



## Parent-Student Handbook

Rules and regulations contained herein are binding on parents and students in accordance with Unity's signed contract of enrollment

Last Revision Date: 7/2/2018

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**A signature contained in the Appendix of this document is legally binding and indicates that the signatory has carefully read the terms and conditions and understands its significance.**

## Definitions

The following definitions apply throughout this Employee Handbook:

- “We,” “Us,” “Our,” “School,” “The School,” “Unity,” “Unity Classical,” “Organization,” “Corporation,” “Company,” “The Board,” “Board,” “Board of Directors,” and “Employer” refer to “Unity Classical Charter School; a Challenge Foundation Academy”.
- “Parent,” “Guardian,” “You,” “Your,” and “Yours” refer to the individual who is acknowledging the receipt and the understanding of this Parent-Student Handbook.
- In addition, the term “Director” and “Head of School” may be used interchangeably to refer to the head teacher, headmaster, headmistress, head, or principal of the school.

## Introduction

This Handbook is both a source of information for parents and students as well as a guide as to Unity’s expectations of its families. The Handbook is written from the perspective that Unity is a *community*, indeed, a “family,” where all involved -- the students, their families, the faculty, staff, Board of Directors and members of the general community give of their time, talent or resources -- work together to create a warm, but challenging learning environment. As Unity begins its first year of operation, we invite our *community* to come together in a spirit of enthusiasm, vitality, and support.

## Unity Essentials

### Mission Statement

Through classical education's rigor, Unity will develop intellectually, morally and physically excellent citizens who embrace learning and the desire to serve.

(Adopted: 9/15/2014, Last Revised: 9/15/2014)

### Vision Statement

Unity’s main goal, along with its partners and parents, is to inspire and educate the whole student. Our Classical K-8th grade curriculum is a rigorous academic program, which also includes foreign language and the arts. Utilizing the time-tested classical education paradigm, we encourage our students to grow emotionally and mentally. Our teachers accomplish this through helping their students pursue academic excellence, mastering sound reasoning, and acquiring truth. Our students learn to think critically, listen with discernment, and communicate effectively which aids them in becoming the best he or she can be, and helping them become a contributing citizen of these fine states.

(Adopted: 9/15/2014, Last Revised: 9/15/2014)

## School Governance

### Board of Directors

Unity is a non-profit organization. As a non-profit, Unity is governed by a Board of Directors. The Board of Directors has between five and eleven members and the purpose of the board is to ensure that the school is achieving its mission, create and follow board policies, oversee the strategic plan for the school, and approve and follow the annual budget. The board is also responsible for the hiring and termination of employees at the recommendation of the Director. The board meets every month on the third Monday of the month unless it is a holiday, in which case it meets on the fourth Monday. All board

meetings are open to the public and the agenda for each meeting is posted on the Unity website three days in advance of all regularly scheduled meetings. Public comments are allowed at board meeting. Anyone who would like to make a public comment must email [board@unityclassical.org](mailto:board@unityclassical.org) 24 hours before a board meeting to request a spot on the agenda.

The Board has the following standing committees: Finance, Governance, Development, Academic Excellence and Marketing & Enrollment.

### 2017 – 2018 Board Members and Positions

- Susan Walker, Board President
- Marty McCarthy, Board Vice-Chair
- Doug Burkart, Treasurer
- Mike Ingram, Secretary
- Dana Goldfarb, Board Member
- Joe Young, Board Member
- Jason Cole, Board Member

(Adopted: 9/15/2014, Last Revised: 3/20/2018)

### Compliance with Applicable Laws

The School shall comply with all applicable federal laws and regulations, including but not limited to such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records. The School shall comply with all applicable health and safety laws and regulations, whether federal, state or local. Neither the State Board of Education nor the local board of education assumes the duty to oversee the operations of the School except as may otherwise be required to monitor the charter School for compliance with applicable laws and regulations.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

# Unity Classical Charter School 2018-2019 School Calendar

July '18						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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29	30	31				

August '18						
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September '18						
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October '18						
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November '18						
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December '18						
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January '19						
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February '19						
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March '19						
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31						

April '19						
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28	29	30				

May '19						
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June '19						
Su	M	Tu	W	Th	F	Sa
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23	24	25	26	27	28	29
30						

Aug. 14-24 Required Workdays
<b>Aug. 27 - First Day of School</b>
Sept. 3 - Labor Day
Sept. 21 - Teacher Workday
Oct. 30-31 - Teacher Workdays
Nov. 12 - Holiday
Nov. 21 - Teacher Workday
Nov. 22-23 - Holiday
Dec. 19 - Teacher Workday
Dec. 20-31 - Teacher/Student Holidays
Jan. 1 - Holiday
Jan. 2 - Teacher Workday
Jan. 3 - Teachers/Students return
Jan. 21 - Holiday
Jan. 22 - Teacher Workday
Feb. 18 - Holiday
March 29 - Teacher Workday
April 12 Teacher Workday
April 15-18 - Spring Break
April 19 - Good Friday Holiday
May 24 - Teacher Workday Holiday
May 27 - Holiday
<b>June 7 - Last Day of School/End of Quarter</b>
June 10-11 Teacher Workdays
<b>Make Up Days:</b>
Dec. 19, Jan. 2, Jan. 22, Feb. 18, March 29
June 10, June 11
<b>Progress Reports:</b> Sept. 27, Dec. 6, Feb. 21, May 9
<b>Report Cards:</b> Nov. 1, Jan. 24, April 4, June 6
<b>End of Quarter:</b>
Oct. 30, Jan. 18, March 28, June 7
1st Quarter - 45 days    2nd Quarter - 42 days
3rd Quarter - 46 days    4th Quarter - 42 days

(Adopted: 1/21/2017, Last Revised: 4/23/2018)

# Roles & Responsibilities

## Family Agreement

To accomplish its mission and make its vision a reality, Unity needs the help and cooperation of the parents and guardians of our students. Parental presence in the school contributes to student learning in many ways, especially through the example of committed, caring parents and guardians. Unity has the following expectations of its students and their parents/guardians.

Students will:

- Attend school punctually and regularly.
- Bring a signed note from parents to explain any absence from school or call the office before 11:00 AM
- Obey the rules of the School.
- Accept and complete school assignments neatly and on time.
- Be courteous, obedient, and respectful to all school staff and personnel.
- Be respectful of their fellow classmates' rights.
- Not display inappropriate physical affection for other students on school grounds. If parents allow their children to date, expressions of physical affection between students will take place off the school grounds. The School will maintain a serious educational atmosphere at all times.
- Take good care of all school books and materials and agree to pay for any lost or damaged books or equipment.
- Not be disruptive in class or during school activities.
- Adhere to the school honor code and obey all rules.
- Follow through with punishments for breaking school rules.
- Not bring pornography, illegal weapons, or drugs to school grounds at any time.
- Not be romantically involved with staff. Students exhibiting aggressive behavior toward staff may be expelled. Staff displaying proven, inappropriate behavior towards students will be dismissed. Parents must be reasonably assured that their children are in a safe learning environment. Unity will promote high academic standards. We will have school activities that complement these goals.

**On my honor, I pledge that I will abide by the terms and conditions of Unity's Honor Code.**

As a parent/guardian of a Unity student, I agree:

- To purchase the required uniforms as specified in the Unity uniform policy.
- To ensure my child properly wears the required uniform every day.
- To supervise my child's homework habits and see to it that assignments are completed neatly, and on time.
- To assist the school as a teaching assistant, special assistant, or some other role as determined by my skills, and the needs of the School as determined by the Headmaster. I agree to assist the school for a minimum of 2 hours per month, per parent. One parent may serve the hours for both parents if desired.
- To provide **ALL Medical/Immunization Records** to the school nurse as required by North Carolina State Law. (G.S. 130-A153). Students are subject to suspension if records are not provided.
- To provide lunch for my student.
- To arrange transportation for my child to and from school each day.

- I understand that Unity will not interfere with the parents' rights to teach their own children in the delicate area of human sexuality.
- To allow my children's picture to be displayed in Unity promotional materials and publications.
- That my child will be bound by the terms of the Unity's honor code.

A student may be expelled from the school if, in the opinion of the Director, there has been sufficient violation of the rules of conduct as established by his/her teacher(s) so that continued attendance would be disruptive or dangerous to other students and/or staff. Expulsion may occur if a student violates the Unity Honor Code, or if a student or his/her parent(s) fail to adhere to the terms of the Unity Honor Code and other Unity policies.

**The Director of Unity will have the discretion to enforce the honor code with all due consideration given to the age of the student and other relevant circumstances.**

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Campus Expectation Policy

**Purpose: To establish shared expectations for the Unity community and encourage frank respectful engagement.**

At Unity, we are very fortunate to have a supportive and friendly parent body. Our parents recognize that educating children is a process that involves partnership between parents, class teachers and the School community. We understand and value the importance of sustaining a good working relationship between our parents and our educators to equip children with the necessary skills for adulthood. We greatly appreciate the commitment that our parents have made in choosing to entrust the education of their children to Unity, and thank them for their support of our unique School programming through which we engage our students daily. As we welcome and encourage parents/guardians to participate fully in the life of our School, and so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding, the purpose of this policy is to provide a reminder to all parents, guardians and visitors to our School about their expected conduct. Parents, guardians and visitors are expected to:

- Respect the caring spirit of our School.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the School community should be treated with respect and therefore set a good example in their own speech and actions.
- Use effective communication with School staff, administration, and Board members that cultivate open dialogue while seeking peaceful solutions to issues.
- Engage the School with an open mind to help resolve any issues of concern.

In order to support a peaceful and safe School environment, the School cannot tolerate parents, guardians and visitors exhibiting the following:

- Disruptive actions which interfere or threaten to interfere with the operation of a classroom, an employee's office, Board meeting, School event, field trip, car line or parking lot, office area or any other area of the School grounds (including social media postings or discussions with community members regarding the School or a staff member).
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper on or in the sight of campus.

- Threatening to do actual bodily harm to School staff, Board member, visitor, fellow parent/guardian or student regardless of whether or not the action constitutes a criminal offence.
- Damaging or destroying School property.
- Abusive or threatening e-mails, texts, voicemails, phone messages or other written communication.
- Defamatory, offensive or derogatory comments regarding the School or any of the pupils, parents, staff, or Board on Facebook or other social sites. Any concerns you may have about the School must be made through the appropriate channels by speaking to the class teacher, or the administration team, so they can be dealt with fairly, appropriately and effectively for all concerned.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on School premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child (such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Carrying weapons, smoking, and consuming alcohol or other drugs whilst on School property.
- Animals/pets brought onto School premises without permission. Service dogs are permitted at all times.

Parents or visitors that receive consequences based on their behavior shall follow the School's grievance process as set out in the Student/Parent handbook or any other policy established by the School. Students engaged in such activity will be addressed in accordance with the School's handbook. We trust that parents/guardians and visitors will assist our School with the implementation of this policy, and we thank you for your continuing support of the School.

Nothing in this policy is intended or should be construed to interfere with or infringe upon any rights, obligations, or responsibility under state or federal law, including but not limited to free speech rights. Furthermore, nothing in this policy is intended or should be construed to discourage or interfere with any individual's right or decision to participate in a proceeding with any appropriate federal, state or local government agency, or to prohibit any individual from cooperating with any such agency in its investigation.

