely accusing another of bullying.

Disciplinary action, up to, and including expulsion/suspension for students and termination for staff, shall be taken if they knowingly make false reports. Any member of the school staff receiving a suspected bullying report (verbal or written) shall address the matter as soon as possible, prior to the end of the school day. The staff member shall assess the situation to



determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. (Not all conflict constitutes bullying.) If the behavior meets the criteria for bullying, the staff member must report this to the school director immediately in order to protect the alleged victim. The staff member is to immediately forward a Bullying Incident Report to the director for investigation. The staff member shall remind the victim/witness that “No one deserves to be bullied and we are going to do everything we can to stop it.” The staff member is to commend the victim/witness for bringing the matter to the attention of school staff, and they are to begin intervention strategies for the victim.

The director will promptly and thoroughly address suspected reports of bullying. The victim/witness and alleged bully will be met with privately. If it is determined that bullying has occurred, the appropriate action will occur according to the discipline codes. The message for the child who bullies will be, “Your behavior is unacceptable, and mean, and must be stopped.” The student will be informed that he/she will be closely monitored, and the student’s movements outside the classroom will require adult supervision at all times until trust has been built and all bullying behaviors cease. It shall be ensured that prior to the end of the school day, notification of the incident has been given to the parents/guardians of both the victim and the offender, and that steps have been initiated to address and resolve the issue.

An intervention plan will be developed in cooperation with the parents of the bully. Parental notification and the intervention plan shall be documented on the Bullying Incident Report. If necessary and appropriate, the police will be contacted. Copies of the Bullying Incident Report shall be given to the victim’s and offender’s teachers, be placed in the victim’s and offender’s files in the school office, and be sent home to their parents. The report will serve as a reference for the school staff in determining whether or not a pattern of bullying behavior or abuse exists in regards to the offender or the victim.



## Dress Code

Unity Christian establishes a dress code by applying Biblical principles of modesty, neatness, identification, and appropriateness. If there are concerns on behalf of the UCS staff concerning any of the principles listed above, or with dress code issues, they will be forwarded to the administrator.

All clothing should be neat, clean, properly fitted, and not attracting attention to the wearer through extreme styles. Students should avoid clothing that is sloppy, baggy, clingy, or tight-fitting. All students' hairstyles should be neat and out of the eyes. Facial hair should be neatly trimmed. Jewelry is to be modest, and worn in a way not to draw unwarranted attention to the wearer. No hats allowed to be worn in the classrooms.

### Girls:

Dresses/skirts are to be mid-knee length, including end of skirt slits. Properly fitting jeans, dress pants, or other such casual pants are allowed. Leggings are not allowed. Pant length will extend below the knee. Shorts and sweatpants are not allowed with the exception of gym class. Blouses or tops are to have sleeves (no tank tops or shirts with spaghetti straps) and are to extend below the top of the pants or skirt. Dress or casual shoes/boots, no flip flops.

### Boys:

Properly fitting jeans, dress pants, or other such casual pants are allowed. Leggings are not allowed. Pant length will extend below the knee. Shorts and sweatpants are not allowed with the exception of gym class. Shirts are to be sleeved and neat (no tank tops). Dress or casual shoes/boots, no flip flops.

Writing/labels/or advertisements on clothing should adhere to our Biblical-based policy. UCS reserves the right to ask students not to wear a particular piece of clothing in the future if it has any words of an inappropriate nature. Modest gym clothing will be allowed to be worn during gym class. Shoes are required throughout the school day.

Staff & Volunteers are to adhere to this policy.

## Grievance Policy

**Objective:**

To establish biblical guidelines for the resolution of disputes and grievances in the operation of Unity Christian.

**Scope:**

These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Unity Christian's operations between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and board. It is understood that if any disputes arise which are not covered by this policy, the board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.

**Definitions:**

**Dispute:** Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of Unity Christian objectives and goals.

**Grievances:** Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

**Concerns:** The substance and details of the dispute and/or grievance.

**Guidelines:**

Students/parents to teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself or herself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the Director. Parents should apprise the teacher of the intent. If the student brings the concern, he must have written permission from his parents to do so.
3. If the problem is still not resolved, the parents should request a hearing from the Unity Christian Board.