(Adopted: 11/19/2016, Last Revised: 11/19/2016)

## The Unity Honor Code

I promise to be honest, trustworthy, and diligent in my studies, and to complete all work assignments neatly and on time. I promise to behave appropriately in school, respect the rights of others, and treat them with the same courtesy that I expect for myself. I will be respectful toward my teachers and all staff, remembering always that they are here to assist me in becoming the best person I can be. I promise to give all school letters to my parents on the day that I receive them, and to return them to my teacher the next school day with my parent's signature.

- 1. I will not lie.**
- 2. I will not cheat.**
- 3. I will not steal.**
- 4. I will report those who do.**

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Student Code of Conduct

Unity's expectation for student behavior are based upon the following governing principles:

1. Students will act with courtesy, consideration, tolerance, and patience in all interactions with others both at school and during school-sponsored activities.
2. Students shall treat school property and facilities with care and respect.
3. Students shall treat the property of others with care and respect.
4. Students will follow Unity's Honor Code and be honest in all academic and social situations.
5. Student behavior will reflect positively upon Unity.

Good discipline is imperative to the success of the school: it is helping a student adjust to the requirements of his/her environment rather than punishment for his/her not having adjusted, it is turning unacceptable conduct into acceptable conduct, and it is not humiliating or embarrassing. The ultimate, unique achievement of good discipline is self-discipline on the part of the student. Each teacher/team has a plan for managing student behavior that incorporates effective strategies consistent with the purpose and principles established by Board policies regarding student behavior. Teachers are encouraged to seek positive, innovative and constructive methods of correcting and managing student behavior in an effort to avoid repeated misbehavior and suspension.

Consequences for violating the policies in this handbook, teacher/team standards, or rules may include, but are not limited to the following:

- Parental involvement
- Isolation or time-out for short periods of time
- Behavior improvement agreements (contracts)
- Individual or small group sessions with an administrator
- Silent Lunch
- Detention during lunch or before/after school
- Exclusion from extracurricular activities
- Suspension or exclusion.

Unity is not required to engage in progressive discipline. Some offenses are so serious they warrant more severe consequences including, but not limited to, immediate suspension and/or recommendation for longer-term consequences. This Student Code of Conduct is not to be seen as all-inclusive. The administration reserves the right to amend or add to these lists as unique situations arise. The administration further reserves the right to deviate from the stated disciplinary action(s) based on unique or aggravating factors.

Failure to follow the instruction of a teacher, administrator or other school official and any conduct in violation of any written rule, policy or procedure or code of Unity will result in appropriate disciplinary measures.

### DEFINITIONS

- **Short-Term Suspension:** suspension from school, school activities and school grounds for a period of up to ten (10) school days.
- **Long-Term Suspension:** suspension from school, school activities and school grounds for more than ten (10) school days, but less than exclusion.

- **Exclusion:** Permanent removal of the student from school, school activities and school grounds. A charter school student who has been excluded may return to his local educational agency pursuant to North Carolina law.
- **Expulsion:** Permanent termination of the student-school relationship. This applies only to students 14 years of age or older whose continued presence constitutes a clear threat to the safety of other students or school staff.

### **CLASS I OFFENSES**

Result: After School or Lunch Detention unless repeated behavior

- Tardies
- Uniform/Dress Code violations
- Littering on school property
- Repeatedly refusing to complete school assignments
- Violation of the Technology Use Agreement
- Repeatedly neglecting to bring notebook, pencil and/or other learning materials to class

### **CLASS II OFFENSES**

Result: After School, Lunch Detention or Short/Long-term Suspension

- Committing repeated Class I offenses
- Failure to comply with other assigned consequences
- Deliberately disrupting the normal educational process in the classroom
- Failure to attend an assigned class without a valid excuse, skipping school or cutting classes
- Use of profanity and/or an obscene gesture
- Lying to or deliberately deceiving a teacher or a staff member
- Willfully leaving the classroom or school grounds without permission
- Inappropriate public displays of affection
- Failure to follow instructions of school staff
- Unauthorized or inappropriate use of any electronic device while on school property not associated with the educational process during normal school hours.
- Throwing objects in the classroom or on school grounds
- Repeated tardiness
- Use of inappropriate language
- Insubordination
- Violations of the Honor Code such as cheating and/or plagiarism
- Possession and/or distribution of pornography
- Taking unauthorized or inappropriate photos or videos of another individual
- Bullying/harassment
- Any conduct committed off-campus that (a) if committed on campus would constitute a Class II offense and (b) has a reasonable relationship to school operations

### **CLASS III OFFENSES**

Result: Suspension or possible disciplinary hearing for repeated and/or severe behavior, which could include but would not be limited to a Long-Term Suspension or Permanent Exclusion from attending Unity.

- Committing a combination of or repeated Class I and/or Class II offenses

- Trafficking, possessing and/or using tobacco/nicotine products on school property or at a school-sponsored event including the use or possession of electronic cigarettes or paraphernalia.
- Stealing or possessing stolen property
- Threatening to physically harm or attack another student, staff member or adult on school property or at a school-sponsored event
- Physically striking or attacking a student, staff member or adult whether as an individual act or with the assistance of others
- Possessing, handling, transferring or bringing a weapon or ammunition (including a toy weapon; example – toy gun, toy knife) on school property or at a school-sponsored event
- Threatening to bring a weapon or firearm to school
- Creating or encouraging other students to join in a disturbance, so as to cause the disruption of normal school operations
- Possessing, selling, exchanging, distributing, attempting to purchase, using or being under the influence of alcohol, illegal drugs, drug paraphernalia, or any substance purported to be an illegal drug, prescription medicine or alcohol on school property or at a school-sponsored event. This includes distribution of or purposely taking more than the prescribed amount of medically necessary prescription medication.
- Touching or conduct perceived as sexual or inappropriate in nature or which is deemed offensive to that person
- Damage/destruction/vandalism/arson of or trespassing on school property
- Hazing
- Bomb threat/hoax, false alarms
- Possession or use of explosives, fireworks, sparklers, smoke/stink bombs on school grounds or at a school sponsored event
- Any conduct committed off-campus that (a) if committed on campus would constitute a Class III offense and (b) has a reasonable relationship to school operations
- Creating or encouraging other students to join in a disturbance, so as to cause the disruption of normal school operations

Note: Any student who inadvertently possesses or finds a weapon or illegal substance or stolen property, which may subject the student to exclusion, may or may not be recommended for these sanctions if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of the weapon or substance or stolen property.

Any student who has been given out-of-school suspension three or more times in the same academic year may be recommended for exclusion.

Unity and its employees shall follow applicable rules concerning the discipline of students who qualify under relevant special education laws. Each teacher shall have the authority to suspend a student for up to ten (10) school days at a time (i.e., a Short-Term Suspension). There are no appeals for short term suspensions of 10 days or less.

For Class III offenses, the Director may recommend a Long-Term Suspension, and/or Exclusion, and/or participation in a Behavioral Contract. Decisions as to Long-Term Suspensions and/or Exclusion shall be made by the Director after appropriate written notice to the parties involved and a hearing if one is requested. In the absence of the Director, the Board Chair shall appoint a hearing

officer. Student appeals from the decision of the Director or hearing officer shall be heard by a panel of three Board members who shall be appointed by the Board Chair. Appeals must be made in writing to the Board Chair within ten (10) days of the decision of the Director or hearing officer. The hearing of the panel will occur at the next regularly scheduled Board meeting date, unless the family is otherwise notified. Decisions of the Board panel shall be final, and there will be no further appeal to the full Board of Directors.

Unity's disciplinary procedures will be exercised in a manner consistent with state and federal law, including the Gun Free Schools Act, the Individuals with Disabilities Education Act and the Rehabilitation Act of 1973.

### **Reports to Law Enforcement Agencies**

As required by North Carolina law, the Head of School is required to report the following acts to law enforcement when they have personal or actual notice of the incident and the acts occurred on the school campus or property: "assault involving serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law or possession of a controlled substance in violation of the law."

- In the event a student is accused of one of the above noted acts immediate suspension is required until an investigation can be completed to the Head of School's satisfaction.
- The Head of School will ensure all parents and/or guardians with students at Unity are advised as soon as possible regarding any event that required law enforcement involvement.

### **Reports to Department of Social Services**

Pursuant to state law, school personnel are required to report any suspected cases of child abuse or neglect to the Department of Social Services.

(Adopted: 3/13/2017, Last Revised: 7/2/2018)

## **Academics & Curriculum**

### **Academic Honesty**

Academic honesty is required by Unity and any form of academic dishonesty is a violation of the school's Honor Code and the Student Code of Conduct. Academic dishonesty is defined as cheating; working with another person(s) without permission, copying someone else's work, sharing your work with others, unauthorized use of notes or books on examinations, tests or quizzes; giving or receiving information on examinations, tests, quizzes, classroom assignments, lab assignments, homework assignments or any other work without the approval of the instructor; forging a parent signature; and plagiarism. Plagiarism is defined as intentionally using another person's words, thoughts or ideas as one's own without proper citation. Any act of academic dishonesty could result in loss of credit for the assignment and/or other disciplinary action.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### **Academic Standards**

The key to Unity's curriculum and student performance standards is rigor. Unity is a school that demands hard work from all students at all grade and ability levels. Students who attend Unity will find

they are continually challenged in all subject areas and that they will have to work diligently to meet academic expectations.

The types of challenges students will face are progressive complexity and competency in all subject areas, active participation in all areas of their education, including in-class and out-of-classroom experiences, and problem solving. Through self-assessment and teacher evaluation, along with the results from standard assessments, students will be challenged to excel beyond state standards in all academic areas. They will be given the tools to meet the demands of Unity's rigorous standards, and they will be held to those standards. Students are expected to perform at their level of engagement or higher.

Unity is committed to meeting or exceeding the NC Accountability Model standards. Students will be promoted to the next grade through a mix of assessments that includes teacher evaluation, classroom performance, and at times, director decisions.

For students with special needs, promotion will also depend on fulfillment of the child's Individual Education Plan (IEP). The academic expectations at Unity will be made clear to parents. Additionally, as stated above, teachers and the administration will be diligent in their efforts to keep parents up to date on their children's performance. When a child is in danger of failing, teachers will reach out to the parent or guardian to discuss the child's circumstances and develop strategies that the child, parents, and teachers can implement to afford the child opportunities to succeed.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Testing

Unity will give all North Carolina required state tests: Beginning of Grade (BOG), End of Grade (EOG) and End of Course (EOC) tests for which a test is required:

- 3<sup>rd</sup> Grade: Beginning of Grade (BOG) tests. The tests will take place between the 11-15<sup>th</sup> day of school.
- 3<sup>rd</sup>-8<sup>th</sup> Grades: End of Grade (EOG) tests for reading and math.
- 5<sup>th</sup> & 8<sup>th</sup> Grades: Science EOG and Math I EOC if applicable

In addition, all students will participate three times a year, in the NWEA-MAP Test (Measures of Academic Progress). This test measures academic growth and helps teachers tailor their instruction to each student.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Testing Compliance

Unity will conduct standardizing testing as required by state and federal law and provide remediation and intervention for students not scoring at required levels. A testing coordinator will monitor compliance with this policy and will ensure that all testing material is maintained under locked and secure conditions. All testing personnel, teachers, and school administrators are subject to a state Testing Code of Ethics regarding the statewide testing program.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Student Evaluation

All parents will be informed at regular intervals on their children's academic progress, based on procedures approved by the school Director. The academic year will consist of four nine-week grading

periods. Report cards will be issued at the end of each grading period. In addition, teachers will provide progress reports in the middle of each quarter. Grading scale and codes used for evaluation are shown in the table below. Report cards will be a combination of numerical and narrative evaluations.

Grade Level	Grade	Code
K-1	10 = ES	ES = Exceeding Standard
	9-8 = MS	MS = Meeting Standard
	7-6 = AS	AS = Approaching Standard
	5-0 = NS	NS = Needs Support
2-8	100-90 = A	WF = Withdraw Failing
	89-80 = B	WP = Withdraw Passing
	79-70 = C	I = Incomplete
	69-60 = D	FF = Failure Due to Absences
	<60 = F	P = Passing

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Academic Status

### Academic Probation

Students who have a cumulative weighted GPA lower than a C and/or an F in any class at the end of the first three semester grading periods will be placed on academic probation and will be barred from taking part in any extracurricular activities the following semester. Students who have a cumulative weighted GPA lower than a C and/or an F in any class as an end-of-year grade will be placed on academic probation and will be barred from taking part in any extracurricular activities during the first semester of the next academic year.

Students will be removed from academic probation if at the end of the next semester grading period they have a cumulative weighted GPA of C or higher and did not receive an F in any class. Academic probation begins at 12:01 AM on the day after end of semester report cards are released.

Students on academic probation need to maximize time spent on schoolwork and will be forbidden from taking part in any after school activities, including clubs, athletic teams, drama productions, or similar activities for any reason during the entire following semester. Students placed on academic probation are strongly encouraged to attend at least one tutoring session per week in each class in which they have a D or an F. Any time a student earns a grade of D (69) or lower in a particular class, the student's parents should e-mail the teacher of that class weekly for progress reports. Teachers will document their contact with parents on these matters.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### Cautionary Status

At the midpoint of the semester, if a student has an F in any class, that student will be placed on cautionary status. Students on cautionary status may be assigned mandatory tutoring by school administration, per consultation with teacher(s) and/or activity sponsor(s).

**Student Support Team Conference:** Whenever a student is failing two or more classes, a grade-level parent-teacher conference will take place unless two such documented conferences have already taken place. Whenever a student is failing two or more subjects at the midterm or at the end of a quarter, a

Student Support Team Conference will take place in order to help the student reach his or her highest academic potential. The team will consist of the parent(s), the teacher(s), and the Director, and an EC teacher when appropriate.

Unity is committed to making every effort to help every student succeed while recognizing that at times the voluntary decision of parents and guardians to transfer their children to another school may be in the best interest of meeting some students' educational needs.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Tutoring and Power Hour

Under the semester grading policy, it is imperative that parents check student grades regularly on the parent portal to monitor student progress. At parent and teacher request, particularly when grades fall below 70, students are *strongly urged* to attend weekly teacher tutoring sessions. Please note that tutoring is not automatically mandatory, so this puts more responsibility on students and parents to be actively engaged in seeking appropriate help from teachers. Students may be assigned mandatory tutoring by school administration, per consultation with teacher(s) and/or activity sponsor(s).

The Unity "Power Hour" Academic Support Program is an after school educational enrichment program. Power Hour focuses on the diagnosed academic needs of students for mastery in math or literacy for one hour. Students in need of academic support are recommended after review of an assessment and/or their quarterly progress report by their teacher, parent or a member of our instructional team. Our goal is to hold Power Hour once per week directly after school. There is no charge for students to participate in this after school program.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Retention

Students in grades K-4 may be retained at the discretion of a committee of the grade teachers and the Director. Students in grades 5-8 who fail two or more core classes will be placed in the same grade the following year.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Withdrawal Procedures

If a parent would like to withdrawal their child from Unity the School must receive the request in writing. A records request for one of our current students is considered a request for withdrawal and if a records request is received the records will be sent and that student will be withdrawn from Unity.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Academic Accountability

Students at Unity are responsible for:

- a) Completing assignments within time limits acceptable to the teacher and administration.
- b) Participating actively in all classes and class-related activities
- c) Making academic progress by passing, in addition to North Carolina EOG and EOC examinations, all courses required for promotion to the next grade level and graduation.
- d) Maintaining, being responsible for, and producing in all classes, at all times, necessary materials such as assigned textbooks, writing materials, and class supplies, and using these materials in an appropriate manner.

**Text Books:** Teachers will conduct textbook checks on the last school day of every month. Students who fail to bring their assigned textbook to class on the day of a textbook check may need to purchase a new textbook. Students who fail to bring in their assigned textbook for five consecutive classes are assumed to have lost their textbook, and a bill will be sent to the student's parents to recover the cost of the lost textbook. Students are responsible for all damage that occurs to textbooks assigned to them, and the school will bill parents to recover the cost of damaged textbooks. "Textbook" is a term to refer to any book sent home from school; hence, a novel can be a "textbook."

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Homework Policy

Homework is a valuable tool to help students practice skills they have learned during the school day. Students are expected to complete homework assignments punctually and to the best of their ability.

- **Grades K-4:** If a student does not complete a homework assignment, it will be sent home the next night to be completed and points will be deducted from the assignment. Teachers will contact the parent(s) of children who have missed more than 3 homework assignments.
- **Grades 5-8:** If a student does not complete a homework assignment, the student may receive a 0 for the assignment. Habitual issues with uncompleted homework will result in a parent conference. Teachers have the prerogative to afford opportunities to make up homework.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Student Records (FERPA)

Unity will adhere to all federal laws relating to maintaining student files. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents and eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the School decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, the School must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows the School to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

The School may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. If a parent would prefer that the School not release directory information about his/her student, s/he must inform the Director in writing.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### Right to Know Under the Every Student Succeeds Act

Parents of students have the right to know the professional qualifications of the School's classroom teachers. Parents can ask for certain information about their child's classroom teachers, and the School will give this information to parents in a timely manner if they ask for it. Specifically, parents have the right to ask for the following information about each of their child's classroom teachers and the School:

- Whether the State Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches
- Whether the State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
- The teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any teachers' aides or similar paraprofessionals provide services to their child and, if they do, their qualifications
- The School Improvement Plan
- Qualifications of your child's teachers
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- Opportunities for parent involvement and input
- The Title I Parent Involvement Plan and School Parent Involvement Plan
- School Report Card

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### The Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights concerning student privacy, parental access to information, and administration of physical examinations to minors. These include the right to:

- Consent before students are required to submit to a survey, which is funded in part or in whole by a program of the U.S. Department of Education, that concerns one or more of the following protected areas ("protected information survey"):
  1. Political affiliations or beliefs of the students or student's parent
  2. Mental or psychological problems of the students or the student's family
  3. Sexual behavior or attitudes
  4. Anti-social, demeaning, illegal, or self-incriminating behavior
  5. Critical appraisals of others with whom respondents have close familial relationships
  6. Legally-recognized privileged relationships, such as with lawyers, doctors, or ministers

7. Religious affiliations, beliefs, or practices of the students or parent
  8. Income, other than as required by law, to determine program eligibility
- Receive notice and an opportunity to opt a students out of the following:
    1. Any other protected information survey, regardless of funding
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of the students (except for hearing, vision, scoliosis, or any other physical exam or screening permitted or required under state law)
    3. Any activity involving the collection, disclosure, or use of personal information or the marketing, selling, or distributing of such information to others
  - Inspect the following, upon request and before administration or use:
    1. Surveys created by a third party before their distribution by a School to its students
    2. Instruments used to collect personal information from students for marketing, sales, or other distribution purposes
    3. Instructional material used as part of the educational curriculum

Unity has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Unity will directly notify parents of these policies at the beginning of each School year and after any substantive changes. The School will also both directly notify parents through U.S. Mail, e-mail, parent meetings, or the Parent and Students Handbook at the start of each School year of the specific or approximate dates (if such events are planned and/or scheduled) of the above activities and provide an opportunity to opt a student out of participating in them. Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5920.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## School Operations

### Admissions and Enrollment Policy

**Purpose: This policy is in place to address the process for handling admissions at Unity. The goal of this admissions policy is to declare the process and methods that will be used to admit students in a fair and consistent way that does not offer priority to any student except those specifically noted or required by North Carolina law.**

Unity is a nonprofit, tuition-free charter school authorized by the state of North Carolina. As a charter school, Unity will be open to all students who would otherwise qualify for enrollment in North Carolina Public Schools. The school will not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Unity will open enrollment on January 1<sup>st</sup>. The open enrollment period will end on February 15<sup>th</sup>. If needed, the lottery will occur before the second Tuesday in March. The lottery date, time and location will be published on the school's website by February 1<sup>st</sup> of each year.

### Eligibility Requirements

- a. Any child who is qualified under North Carolina state law for admission to a public school is qualified for admission to a charter school (i.e. turns five by August 31 of the academic year).

- b. Students must have domiciliary within the state of North Carolina during the open enrollment period.
- c. The student must not be currently under long-term suspension or expulsion (student may appeal to the charter school Board for eligibility).
- d. The lottery enrollment application form must be completed and submitted within the open enrollment dates.

### **Acceptance of Admission Timeframe**

Students admitted on or before May 15 will have 14 calendar days from the date their acceptance email was sent to accept or decline enrollment and 14 days from the time of the acceptance email to turn in enrollment paperwork. If a student is admitted after May 15, they will have 7 days to accept or decline enrollment at the school and 8 days to return the enrollment paperwork. If a student is admitted after July 15, they will have 48 hours to accept or decline enrollment at the school and 5 days to return the enrollment paperwork.

As spots at the school become available, the parent/guardian of the student will be contacted via email. If the parent/guardian does not have access to email and has specified that on their application, the school will mail a letter of acceptance to the child's residence (we may also phone).

### **Acceptance Requirements**

- a. The enrollment application may be completed online through our website ([www.UnityClassical.org](http://www.UnityClassical.org)), unless a family is unable to access the site. In that case, we will provide a paper application to parents when requested. The application will include the student's name, parent/guardian names, current address of student, phone number of parent/guardian, email of parent/guardian, county of residence, current grade level, their grade level for the coming year, student's date of birth, current school, the name of any siblings already enrolled at the school, declaration of the student's residence in the state of North Carolina, confirmation of access to email, parent email address and an indication as to how the family would like their children entered into the lottery.
- b. If the school does not receive enrollment confirmation and the application back in the specified time period, the Director may decline enrollment to the student and offer the spot to the next student on the wait list. If enrollment is declined and then a parent later decides they would like to send their student after all, they will be asked to submit a new application and they will be placed on the wait list in the next available spot.
- c. All enrollment information must be completed and submitted prior to student's enrollment in the school. This includes vaccination history and evidence of successful completion and competency in the grade the student completed during the prior academic year.
- d. Parents must complete a form providing the school permission to request records and reach out to the child's former school to gain additional information to support the student.
- e. If there is no correspondence from the parent, an additional phone call, email, and possible letter or home visit will occur. This correspondence is to ensure that the family is not accepting enrollment.