Parents/patrons to administrator:

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Director.
2. If there is no resolution, they should request a hearing from the Unity Christian School Board. This procedure applies to board members who are acting in their capacity as parents/patrons, and not as representatives of the Board.

Staff to Administration:

1. All concerns about the standards of the school must first be presented to the Director.

2. If the problem is not resolved, the staff member may appeal to the board in writing and request a hearing.

Volunteers to Staff/ Administration:

1. If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his oversight.
2. If the problem is not resolved, then the concern should be presented in writing to the Director, followed by a meeting with him to discuss the concern.
3. If the problem is still not resolved, the volunteer may request a hearing from the board in writing.



## Honor Roll

Unity Christian has developed an Honor Roll system to recognize those who are consistently keeping up their grades and staying on track with required work. The following are the requirements for Honor & High Honor Rolls for each quarter:

### *Honor Roll Requirements:*

- 2 ½ Lifepacs finished in each subject\*
- 3 PACEs finished in each subject\*
- An average of 80% or higher in each subject

### *High Honor Roll Requirements:*

- Student must be at their appropriate grade level or above in their curriculum
- 2 ½ Lifepacs finished in each subject\*
- 3 PACEs finished in each subject\*
- An average of 90% or higher in each subject

\*If the student is already in the appropriate grade level in all subjects.

## Grading Policy

The Unity Christian Grading Scale is shown below. However, students must demonstrate mastery level understanding (80% or better) on the final test of each subject in order to receive credit for the course and to move on to the next level.

A	.....	94 - 100
A-	.....	90 - 93
B+	.....	87 - 89
B	.....	83 - 86
B-	.....	80 - 82
C+	.....	77 - 79
C	.....	73 - 79
C-	.....	70 - 72
D+	.....	67 - 70
D	.....	65 - 66
Fail	.....	64 & Under

## Curriculum

“The fear of the Lord is the beginning of knowledge.” At Unity Christian, the Word of God is the foundation of our school program of instruction and is diffused throughout all our subjects (2 Timothy 2:1). All subject matter is presented in light of the Scripture with a Biblical view of God and guiding principles to equip the student for life (2 Peter 1:3).

One of the unique aspects of Unity Christian is the reliance on self-paced learning. Students get the benefit of a traditional classroom experience for some subjects such as Bible and specials like Art and STEM (Science and Technology Exploration), but for the core subjects such as Math, Language Arts, History, and Science students work at their own pace.

We generally use Alpha Omega (Lifepacs) and ACE (PACES) Curriculums because years of experience has enabled AOP and ACE to develop proven formulas for educational success. The quality and innovation of their content, technology, and services is unmatched within this industry. Parents and teachers are comfortable knowing their children are working on the appropriate skills for their age as thousands of schools across the country rely on their material. The ability to choose between different curriculums that are broadly aligned on content, but unique in teaching styles allows greater flexibility for our teachers and students.

### **ACE (Accelerated Christian Education)**

*“Core curriculum provides students with academics, skill building, reading practice, character and wisdom training, and knowledge of God and His Word. This complete package begins with reading development and progresses through high school, giving students a solid foundation for pursuing their life goals.*

*Students who are more skilled may progress at a faster rate or may accelerate in the areas of their academic strengths. Slower students are encouraged to do their best but are able to work at their levels of proficiency and proceed as they are capable.*

*Each core subject consists of 12 PACES (Packet of Accelerated Christian Education) per level. Typical students work daily on one PACE in each subject and may be performing at varying levels. The diagnostic test results help to identify academic weaknesses and prescribe a path to help students catch up. Most students complete at least 70 PACES per year while maintaining academic balance by completing about the same number of PACES in each assigned subject.”*