### **Grade Level for the Lottery Application**

Parents will be asked to confirm both their student's current grade as well as the grade for the coming year. Parents may not choose which grade they would like their child enrolled in for the coming year, they must enter the actual current grade and the next year's grade as confirmation. Parents wishing to have their child considered for retention must still submit their student for the subsequent grade level

and then if admitted the student will be evaluated by the Director and child's teacher before a retention decision is made. If the student's current school recommends a student for retention and has it documented in the student's file, the student will be moved to the appropriate grade if they have been admitted to school and will retain enrollment status with Unity. If the student is on the wait list at the time the retention decision is made, they will be moved to the correct grade level and placed on the wait list of their new grade based on the number they were pulled during the lottery.

### **Family Application**

Each family will enter all of their children that they wish enrolled into the lottery with one application. When the family application is pulled during the lottery, all of the students listed on the application will be pulled at the same time. If there are spots available in the appropriate grade levels, the children will be admitted. If there are not spots available, they will be placed on the wait list for those grades at that time.

### **Enrollment Preferences**

The following are special cases for enrollment preference as permitted by current statute and are listed in order of preference given:

- a. Children of founding and current Board members and of full-time Unity staff will be given preference for enrollment. When no slots are available or when there are more Board and full-time staff children than space available, there will be a "staff" lottery and waiting list for that grade level, which will take precedent over a sibling and regular waiting list. Current statutes permit no more than 15% of the enrolled student body be the children of Board and staff members.
- b. Siblings of currently enrolled students at Unity will receive sibling preference and will be placed above others on the waiting list.
- c. Preference is given to new applicants who are multiple birth siblings, and all multiple birth siblings for whom there are spaces available shall be admitted if the surname is drawn. If multiple birth siblings are in different grades, the parent will select the grade level to place the surname. If multiple birth siblings are waitlisted, they shall be listed alphabetically by middle name.
- d. Siblings in different grades and enrolling at the same time shall have only one sibling name placed into the lottery. If that surname is drawn, enrollment preference is given to all the siblings when space is available. The family may choose which of their children's grades to submit the name (e.g., if a family has a 1<sup>st</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grader, the family may choose to place the surname of one of the children in any one of those three grades). Siblings not receiving a space will be placed at the bottom of the sibling waiting list.

### **Enrolled Students and Withdrawal**

- a. Once students are enrolled, they will not be required to complete any forms to maintain enrollment. The school may send a form to gather information regarding intent to return to the school, but this will only be utilized to gather information for the upcoming lottery. This form will NOT dictate a child's enrollment for the next academic year.
- b. If a family chooses to withdraw from the school, they must complete a withdrawal form (can be done over the phone) to release the child's records to the next school.

### **Lottery Procedures for the 2017/2018 School Year and Subsequent Years**

The Board will revisit the lottery and enrollment procedures in the fall of each year to make adjustments according to need. At which time the student preference policies will be addressed, including any other additional policies that may be adopted (i.e. legacy and educational opportunity preferences).

- a. Unity lottery will use “Lotterease” or some other similar program to manage the lottery. The lottery will proceed in ascending order from the grade with the least enrollment to the grade with the greatest enrollment. If two grades have exactly the same enrollment, the lower grade will be drawn first. Randomizer programs have been run successfully for several other school lotteries and will be reviewed prior to its official use.
- b. We will display a list of application numbers associated with the names of students participating in the lottery. The numbers will appear in numerical order by grade. Please review the list to ensure that your child or the number representing your children is included in the appropriate grade. A printed list will also be available for your inspection. Prior to the lottery for each grade, we will ask parents to let us know if a prospective student is missing from the list. You do not need to be present to earn a spot in the lottery, but being present safeguards your participation in the lottery in the event that we have a mistake in our open enrollment list. Please bring your printed confirmation email.
- c. In the case of multiple birth siblings (twins, triplets, etc.), the children will be given identical numbers. In the case of siblings in different grades, the parents will choose which grade they wish the sibling lot to be placed in for lottery. Additional siblings and their grades will be listed to the side and not entered into the lottery pool of the grade they are entering. The law defines “sibling” as any of the following who reside in the same household: “half-siblings, step-siblings, and children residing in a family foster home.”
- d. The lottery will be drawn in grade order from the class with least enrollment to the class with most enrollment. As students with siblings in other grades are accepted, the additional siblings will be added to their respective grades in advance of each grade's lottery provided there are slots available. If not, those siblings will be placed at the bottom of the sibling wait list, which takes precedent over the student wait list, but not the staff wait list.
- e. Once we have verified that all eligible students are included on the numerical list for a particular grade lottery, our Lottery Coordinator will initiate the drawing by entering the number of applications received into the computer and then activating the randomizer. The randomizer will assign a number to each child’s application number from 1 to the list total of that grade to your child (for example, if 100 applications are subject to the lottery in a particular grade, a number between 1 and 100 will appear next to each child’s name). Those application numbers that have a random, numeric value next to them that are equal to or lower than the number of available seats in each grade will be granted a seat (for example, if there are 38 available slots in a given grade, the student whose random lottery number are 1 – 38 will be granted a seat). Those students with numbers beyond the available number of seats will be placed on a waiting list in ascending numerical order (e.g., 39 is first on the waitlist, etc.). We will print the results and post them for inspection. We will have Admissions Packets available for families during the lottery and parents may confirm their acceptance of admission at that time. For each student not available to confirm admission, we will mail a letter to the home address on file to confirm the awarded seat by the end of the next week. We also reserve the right to contact the families of lottery winners by phone, email, or home visit. Failure to confirm acceptance of the slot by the time and date specified in the communication will result in the child's name being relegated to the bottom of the waiting list.
- f. Students entering any grade above kindergarten must provide evidence of successful completion and competency in the grade they have completed during the last school year.

Report card grades, and/or MAP testing scores must be submitted no later than July 31 to confirm a student's grade status. Unity's Head of School reserves the right to determine each student's grade placement to ensure student success.

The school will add remaining applicants to the wait list in the order they are pulled from the lottery. This wait list will be used in the event that a spot opens and the school chooses to fill the vacant position.

### **Lottery Results**

The school will post the results of the lottery on the website within 5 business days of the lottery. If a student has been admitted to the school, the parent/guardian of the student will be contacted via email unless they indicated on their application that they did not have access to email. If the parent is unable to receive email, an acceptance letter will be mailed to the child's residence.

The results and the wait list will be updated monthly to allow parents to determine their current place on the wait list. Parents of students placed on the wait list will not receive communication via email or mail as to their student's place on the wait list. They will be asked to look at the wait list information placed online to determine their spot on the wait list.

### **Students Applying after the Open Enrollment Period**

Any students applying after the open enrollment period will be placed in their respective grade if there is still space available. Otherwise, they will be placed directly after any wait-listed students from the lottery in the order the application was received.

### **Unity's Right to Refuse Enrollment**

Unity reserves the right to refuse to enroll any student currently under a term of expulsion or suspension by his or her school until that term is over. Unity reserves the right to refuse to enroll a student if a parent willingly and knowingly provided incorrect information on the enrollment application. If a student has accepted enrollment at the school, but does not appear at the school in the first 2 days of school, the school will make reasonable attempts to contact the parents. If there is no response from the parent by the 3rd day of school, the school reserves the right to remove the student from their enrollment roster and offer the next student on the wait list the spot.

### **Enrollment Meetings and Enrollment Forms**

At least one parent or guardian will be encouraged to attend an Enrollment Meeting to learn more about the school and to turn in enrollment paperwork. At the Enrollment Meeting, the parent/guardian will sign enrollment documentation and turn in remaining enrollment paperwork. Each family will be expected to complete all information as required by the NC DPI for enrollment including proof of residence in NC. If a child is admitted to the school after the initial Enrollment Meetings, the parent will be encouraged to return their completed paperwork to the front office. If the parent is unable to attend one of the Enrollment Meetings but notifies the school of their inability to do so, they will be given the available times to drop off enrollment paperwork through the front office.

### **Handling of Errors**

#### ***Unity Errors***

If any mistake is made by Unity in administering the lottery (or if any discrepancy occurs in the lottery process as a result of the actions of Unity that is not corrected during the lottery), such mistake or discrepancy will not invalidate the lottery and the lottery results will stand with respect to all applicants

who were admitted at the appropriate grade level through the lottery. The mistake or discrepancy will be corrected at the next regularly scheduled meeting of the Board of Directors (after recognition of the mistake). If a mistake is made by an applicant resulting in the applicant not being placed at the appropriate grade level in the lottery, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.

If too many students were included in the lottery at a grade level or if a student name was duplicated in the lottery at a grade level, the student or students who should not have been included (or the duplicate with the lower priority placement number, as applicable) will be removed, and any applicants with placement numbers behind the applicants who were removed will be advanced in order on the list.

If an applicant is left out of the lottery by mistake, the number of students who were included in the lottery will be determined. For each applicant not included by mistake, a random application number from the full pool of applicants received will be assigned, and the applicant will be assigned that number as his or her lottery placement number and appropriately placed as if they were pulled at the same time as the randomly assigned placement number. Any applicants with placement numbers on the wait list behind the applicants who were left off by mistake will be moved down in order on the list. As noted above, lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery.

#### ***Parent Errors***

If a student name is duplicated in the lottery and Unity administration determines that the student was intentionally registered more than one time, the student will be assigned the lowest priority placement number assigned to the student in the lottery.

If an applicant has been incorrectly placed in a grade because a parent wishes to have their student retained, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.

(Adopted: 11/19/2016, Last Revised: 3/13/2017)

## **Dress Code**

The purpose of the dress code is to clearly identify appropriate attire for all of our students when attending any Unity related event. In keeping with our school mission, the board and administration of the school believe attire should be modest, not offensive to others and not disruptive to the learning environment while on school property or out at a Unity event or field trip. We believe it is important for all of our students to learn the importance of presenting themselves well and that they should begin learning those habits while at school.

All students at Unity will be required to follow the dress code below for any school event. At any time, the Director has full discretion to enforce this policy. In support of the mission of the school, clothing may not disrupt the learning environment. A student's dress and general appearance should not be so extreme that it draws attention to the student, nor should dress and appearance detract or interfere with the teaching and learning in the classroom. Attire should be modest in nature and not offensive to others. No clothing will be allowed that defames, degrades or is offensive to a gender, race, color, religious group, sexual orientation, national origin, ancestry, age, culture, or a physical or mental impairment. Nor shall any clothing display any suggestive or objectionable material.

Clothing must not advocate unhealthy behavior, dangerous practice, or create a safety problem (includes no graphics/text containing sexual connotations, controlled substances or violence). Appropriate, safe footwear must be worn at all times. Winter hats or head coverings may only be worn outside unless for religious beliefs. Baseball caps cannot be worn during the school day. If wearing leggings, leotards or tights, fist length shorts, fingertip length shirts, skirts or dresses must be worn over them. Hem of shorts are at fist length when arms are resting at the sides and skirts and dresses must be fingertip length. Tank top straps must be at least 1" in width to cover all under garments. Students must exert a certain amount of judgment in their choice of clothing to wear to a school event.

Some examples of attire that cannot be worn:

- Mesh shirts
- Leggings unless they are under a skirt
- Clothing that exposes bare midriiffs or bare backs
- Pants worn that are excessively sagging
- Pajamas or slippers
- Sheer or see-through clothing
- Underclothing that is visible
- Halter tops or tube tops
- Facial piercings with the exception of earrings

Expected Attire for school special events both on and off campus: Dresses for girls must have two straps, be a minimum of fingertip length when shoulders are at rest. No midriiffs or bear stomachs please. This list is not all-inclusive and is subject to change at the Administration’s discretion. Failure to comply with the School’s uniform policy and/or dress code are violations of the Student Code of Conduct.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Uniform Policy

Article of clothing	Requires school logo?	Colors	Applies to	Additional details
Polo shirt (short or long sleeved)	Yes	Purple	Both boys and girls	
T-Shirt (short or long sleeved)	Yes	Purple	Both boys and girls	
Cardigan (optional)	Yes	Purple, white or gold/yellow	Girls only	
Pants	No	Khaki/ tan	Both boys and girls	
Shorts	No	Khaki/ tan	Both boys and girls	Must be modest length
Skorts	No	Khaki/ tan	Girls only	Must be modest length. Skirts are not permitted.
Polo-collar dress (optional)	Yes	Purple	Girls only	Must be modest length
Jumper dress (optional)	No	Khaki	Girls only	Must be worn with polo

Sweatshirt	Yes	Purple or Black	Both boys and girls	Black only used during physical education; Purple permitted over polo shirt during cold weather
Athletic shorts (mesh)	No	Black	Both boys and girls	Only used during physical education
Sweatpants	No	Black	Both boys and girls	Only used during physical education
Socks	No	White	Both boys and girls	White and black preferred
Tights	No	Black, white or nude	Girls only	Permitted during colder weather
Shoes	No	Black or white	Both boys and girls	Must be plain closed-toe athletic/tennis shoes.
Belts	No	Brown or black	Both boys and girls	

**Jewelry & Other Accessories:**

- Small articles of jewelry (earrings, necklaces, bracelets, watches) are permitted as long as they do not cause a distraction within the learning environment. Please be advised that the school cannot be responsible for lost, stolen or misplaced articles of jewelry. The school recommends jewelry not be worn on PE day.
- Accessories like hats, scarves, and gloves are not permitted inside the building during the school day.
- Hair accessories like headbands, bows and clips are permitted, as long as they are not a distraction.

**Purchase Options:**

- Tops, including polo shirts, t-shirts, cardigans, sweatshirts and dresses can be purchased through Lands’ End via their website ([www.landsend.com/school](http://www.landsend.com/school)), via phone orders, or at participating Sears. Lands’ End can print our approved school logo.
- Pants, shorts, skorts, sweatpants, PE shorts, shoes, socks, and belts may be purchased from any store as long as the school colors are selected (no denim). Lands’ End, Target, Wal-Mart, Sears, and JC Penney usually carry the appropriate clothing in the appropriate colors.

**Optional Uniform Wear:**

- Lands’ End will show additional uniform items for students that are OPTIONAL, such as sweaters, jackets, lunch bags, book bags, and backpacks. Again, these items are optional and are NOT mandatory purchases.

(Adopted: 3/13/2017, Last Revised: 7/25/2017 minor change to chart)

## School Hours

The Board of Directors believes that time is a critical variable in the educational process. The board also recognizes that the school day and the school year should be planned in a manner to facilitate student learning and to permit accurate assessment of student achievement. Upon the recommendation of the Director, the board will approve the school day and time schedule. In preparing a recommendation, the Director will seek input from the staff and parents.

The current approved school hours are as follows:

Grades K-2	
7:30AM - 8:00AM	Drop-off
8:00AM - 3:00PM	School Hours
3:00PM - 3:30PM	Pick-up

(Adopted: 1/21/2017, Last Revised: 1/21/2017)

## Arrival & Dismissal

Parents/guardians are asked to pay special attention to the *earliest arrival* and *latest pickup* times. Within those times, Unity assumes responsibility for the supervision and safety of your child(ren). However, prior to 7:30AM there may not be a responsible Unity adult on duty; similarly, after 3:30PM faculty will have other duties that require their presence. A tardy student must check in the office to receive a pass before going to class. Unity policy is that no child is to be outside of adult supervision at any time while on campus.

Please make sure that your child enters the school safely and that he or she is supervised as he/she is crossing streets, parking lots etc. Parents of students that walk from nearby neighborhoods are responsible for the safety of their child until they arrive on campus. Parents are expected to walk their children across Arrowood Road. Students should not be dropped off or picked-up in the front of the school by the busy street. Remind your child to head straight to their classroom upon arrival.

At dismissal time, students must be picked up by an authorized adult. If a student is being picked up by someone who is not on the student's authorized for pick-up list, the parent must authorize the pickup in writing. If the student is walking home they must walk home with an adult or an older sibling if they are in 4th grade or younger.

***Any student left on campus after 3:30PM and not signed-up for "Power Hours" or After School Care will be sent to the office with their instructor and the parent/guardian will be billed \$10 per ¼ hour until the student(s) is picked up.*** Students picked up consistently after the designated pick up window will be contacted for a meeting with the Director.

If a parent has a custody agreement or a current restraining order against a person, it is imperative that the school have copies of these orders immediately. According to North Carolina law, both parents have legal custody of minor children unless a court has decreed otherwise, and either can pick up the child or remove the child from school.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Carpool Procedures

Every family will be issued two carpool tags. You must have the school issued carpool tag in your car to pick up your child. If you do not have your tag, you will be asked to park and come inside to show your ID before being allowed to pick up your child. This process allows us to ensure that every child is going home with the right person. Please place your school issued carpool tag on the left side of your dashboard in plain sight. If you are going to have a change in who is picking up your child please email [info@unityclassical.org](mailto:info@unityclassical.org) to notify us of the change. All parents must complete the Authorized Pick-up List for their child that will be sent home during the first few weeks of school. On this list, please list anyone that your child can ride home with from school.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Parking

Families and visitors may park in the paved area to the left of the building (facing the building). There is additional parking all along the school building; however, you may need to walk around to the front office as the doors are locked for safety reasons and concerns.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Attendance Policy

At Unity, every day is essential to the learning process; therefore we encourage every student to be at school every day. Students are responsible for collecting and making up any work that they missed while they were out of school. Parents may arrange to either pick up work in advance of a planned absence or can come by the school after an absence to pick up the child's work. Absences are considered Excused Absences in accordance with State law and will be excused for the following reasons:

1. Illness/injury
2. Quarantine
3. Death of an immediate family member
4. Medical or dental appointments (a note from doctor/dentist office is required to verify appointment)
5. Court proceedings
6. Religious observance
7. Inclement weather

Absences must be documented in order to be considered excused. Please do your best to inform the school of your child's absence by emailing [info@unityclassical.org](mailto:info@unityclassical.org) or by calling the front office by 8:30AM. At any point in the year that a student's excused absences are for an illness or injury, the Director may require a statement from the student's physician in order to excuse future absences. This action will automatically be recorded in PowerSchool. Absences will be considered Unexcused if a student misses school for any other reason or if the proper documentation is not provided for the absence. Unexcused absences will be handled in the following manner:

# Unexcused Absences	Follow-up
Six	Meeting with parent, student and teacher
Ten	Intervention conference with parent, student, teacher and Director
Twenty	Automatic Retention

Students will be considered present for the day if they arrive before 12PM or leave for early dismissal after 12PM.

**Please note: Any student missing 20 or more school days will automatically be retained. An appeal may be filed with the School Director. Any student in jeopardy of retention will be notified via certified letter.**

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### Tardy Policy

Students are expected to arrive to school on time. Students are considered tardy if they are not in their classroom by 8:00AM. Tardiness is only excused for medical and dental appointments or to comply with court ordered attendance at a legal proceeding. In all such instances, for the tardy to be excused proper documentation is required. Students tardy due to illness will only be excused with parent communication – verbal (in person or over the phone) or via email to [info@unityclassical.org](mailto:info@unityclassical.org). Tardies will be tracked and students with more than five unexcused tardies during the year will be required to make up the instructional time after school.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### Early Dismissal

Early dismissals from School are considered tardies and are subject to the attendance and tardy policies noted above. Please remember, teachers are still instructing in the classrooms until the end of the School and early dismissals interrupt instruction. We encourage parents to make appointments for their child outside of school hours; however if you must pick your child up from school early please notify the front office in advance by emailing [info@unityclassical.org](mailto:info@unityclassical.org) in advance.

**Parents must sign students out in the main office.** If the student is able to return to school following the appointment, the child must sign in at the office. Students will only be released from school to the people who are authorized on the Authorized Pick-up List. Those NOT listed as an authorized adult on the list can only pick up a student if the school has received a written and signed note from the parent/guardian giving permission for that person to pick up the student. Proof of identity is required in order to pick up a student.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Make-up Work for Absences

Students are responsible for, and they are permitted to, make up all work missed during absences. In general, a student will have 1 day to make up work for each day missed. For example, if a student misses 2 days that student must make up any and all work to include homework, class work, assignments due, quizzes, tests and exams within 2 school days of their return to school. This timeline holds unless the teacher or an administrator determines that extenuating circumstances might support an extension of time.

The student is responsible for finding out which assignments, quizzes and exams were missed and completing them within the specified time period. Students who are absent due to a suspension from school will be provided an opportunity to complete work and take any examinations missed. Families are encouraged to check the instructors' webpage, or email their teacher to obtain assignments. The family should contact the instructor through email to make arrangements for picking up such materials. (Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Lunch & Snack Procedures

Students will have time for a snack each day. Please pack a snack, a lunch, and a reusable water bottle every day. Please make sure you label your child's water bottle and lunch box with their name. All snacks **MUST BE NUT FREE**. We encourage students to pack fruits or vegetables for their snack. A comprehensive list of nut-free snacks is available in the front office. Please pack a healthy lunch for your child, including a drink separate from their water bottle. Lunch may not be brought in from outside restaurants and delivered to students after drop off in the morning. The following items are not allowed for a snack or for lunch:

- Gum
- Candy
- Soda
- Coffee
- Energy drinks
- Caffeinated drinks

Students bringing items above will have them taken and disposed of. They will not be returned at the end of the day. Parents, Guardians and Grandparents wishing to have lunch with their child should plan to follow the lunch schedule as set by their teacher.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Student Deliveries

To protect the integrity of the classroom environment, we do not accept the delivery of flowers or gifts for students in the main office. Parents who deliver items for students (lunches, homework, athletic equipment, etc.) should be aware that we do not deliver items to students (with the exception of Kindergarten students), they may pick up items in the office at lunch and after school. Every effort should be made to refrain from dropping off forgotten items. Only lunches and eyeglasses will be accepted in the front office. Homework, musical instruments and additional coats, or umbrellas will not be accepted unless there are extenuating circumstances. We believe in encouraging student responsibility and would ask parents not to come back to the school with forgotten items.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Personal Items

The School will not accept responsibility for the personal items of students. We expect students to leave belongings that are not necessary for their education at home. Any personal items that staff members judge to be unsafe, inappropriate for School, or interfering with students' educational focus will be confiscated and held in the office or remain in the possession of a staff member until the parents retrieve them. Such items may be subject to search. The School shall not be responsible for any items lost or damaged while in its possession.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Hazardous Chemicals

The School will take all necessary steps to protect its students and staff from hazardous chemicals or other potentially dangerous materials, and it will comply fully with all required inspections, laws, ordinances, and regulations regarding hazardous chemicals.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Unsafe School Choice Option

Title IX, Section 9532 of the No Child Left Behind Act of 2001 provides that a student attending a "persistently dangerous School" or a student who is a "victim of a violent criminal offense" on School property, as defined by law, has the right to transfer to another safe School in the district, if his/her parent requests a transfer. If there is not another safe School in the district providing instruction at the student's grade level, the School shall contact neighboring districts to request that the students be permitted to transfer to a School in one of those districts.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Weapons Ban Policy - Students

Unity prohibits weapons (and replicas of weapons) on School property, in School vehicles and at School-sponsored activities on or off School property. Weapons and replicas of weapons constitute any item (regardless of its nature) used to threaten or cause actual harm, including but not limited to: firearms, knives, metal knuckles, chains, razors, explosives, poisonous or noxious gases or any other tool or instrument capable of inflicting bodily injury as determined by School administration. On-duty Law Enforcement Officers (LEO) or School Resource Officers (SRO) are the only approved individuals to carry weapons on School property or at other School-sponsored activities on or off School property.