### **ALPHA OMEGA**

*“LIFEPAC® is an award-winning, K-12 Christian curriculum designed to teach five core subjects plus an array of electives. LIFEPAC's full-color worktext curriculum is based on the principle of mastery learning, in which students truly master the content and skills of one unit before progressing to the next. Students love LIFEPAC because they gain a sense of accomplishment after*

*mastering each worktext, motivating them to go on to the next one. Each worktext includes lessons, activities, review questions, and written tests. Lab activities and independent hands-on projects stimulate creativity and encourage students to demonstrate and reinforce the concepts they have learned. Teachers love LIFEPAAC because they can closely track student progress through built-in tools such as diagnostic tests, self-tests, and teacher checkpoints, ensuring students stay on track with their learning."*

### **Grades 7-12:**

When students of Middle or High School age enroll at Unity Christian, a staff member will work with the student and parent to craft a curriculum specific to the student. Generally courses come from either Christian curriculum provider Alpha Omega or ACE. We cater to the student's individual needs. Some students work may all be in one curriculum, while others may be in a combination of the two curricula.

<b>Graduation Requirements</b>		
Bible, Theology & Ethics	3	Required course each year
Math	3	Required: Algebra 1
English	4	Required course each year
Science	3	Required: Physical Science and Biology
History & Geography	3	Required: World History, US History, Gov. and Economics
Electives	4	Required: Phys Ed, Music, 1/2 Health, 1/2 Technology
	<b>20</b>	<b>Total Credits</b>

### **Mission Work:**

In addition to academic excellence, developing a strong Christian worldview is a central goal of the education process at Unity Christian. Our students are encouraged to integrate their faith into every aspect of their lives. We hope, as a school, to become a center of unity for mission work that is being completed at all the churches in our community. We want our older students to become ambassadors by not only leading our school in participation, but also by collecting all the efforts and communicating them to the churches and the community at large. It is a project that builds character, leadership, organizational, and technical skills.

### **Technology Plan:**

Technology is an amazing tool, and like many tools it should be fully embraced...for the appropriate tasks and with the appropriate precautions. Our belief (which we feel is fully supported by research) is young children don't need significant amounts of screen time in school, but do need to be outside playing! They also need to learn to write (which is great for

brain development) and still have subjects like science and history. Computers may be used occasionally and we encourage parents to use appropriate apps and programs at home with their children, we just don't make it a focus to get those students on their own machines regularly.

Beginning in 5th grade, tools are introduced as they are needed and students will be phased into online learning and learn things like Lego Robotics. By 8th grade students should be regularly completing assignments with technology, proficient in the common operating systems, use cloud and web based tools and understand safe and appropriate use of the internet for work and personal use.

In High School the growth continues as we feel the students are ready to fully leverage all the benefits of technology. They take online courses, explore and learn about the newest online productivity tools and apps, manage the schools social media and take courses on web design or app development.

## Attendance Policy

Because we are concerned for your child's safety and well-being, we ask that you notify the school the morning the student is absent by 7:30 AM. Failure to do this will result in the student receiving an unexcused absence.

Types of absences are:

- **Excused:** An absence due to illness, doctor's appointment, or serious illness or death of death of family member. Students must make up any work that was missed. The first 5 absences will only require a phone call to be excused. However, any absence after five will require a call and a doctor's note upon the return of the student.
- **Explained:** An explained absence (not an absence due to illness, doctor's appointment, serious illness, or death of a family member) is when a parent/guardian takes the student out of school with the teacher's prior knowledge and approval not having to do with health or family emergency. Students will be required to get assignments for classes to be missed prior to leaving school. The assignments will be due on the day the student returns to school. Failure to comply with this policy will result in the absence being recorded as an unexcused absence.
- **Unexcused:** An absence in which the student is out of school that does not qualify as excused or explained. Any school work that was due on that day and not completed could affect grade and credit. The director will alert the student and their parent/guardians of this action. Continued unexcused absences could result in expulsion from Unity Christian.
- **Truancy:** In the case of a student who leaves school without parental consent or is absent from school on a regular basis without school authorization, or has a high rate of absenteeism, Unity Christian will attempt to reach parents or guardians with the numbers we have been given. Parents/Guardians are compelled to send their child to school and could incur legal liability and/or expulsion for failure to do so.