Students who violate this policy will be subject to disciplinary action, up to and including expulsion from School for a period of one (1) year from the date the student was found guilty of the violation. The Director will review each alleged violation of this policy and will exercise discretion for expulsion on a case-by-case basis.

All acts of violence and possession of weapons as defined in this policy shall be reported to parents of the violator, appropriate law enforcement agency and any other government agency as required by law. In addition, the Director is required to report immediately to the appropriate local law enforcement agency whenever the Director has personal knowledge or actual notice from School personnel that any of the following acts has occurred on School property:

- assault involving the use of a weapon
- unlawful possession of a firearm
- unlawful possession of a weapon

This reporting requirement applies regardless of the age or status of the person thought to have committed the act. The report to law enforcement is only required if the act occurs on School property, which includes any public School building, bus, campus, grounds, recreational area or athletic field (Adopted: 11/19/2016, Last Revised: 11/19/2016)

## Video Monitoring

Unity recognizes that the use of video monitoring/surveillance systems is warranted to maintain campus security, to increase student and employee safety and to assist with the enforcement of the school's policies and rules concerning student and employee conduct, safety and security. School buildings and grounds may be equipped with video monitoring devices, but such devices shall not be placed where there are reasonable expectations of personal privacy such as in locker rooms, changing rooms, nursing and health room areas or bathrooms.

### Use of Video Recordings:

- Video recordings will only be utilized for official Unity business.
- A video recording of actions by students may be used by administrators or the Board as evidence in any disciplinary action brought against students arising out of the student's conduct on or about school property.
- The video surveillance recordings may not be used in connection with instructional observations of professional staff. This policy does not prohibit the administration from establishing other methods of videotaping lessons for the purpose of instructional observation.
- Video surveillance recordings of students, staff and/or others may be reviewed for the purpose of determining adherence to school policy and rules.
- Such recordings may be used to detect or deter criminal offenses that occur in view of the camera(s) and may be shared with law enforcement officials.
- Video surveillance recordings will be released to others only in accordance with applicable state and/or federal law or regulation.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Grievance Policy for Parents and Students

This policy is in place to respond to parent and student grievances or concerns. It is expected that any parent or student with an issue should try to resolve the issue by using open communication with the teacher. This means that if a parent or student disagrees with any policy or procedure within the classroom, the first level of grievance is their student's teacher. If the parent or student is not satisfied with the teacher's response, they should then set a meeting with the Director. At that meeting, the parent, student, teacher and Director must be present and the issue at hand will be fully discussed. If the parent or student feels that their issue is still a concern after the above referenced meetings and the issue meets the definition of a grievance set forth below, the parent or student may initiate the grievance procedures as described below. Most issues that a parent or student have with the classroom, teacher or School should not rise to the level of a grievance and appropriate resolution will likely be found with the teacher and/or the Director.

1. **Definition of a Grievance:** a grievance is defined as a formal written complaint by a Parent-Student stating that a specific action has violated a School policy, Board policy, or law/regulation.

2. **Time Limits:** A grievance will only be heard if the complaint has been filed within 15 days of the meeting with the Director. The 15 day deadline may be extended at the discretion of the Director.

3. **The Grievance Process:**

Step 1: If the parties are not satisfied with the decision of the Director, and the grievance meets the definition set forth above, the Parent-Student must submit a letter in writing to the Governance Committee of the Board stating the School policy, Board policy or law/regulation that was violated including details of the actions and the place, date and time of the violation. The Parent-Student should make all efforts to include any details about the event that may be helpful in the decision making process.

Step 2: The Governance Committee will review the facts and notify the parties in writing (email accepted) within 30 calendar days of the appeal of their decision. If the Governance Committee considers the matter should be heard, the parties will be called to meet with the Board at its next regularly scheduled monthly meeting provided such meeting is more than 7 days after the filing, or the Chair of the Board of Directors may call a special meeting of the Board to consider the appeal in accordance with the School's bylaws. After the hearing, any decision of the Board will be communicated to the Director and the Parent-Student who filed the grievance within 5 school days, The Governance Committee's and/or the Board's decision concerning the grievance is final.

(Adopted: 11/19/2016, Last Revised: 11/19/2016)

## Communicating With Staff & Students

Email is the simplest and most effective way to contact our staff. Each staff member has an email account. The email is the first name of the staff members followed by a period, and then the complete last name followed by @unityclassical.org, e.g. John.Doe@unityclassical.org. In addition, teachers may be contacted during regular school hours by calling the Office at 980-282-8298 and leaving a message. Any dialogue with a teacher concerning a student is to be scheduled in advance. The hours between 7:45 a.m. and 3:15 p.m. are when teachers are supervising students. In order to maximize teaching time and teacher effectiveness, interrupting or detaining a teacher during these times is highly discouraged.

Students may not use cell phones during the school day. Personal messages will be given to students only in cases of emergencies.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Parent Volunteer Agreement

Unity believes that education is a partnership between our school, our staff and our families. We feel that direct parent involvement with the school creates a much more effective environment for learning and development. As a result, Unity asks that parents volunteer twenty hours a school year, or two hours of service each month as a contribution toward the education of their child(ren). These hours can be donated in larger blocks. The areas for making these service contributions are many and include off-campus as well as on-campus volunteer opportunities. Some suggested areas are: PTO, classroom support, administrative support, general school services, academic and enrichment services, athletics, campus maintenance, curriculum resource, special events, and public relations. The PTO coordinates many volunteer activities. Volunteers must have a background check before being permitted to interact with students.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Volunteer Policy

A volunteer is anyone who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis at the School or School activities. Unity strongly encourages parent, grandparent, guardian, and community involvement in our School. The following policy assists our volunteers in being effective, satisfied, and successful School volunteers while maintaining the integrity of the School and the health and safety of our students and teachers. Volunteers in large group functions may not be subject to all of the same requirements to serve.

1. All volunteers at Unity are required to:
  - a. Complete a Volunteer Orientation led by the Director or his/her designee.
  - b. Have a Sex Offender Registry Check on file dated within the last two calendar years.
  - c. Have a background check performed through Unity's third party vendor on file dated within the last two calendar years.
  - d. Complete, sign, and date a Volunteer Information & Background Check Form.
  - e. Be given a copy of the Unity Volunteer Policy for their records.
  - f. Confirm in writing that they have been provided with a copy of, read, understand, and agree to comply with this policy.
2. The Director or his/her designee will formally approve every volunteer application, and volunteers must be placed on the Authorized Volunteer list before volunteering their services at the School. All administrative staff will have a copy of the Authorized Volunteer list and will prohibit any person not on this list from volunteering at the School.
3. Information collected during the screening process for volunteers will be treated as confidential to the extent allowed by the law.
4. The Director or her/his designee will review all criminal background checks. No person who has been convicted of crimes against children, sex crimes, or serious crimes of violence will be allowed to volunteer at the School. The Director will evaluate other criminal records on an individual basis. If a criminal history presents itself in a review, the Director shall determine whether the results of the review indicate that the volunteer (i) poses a threat to the physical safety of students or personnel, or (ii) has demonstrated that he or she does not have the integrity or honesty to fulfill his or her duties as a volunteer. The Director shall document the decision.
5. All volunteers must report directly to the School office when they arrive and should sign in to the Volunteer Log kept there. The School office will provide an official badge identifying the volunteer that must be worn at all times.
6. All volunteers must be at least 18 years of age unless they are supervised by another responsible adult as approved by the Administrator or his/her designee.
7. Volunteers work in partnership with, under the supervision of, and at the request of School administration and staff. Volunteers are expected to abide by all Board policies, procedures, and School rules when performing their assigned responsibilities. The Director or his/her designee shall make volunteers aware of all applicable policies, procedures, and rules at the Volunteer Orientation before they begin their first volunteer assignment.
8. Volunteers will not have access to confidential information in student records except as allowed by federal and state laws and regulations. Volunteers will be responsible for maintaining

confidentiality regarding information seen and heard while working as a volunteer. If there is a safety concern or an emergency situation, it must immediately be communicated to someone in authority at the School.

9. Volunteers shall not use information learned or acquired in the course of volunteering for any reason other than in furtherance of their volunteer efforts at the School. For example, if a volunteer is a class parent and receives parent email information to communicate with parents, the volunteer shall not share parent email addresses with others and shall not use such email addresses to communicate with parents about anything other than for the purpose of serving as class parent.
10. Volunteers are to serve as positive role models. Unity Classical volunteers must always:
  - a. Use appropriate language
  - b. Dress appropriately
  - c. Discuss age-appropriate topics
  - d. Refrain from inappropriately touching students
11. Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher or staff member.
12. Volunteers are prohibited from administering medications of any kind to students.
13. Volunteers should refrain from giving students gifts, rewards, or food items of any kind without the permission of School personnel.
  - a. Volunteers are expected to be prompt and dependable. Volunteers should notify the School office if an illness or emergency prohibits them from attending a volunteer assignment.
  - b. Volunteers may not take students off School property without the written permission of parents and School personnel.
  - c. Volunteers must leave children not enrolled in Unity Classical at home when volunteering.

Unity Classical does not tolerate any kind of discrimination or harassment by volunteers of the School and it is expected that all volunteers will comply with the School's policies related to such matters.  
(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Fundraising Policy

The purpose of this policy is to provide parameters to ensure all fundraisers conducted at Unity are directly related to school improvement, school community development or learning enhancement.

**Approval:** All fundraisers must be approved by the School Director or his/her designee prior to implementation and shall conform to the following conditions:

- Fundraising activities and projects shall be kept within a reasonable limit. When presenting a fundraising idea to the School Director, students and staff shall explain the need and propose how the funds may be expended.
- All fundraising requests shall be submitted to the School Director in writing.

**Restrictions:** The following are to be avoided in the context of any Unity Classical fundraisers:

- Students and parents are prohibited from soliciting to Unity Classical staff and other families on school property.

- In the instance of approved school fundraisers, students and staff may not be required to participate in selling any type of product.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Field Trip Policies

Field trips are an important part of enhancing a student's learning experience. Unity provides field trip opportunities that provide academic value or community building time for our students. No Unity student will be permitted to leave a field trip early except in the case of an emergency or unless requested by a member of the Unity staff for disciplinary reasons. All students must remain with the group for the duration of the field trip. Due to the responsibilities of a chaperone to supervise the students in their care, we are not able to accommodate bringing additional children that are not in the designated class or course.

Students and families should be aware that any student who chooses to participate in a school-sponsored field trip is subject to search of their room or belongings if there is a reasonable suspicion that the student may be in violation of school policy or law. Local law enforcement may also be called to investigate if there is a belief that the student's behavior violated the law. Students who have been involved in serious disciplinary action may lose the opportunity to participate in future field trips scheduled in the same school year. Students not in good academic standing may not be allowed to participate in field trips, which involve missing instruction time.