- Excessive Absences: A student who has more than 5 days of unexcused absences in a quarter may be subjected to grade retention. A letter of notification will be sent to the parent/guardian after 3 unexcused absences occur in a quarter and again after 5 unexcused absences. If a student or parent/guardian refuses to adhere to our attendance policy then expulsion from Unity Christian may occur.

Parents are to notify the school office well in advance for any planned absences. In such cases, students should complete all make-up work before the absence occurs.

If a student is absent, the parent must notify the school office. When the student returns to school, the parent must send a note to the classroom explaining the reason for the absence. When a student needs to be released from a class, the parent must send a note to the school office at the beginning of the day. If a student returns later on the same day, they must report to the office and sign in. All absences and tardiness will be recorded on the report card.

In the event of unexcused absences, the administration will schedule a conference with the student and parents. The school has the right to withhold credit or expel the student if correction is not made.

### *Tardy Policy*

A student will be allowed 2 unexcused tardies per quarter. The time the student arrives to class will be recorded on the classroom attendance sheet. In the event that there is a third tardy there will be a written discipline referral in which the student, a parent or guardian, and the teacher will sign. It will then be placed in the student's file. A meeting will be scheduled with the student's family and the director in the event that there are 2 or more tardies, making a total of 5 tardies in one quarter. After the 5 tardies, a student may be required to make up the time missed from class, which will be done on a Saturday. The student's parents or guardians will be charged the cost of paying a teacher and operation costs for a day of school.

## **Interview Process**

To enroll a child in Unity Christian, parents should request or download an application, complete it and forward it to the school. Please include the \$100.00 registration fee for one child, and \$50 for each additional child, refundable only if Unity Christian denies the application.

An interview will be set up with a member of the CBA School Board for new families once the application has been received. It is important that if there are 2 parents involved, they both need to be at the interview if at all possible. This interview process is a two-way conversation to evaluate if there is a match between the school and the family. There are a series of forms that will need to be completed before the student's first day of school.

A separate evaluation of new students will be done to determine their current level of learning. This is usually completed before the child attends on their first day.

# General Information

## **School Week**

Unity Christian has a 4 day school week that runs from Tuesday to Friday. Students should arrive at school between 7:15 and 7:30 AM. Students should not arrive before 7:15 without prior permission from the school. Elementary students should be picked up between 2:30 and 2:45 PM. Middle School and High School students should be picked up between 3:20 and 3:30 PM. All elementary students will be detained in the classroom until a parent or guardian picks them up unless the office has a note from home stating otherwise. Teachers will be available after school if there are any questions. Please schedule a conference with them if more than 5 minutes is needed.

## **Parking**

A student must receive administrative approval before driving himself or others to school. This approval will not be granted until written permission from each parent has been received by the school office. Students' automobiles are off limits during the school day with the exceptions of seniors. Students and staff driving to school must park on the street around the building.

## **Health Care Policies**

Unity Christian is not permitted by law to dispense over the counter drugs or any other medicine without proper authorization. For non-prescription drugs such as Tylenol or Advil, or for prescription drugs, the parent must submit a Medicine Form to the school office. These forms are available at the school office. If there is an evident health issue observed by staff, an evaluation will be made to determine if the child should be allowed to remain at Unity Christian for that day.

## **Inclement Weather Policy**

Unity Christian will follow the weather cancellations of the Berlin Public School system. If there are any other cancellations, parents will be notified by telephone.

## **Lunch**

Students must bring their own sack lunches from home. The school will provide microwaves for student use. Students should also have a water bottle that can be refilled and kept at their desk. Parents are responsible for notifying the school of any allergies their children may have. Unity Christian strives to have healthy options available when food is being offered for special occasions. Parental support for this is appreciated and any special dietary concerns should be brought to the school's attention.

## **Parent-School Relationship**

Parents are to check in with available staff before going to their child's classroom.