Other items of import include:

- All field trip permission slips must be signed by the student's parent or guardian.
- Chaperones must be approved.
- The school may perform background checks on chaperones and volunteer drivers.
- Parents asked to carpool to an event must present valid insurance on their vehicles and a copy of a valid driver's license before being allowed to participate.
- Refunds are not possible once deposits/payments are remitted to the field trip companies.
- Students with discipline issues may be prohibited from participating in field trips and will forfeit all fees paid
- For special needs students, accommodations will be made on trips per the student's IEP or 504 Plan, but special accommodations for dietary requests, rooming preferences, and parent or student desires will not be honored. If students are unable to participate on the overnight trip without accommodations identified in their 504 Plan or IEP, the parent must attend the trip at their own cost and provide any accommodations that are needed.

Our goal is that all grades will have one off campus field trip per year.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Visitor Policy

No matter the purpose or duration of a visit, all visitors must check in at the office and obtain a visitor's badge, which must be worn throughout the stay on campus. Once a visitor has checked in they will then be escorted to their destination. Classroom visitations should be scheduled in advance with the office and the teacher involved. Parents and other visitors are reminded that they are very visible role models while on campus. All visitors must abide by the policies set forth in this handbook at all times.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Inclement Weather Procedures

In the event of bad weather **prior to the start of school day** please listen to the following information sources for broadcasts regarding a Unity closing or delayed schedule for opening:

- WBTV Channel 3, WSOC Channel 9, or WCNC Channel 36
- Unity Website at [www.unityclassical.org](http://www.unityclassical.org)
- AlertNow (or similar service) – This service enables Unity to deliver recorded messages, emails or SMS text alerts to inform or update school constituents when an emergency arises – ***please keep your emergency contact information up-to-date by informing the school immediately if there are any changes.***

We follow CMS' lead. For example, if CMS closes, we will close.

In the event of a delayed opening of school Unity will be on one of the 3 schedules below:

1 hour delay- School begins at 9:00 AM and ends normally. Drop off begins 8:30 AM

2 hour delay- School begins at 10:00 AM and ends normally. Drop off begins 9:30 AM

3 hour delay- School begins at 11:00 AM and ends normally. Drop off begins 10:30 AM

In the event of an inclement weather **DURING the school day**, the same communication channels listed for school closings above will carry the information about early closing.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Emergency Data

Every family must complete the Emergency Information Form during the first two weeks of school.

Please communicate any changes to the information throughout the year by emailing [info@unityclassical.org](mailto:info@unityclassical.org). The Emergency Information form includes the following information:

- Home address
- Home phone number
- Alternate phone numbers (work, cell)
- Names and phone numbers we are authorized to contact in case of an emergency
- Names and phone numbers of people who are authorized to pick the student(s) up from school

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Emergency Procedures

Before the start of school, each child must have on file in the school office a Student Information Form that contains health information, emergency telephone numbers, and parent signatures. **Changes in this information at any time during the school year should be reported to the office immediately.** If an emergency occurs at school, first aid, if required, will be administered and parents will be immediately contacted. If parents cannot be reached, the emergency contact person listed on the Student Information Form or the family physician will be contacted. If the situation warrants, the school will call the Emergency Medical Service. If a child becomes sick at school and needs to leave, the parents will be contacted, and the parent or other adult authorized to pick-up the student (listed on the Student Information Form) must sign out the student from school.

When emergency conditions warrant, teachers and staff will be directed via the campus intercommunication system to take each class along with any visitors to their designated site on a ground floor and away from windows and along an external structural wall to ensure student safety to

the extent possible. Drills for this procedure will take place early in the school year and in the spring when tornado danger is pressing.

In case of a fire or any emergency, which calls for the evacuation of the building, teachers and staff will lead classes to a designated safe zone. The procedure for each class is posted in the classroom and teachers will acquaint their classes with the procedure. Fire drills will be conducted regularly, but without notice to assure smoothness in the evacuation process. If necessary, parents and/or the designated emergency contact person will be contacted to pick-up students.

Please see Unity's Safe School Plan documentation for more detailed information regarding emergency procedures.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Plagiarism Policy

Plagiarism is the attempt to pass off the ideas, research, theories or words of others as one's own.

**Plagiarism is a serious academic offense.** Most students know when they are intentionally plagiarizing, for example copying an entire essay of a book or buying a paper off the Internet. However, many people are tripped up by unintentional plagiarism that is, not giving proper credit for others' quotes, facts, ideas or data. **Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values at Unity.** Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential.

### Plagiarism includes:

- Taking someone else's assignment or portion of an assignment and submitting it as your own.
- Submitting work written by someone else or rephrasing the ideas of another without citing the source.
- Presenting the work of tutors, parents, siblings, or friends as your own.
- Submitting purchased papers as your own.
- Submitting papers from the Internet written by someone else as your own.
- Supporting plagiarism by providing your work to others, whether you believe it will be copied or not.

### The following behaviors promote true student achievement:

1. Being prepared. Try to keep a realistic schedule balancing academic obligations and your social life.
2. Make certain that you understand your assignments and the grading assessment / rubric that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification.
3. If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar.
4. Do not read or scan someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read.

5. Use all avenues of support available to you. For help needed beyond the classroom, see your instructor, other instructors in the department, utilize Power Hour, a peer tutor, or a parent or other adult who is well versed in the subject.
6. Assignments should be considered individual unless the instructor states otherwise.
7. Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper.
8. Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance will suffer.
9. If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project.
10. Know what constitutes cheating, including all the variations of plagiarism.

**The role of parental support in their children's achievement and ethical development:**

1. Teachers are available for extra help after school, and resource centers, such as Power Hour, are open all day for individual assistance. In addition, peer tutors may be available when extra help is needed. Encourage their use.
2. Assess your child's abilities realistically. Help her/him to choose courses in which she/he will be successful and challenged without undue stress.
3. Don't push children beyond their limits with your expectations or aspirations. Many times students make bad decisions because the pressure to excel is greater than their ability to meet the expectations.
4. If you suspect your child is experiencing difficulty in a class, please contact the teacher. The sooner a problem is identified; the sooner steps can be taken to alleviate it.
5. If your child is caught cheating and you are called, please remember that this is a learning experience; help your child to accept the consequences for his/her inappropriate actions.

**Repercussions:**

Any student who is caught cheating or plagiarizing will receive a grade of "60" for the first offense for the academic work involved, and the parent(s) of the student will be notified. When work is copied from another student who has deliberately shared his work with the other student, both students will be penalized with a grade of "60". Grades of "60" which are the result of any form of academic dishonesty are irrevocable. At the teacher's discretion, students may be required to complete the affected assignment even though credit will not be awarded. A second violation in grades 5-8 will result in a grade of "zero", and a third violation will result in a full day suspension for students, a fourth incident will result in a 3 day suspension, and finally a fifth incident is grounds for being expelled.

**How to Avoid Plagiarism: Give Credit Where Credit Is Due! When in Doubt, Give Credit!**

A good rule-of-thumb is to always give credit for any ideas that aren't yours by citing your sources. Different disciplines, publications, and teachers have different standards for citation. Usually, your teacher will specify how you should present your citations, and if they don't, please ask.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

**Destruction of School Property**

A student shall not intentionally cause or attempt to cause substantial damage, as determined by school officials, to school property or steal or attempt to steal school property either on school grounds or during a school activity, function or event off of school grounds. Damage or theft involving school property will result in disciplinary action up to and including exclusion from school. The parents or guardians will be asked to pay for the property that the student has damaged or destroyed. Students

who have outstanding fines may be prohibited from all non-required activities (i.e. athletics, dances, parking, field trips, etc.)

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Student Health, Wellness and Safety

### Prevention and Control of State Reportable Communicable Diseases

Students are excluded from school in cases of certain **reportable** communicable diseases. While the list of diseases reportable to the state Division of Public Health is lengthy, the number of such diseases common to the school age child is not. This list is available upon request from the school nurse.

When a student is suspected of having one of those reportable communicable diseases, it is the responsibility of the parent to take the child to the local health department or primary health care provider for verification and treatment before that student can return to school. Students should be temporarily excluded from school if presenting symptoms of a reportable disease is present. In each case, readmission to school should also take into account whether the student is able to participate in school. In some cases, a student with a disabling disease, who is no longer contagious but may require ongoing care, may be eligible for additional services under Section 504 of the Rehabilitation Act.

A list of students who have not been vaccinated for bona fide religious or medical reasons or who have illnesses that cause immunosuppression will be maintained in the school health office so that appropriate action can be taken to protect these individuals when serious communicable disease outbreaks do occur.

Unity staff makes every effort to reduce the prevalence of disease-causing organisms through assuring cleanliness of the environment, emphasizing frequent handwashing of students and staff, and following proper decontamination procedures of items used in mealtime and other activities. Despite those actions, the school age child is often the source and conduit for communicable diseases ranging from the “common cold” to ringworm among many. The majority of such illnesses are not among the diseases for which the state Division of Public Health, following guidelines issued by the Centers for Disease Control and Prevention, has issued mandatory isolation rules.

- Chickenpox (Varicella): Student is excluded until all blisters have formed scabs (generally after seven days of the onset of the rash).
- Fever: The parent/guardian of any student with an oral temperature >100.4 degrees will be notified and asked to pick up their child. The student should remain at home until fever-free for 24 hours without medication.
- Head Lice (Pediculosis): When head lice are detected, the child or children will be sent to the school office immediately. Parents will be notified to pick-up the child. The child will remain in the office until pick-up. The child will not be permitted on school property until a health care professional (doctor, nurse, physician’s assistant, County Health Dept.), determines that the infestation is terminated. A note from the health care professional must be presented to the School Director for readmission. When head lice are detected, notes will be sent to all the parents of children in the class to be watchful for signs of infestation.
- Impetigo: Student is excluded from school if he/she has more than three to four sores until seen by a medical provider and treated with a prescription antibiotic for a minimum of 24 hours.
- Measles (Rubeola/Rubella): Student is excluded until physician’s approval is given and student is no longer contagious.

- MRSA (Methicillin Resistant Staphylococcus Aureus): All suspected cases should be referred to their healthcare provider and if possible, lesions should be kept covered while at school. Exclusion from school and sports activities should be reserved for those with wound drainage that cannot be covered and contained with a clean, dry bandage and for those who cannot maintain good personal hygiene.
- Nausea, Vomiting, Diarrhea: The parent/guardian of any student experiencing nausea, vomiting, diarrhea will be notified and asked to pick up their child. The student may return to school 24 hours after the symptoms have abated.
- Pink Eye (Conjunctivitis): A student who is exhibiting symptoms of pink eye should be evaluated by their medical provider. Students with Pink Eye may return to class after treatment and the eyes are clear.
- Scabies: Student is excluded until one (1) treatment with prescription medication has been completed for at least 24 hours.
- Strep Throat (Streptococcal and Staphylococcal Infections): Student is excluded from school until treated with a prescription antibiotic for 24 hours and has been fever free for 24 hours.

If a student has a communicable disease, including HIV/AIDS, hepatitis B, tuberculosis, etc.; the parents are encouraged to notify the school nurse. This information will be kept confidential in accordance to the law.