Lunches, books, etc. may be left for the student at the office. Unity Christian will attempt to send reminders of special events and important announcements with parents by take-home letters, but please be sure to check our calendar/bulletin board (Facebook too!). Unity Christian desires to maintain a Biblical, open door of communication. If you have a question or conflict with any of the staff, please seek to resolve it privately with that individual before involving administration. If you have a special need or observation to share directly with the director, please schedule a conference.

### **Telephone Use**

Unity Christian asks that all communication with students during the school day be approved by and conducted through the school office. Students may not use pagers, cell phones, tablets, computers or other communication devices on the premises or during school activities without prior administrative approval. Devices may be checked in at the office in the morning and picked up after school if they will be needed during off school hours.

### **Electronic Devices**

Radios, headsets, MP3 players and CD/DVD players are not to be brought to school. Special permission will be given by a teacher if needed for a school project. Phones will need to be checked in and not used during the day (see above).

### **Chapel**

Chapel programs are held each week and are designed to reinforce and supplement the teaching of the Bible through word and song. The same guidelines that apply to the school setting also pertain to students during Chapel time. Chapel is open to the public.

### **Visitors**

Unity Christian welcomes visitors to our facilities. All visitors including prospective students must make arrangements through the school office before entering the school. We have a small staff and hence require advanced notice for visitors.

### **Volunteers**

Unity Christian appreciates and accepts volunteers from our church family and from the A background check will be necessary for security purposes, and a brief volunteer training session will be required before starting.

### **Withdrawal Policies**

Unity Christian will not release transcripts to another school until the parents formally withdraw the child from CBA. Parents must make sure that all school-owned materials are returned to the appropriate teachers and that all payments are current when withdrawing their child.

# Tuition Policy

School Year: 2016 / 2017

## Registration:

\$100 for first student  
\$ 50 for each additional student

## Tuition Rates:

Kindergarten, ½ day	\$1,400
Standard Tuition	\$2,950
2nd Child	\$2,200
3rd Child	\$1,600
4th to 6th Children	FREE - If you have more than 6...give us a call. We'll talk.

## Tuition Discount:

\$300 - It takes a village to educate a child. We rely on the support of parents and volunteers to function. If you are willing to commit to supporting our school in a role of 40 hours or more (one hour a week), you are eligible for a discount. If interested, please contact us on how you can help. Potential roles include clerical/accounting, classroom support, cleaning, shoveling/sanding, etc. We have many roles that require more than an hour per week. If you are willing, we need all the help we can get.

## Tuition Payments:

Tuition for the year, paid in full via cash or check by August 31st, will be eligible for a 5% discount. A tuition payment schedule based on ten (10) monthly payments with the first payment due by August 31st can be established. These payments may be administered by a third party system such as Paypal.

## Additional Costs/Fees:

We try to be very considerate of parent's limited resources, but we may have field trips or programs, such as skiing, that have extra fees. Additional costs may include some lab fees, fees for college credit, and a \$25 fee for standardized testing in grades 4, 8 and 11.

# 2016/17 Academic Calendar

Unity Christian School



September 2016						
Su	Mo	Tu	We	Th	Fr	Sa
			31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19

October 2016						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

16

November 2016						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

15

December 2016						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

13

January 2017						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16

February 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

12

March 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

19

April 2017						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

12

May 2017						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18

June 2017						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

8

Aug 31, 2016	First day of School
Nov 11, 2016	Veterans Day
Nov 23, 2016	Early Release
Nov 24-26	Thanksgiving
Dec 23-Jan 2	Christmas Break
Feb 21-24	February Break
Apr 26-28	April Break
June 14, 2017	Last Day of School

	Holiday/Vacation
	Early Release (noon)
	End of Quarter
	Snow Day Makeup (if needed)

148 School Days  
 7:30-2:30 for grades 1-6  
 (6.5hrs/day, 962 per year)  
 7:30-3:20 for grades 7-12  
 (6hrs50min/day, 1010 per year)



**Contact Us:**

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