If notified that a student suffers from such immunodeficiency, the school nurse will request that the notifying party provide information about what types of exposures might put the student at risk and what reasonable practices can be taken in the school setting to minimize the risk to the student. Whenever possible, the school nurse will notify the parents or guardians (or the student himself where appropriate) of an infected or immunodeficient student of the existence of chicken pox, influenza, meningococcus, measles, tuberculosis, or other contagious diseases occurring in the school that may represent a serious threat to the student's health. Students who are removed from school as a result of such conditions will be provided instruction in an appropriate alternative educational setting.

In any case of communicable disease, strict adherence to control measures as defined by OSHA and the North Carolina Department of Environment, Health, and Natural Resources, Division of Health Services will be observed.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Key Communicable Diseases

In compliance with North Carolina law, Unity has the responsibility of advising parents/guardians about the risks associated with: a) Meningococcal Disease, b) Influenza, and c) Cervical Cancer, Cervical Dysplasia, and Human Papillomavirus – what they are, how they are caused, their symptoms, and how they can be prevented.

### Meningococcal Disease

Meningococcal disease is a serious, potentially fatal illness caused by bacteria. There are three types of invasive meningococcal disease:

- Meningitis - an infection of the fluid surrounding the brain and spinal cord;
- Bacteremia - an infection of the blood stream; and
- Pneumonia - an infection of the lungs

Meningococcal disease is contagious. The disease is spread through air droplets and direct contact with infected persons. It can be spread through coughing, sneezing, kissing, or shared items like a drinking glass, utensils or cigarettes. Symptoms can progress rapidly and may resemble the flu. They can include fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness and sensitivity to light. Some people also develop a rash mainly on their arms and legs.

Although meningococcal disease is serious and potentially life threatening, up to 83 percent of the cases in adolescents and young adults are potentially vaccine preventable. The meningococcal vaccine has been demonstrated to be safe, and offers protection against four of the five most common types of meningococcal infection. Health officials recommend routine vaccination of children 11-12 years old, previously unvaccinated adolescents at high school entry, and college freshmen living in dormitories with the newly licensed meningococcal conjugate vaccine (MCV4).

There are currently two meningococcal vaccines available in the United States: 1) meningococcal polysaccharide vaccine (MPSV4) - available since the 1970s and 2) meningococcal conjugate vaccine (MCV4) - licensed in 2005. Both vaccines protect against four of the five most common types of meningococcal infection, including two of the three types most common in the United States. Neither vaccine prevents meningitis caused by other bacteria such as “strep” or Hib bacteria. Both vaccines work well, and protect about 90 percent of those who receive it. MCV4 is expected to give better, longer-lasting protection. MCV4 should also be better at preventing the disease from spreading from person to person.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Influenza

Influenza (commonly called “the flu”) is caused by the influenza virus, which infects the respiratory tract (nose, throat, lungs). It can cause mild to severe illness, and at times can lead to death. In the United States, it is estimated that 10 percent to 20 percent of people get the flu each year: an average of 200,000 people are hospitalized for flu-related complications and 36,000 Americans die each year from complications of the flu. Five hundred out of 100,000 children with high-risk conditions (such as heart disease or asthma) and 100 out of 100,000 otherwise healthy children aged 0 to 4 years who are infected with the flu will be hospitalized for complications each season.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

Symptoms of flu include fever (usually high), headache, tiredness (can be extreme), dry cough, sore throat, runny or stuffy nose, and muscle aches. Other symptoms, such as nausea, vomiting, and diarrhea, are much more common among children than adults. The flu vaccine prevents the flu. Flu immunization is encouraged because the flu can lead to other problems including pneumonia, inflammation of the heart, and inflammation of the lungs. Healthy children younger than five years of age are more likely than adults to be hospitalized for complications from the flu. The vaccine protects between 45 percent and 90 percent of healthy children from getting the flu. Studies have shown that the older and healthier children are when they get a flu shot, the more likely they will be protected. Flu vaccination has also been shown to decrease middle ear infections among young children by about 30 percent.

## Cervical Cancer, Cervical Dysplasia and Human Papillomavirus

Cervical cancer occurs when abnormal cells grow out of control in the cervix of young women. Cervical dysplasia is a precancerous condition in which abnormal cell growth occurs on the surface lining of the cervix. These conditions are strongly associated with sexually transmitted human papillomavirus (HPV) infection. HPV is a common virus that is spread from one person to another by skin-to-skin contact in the genital area. HPV can be spread even if there is no intercourse. HPV has been estimated to infect at least 50% of sexually active people at some point in their lives. There are many types of the HPV virus, not all of which cause cervical cancer or cervical dysplasia. The virus often clears from the body on its own. If it persists, it can lead to cervical cancer and/or cervical dysplasia.

Symptoms include bleeding that is not normal, such as bleeding between menstrual periods or after sex; pain in the lower belly or pelvis; pain during sex; or vaginal discharge that is not normal. These diseases can often be successfully treated when found early. They are usually found at a very early stage through a Pap test administered as part of a standard pelvic exam. In addition there is an HPV vaccine that is available for both males and females aged 9-26 years old which protects against the types of HPV that cause cancer. No serious HPV side effects have been found, although fainting spells following injection have been reported in teens and young adults. Sometimes soreness occurs at the injection site. It should not be administered to pregnant women.

For more information about meningococcal meningitis, influenza, cervical cancer, cervical dysplasia or HPV, please call 1- 800-232-4636 (1-800-CDC-INFO) or go online to [www.immunizenc.com](http://www.immunizenc.com) or [www.cdc.gov](http://www.cdc.gov) or contact your family physician.  
(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Pre-Term Birth & Newborn Abandonment

In compliance with North Carolina law, as Unity Classical grows into a middle school additional information will be provided to students/parents related to: a) the preventable risks for preterm births in subsequent pregnancies, including induced abortion, smoking, alcohol consumption, the use of illicit drugs, and inadequate prenatal care; and b) the manner in which a parent may lawfully abandon a new born baby with a responsible person.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Diabetes Care Plans

In compliance with North Carolina law, Unity Classical is required to develop and implement an Individual Diabetes Care Plan upon written request of the student's parents or guardian when students with diabetes are enrolled at Unity Classical. The plan will take input from the parent or guardian, the student's health care provider, the student's classroom teacher, the student if appropriate, and the school nurse and/or others as needed.

Information in the Diabetes Care Plan will include:

- An emergency care plan.
- The responsibilities of teachers and other school personnel as is pertinent.
- Appropriate staff development for teachers and other school personnel as is pertinent.
- The identification of allowable actions to be taken.

- The extent to which the student is able to participate in the student’s diabetes care and management.
- Specifics about how frequently the care plan should be reviewed.
- Any other information necessary for teachers or other school personnel to offer appropriate assistance and support to the student.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### Epinephrine Auto-Injectors

In compliance with North Carolina law, Unity Classical will provide for a supply of emergency epinephrine auto-injectors on school property for use by trained school personnel to provide emergency medical aid to persons suffering from anaphylactic reaction during the school day and at school-sponsored events on school property. The Director will designate one or more school personnel to receive initial training and annual retraining from the school nurse regarding the storage and emergency use of an epinephrine auto-injector. Parents should understand that these epinephrine auto-injectors are meant for emergency use only. They are not intended to be used as the sole medication supply for students known to have a medical condition requiring the availability or use of an epinephrine auto-injector.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### Immunizations

Unity Classical wants to do everything possible to ensure students are healthy and protected from preventable diseases. We feel strongly that vaccination is the best way to do that. In compliance with North Carolina law, parents/guardian must present a **certificate of immunizations** on the first day of school entry. If documentation is not presented, the parents or guardian have 30 calendar days to provide documentation or the student shall be excluded from school until proof is presented. For religious beliefs, or for students who have medical issues that preclude immunization, parents/guardian are required to provide documentation. If you have specific questions regarding your child, please contact your child's health care provider or your local health department.

The Mecklenburg County Health Department maintains a list of currently required immunizations on its website: [www.meckhealth.org](http://www.meckhealth.org) (Click on “Community Health” and then “Shots/Immunizations”). The following is a brief, high-level summary:

**Vaccination Requirements for Kindergarten Age Children through 6<sup>th</sup> Grade:**

<b>Vaccine</b>	<b>Number Doses Required Before School Entry*</b>
<u>Diphtheria, tetanus and pertussis</u>	5 doses
<u>Polio</u>	4 doses
<u>Measles</u>	2 doses
<u>Mumps</u>	2 doses
<u>Rubella</u>	1 dose
<u>Haemophilus Influenzae type B (Hib)</u>	4 doses
<u>Hepatitis B (Hep B)</u>	3 doses

Varicella (chickenpox)	2 doses
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The following document can be found on Health Department’s website which details the causes, symptoms and specifics about how the diseases are spread and where parents and/or guardians may obtain additional information about the diseases and associated vaccines:

<https://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf>.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### Health Assessments

Unity Classical wants to do everything possible to ensure students are healthy and remain healthy. In compliance with North Carolina law, all students entering kindergarten or a higher grade in the public school system for the first time, must present a Health Assessment Transmittal Form (physical exam report) by the first day of school entry. The health assessment must have been completed within 12 months of school entry. If the documentation is not presented, the parents or guardian have 30 calendar days to provide documentation or the student shall be excluded from school until proof is presented. The Health Assessment Transmittal Form is included in the enrollment packet sent to each parent or guardian who applies for admission. A copy of which is also included in the Parent-Student Handbook.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### Medication Administration

The needs of students who require medication during school hours to maintain and support their health and well-being during the educational day should be met in a safe and prudent manner.

#### Rationale

- Implementation of the IDEA (Individuals with Disabilities in Education Act), and amendments since enactment, has led to an increased number of children whose health problems require medication to be given while at school.
- Students with chronic illness may be dependent on routine medications, which enable them to participate more fully in all aspects of school activities and to minimize their absences.
- Students may require the administration of controlled substances during the school day in order to maximize their classroom performance.
- Some students with infections and communicable diseases are able to resume school attendance based on continuation of their medication regimen.

#### North Carolina State Recommendations

- All medications administered by school personnel during school hours must be prescribed by a licensed health care provider
- All medications administered at school must have a written request/permission signed by the parent or legal guardian
- Students with asthma and/or at risk for anaphylactic allergic reaction, may possess and self-administer medication on school property within certain parameters.

School personnel **will not administer any medication** to any student unless they have received the Unity Medication Authorization form properly completed and signed by a doctor (this includes over-the-counter medications). The medication must be received in an appropriately labeled container. To protect your student’s well-being, there will be no exception to this policy. If you have any questions

about this policy, or other issues related to the administration of medication in school or during school-sponsored activities, please contact the school nurse.

**Students are not allowed to have any medications including over-the-counter medications in their possession at school without specific case-by-case permission of the Director.**

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Self-administration of Medications in School

In accordance with North Carolina state law, there are limited number of health conditions which may require the student to carry medications at all times. These include asthma (inhalers), diabetes (insulin or source of glucose), and severe anaphylactic allergies (EpiPen). In addition, learning to care for one's health and wellbeing is an important developmental milestone for all students. Parents should be informed that students who are approved to self-carry medications while at school and during school sponsored activities are independent in the management of their medication with no oversight from school staff.

In order for a student to self-carry a medication, the following requirements must be met annually:

- A. The student's parent/guardian must submit a written treatment plan prepared by a healthcare provider for managing asthma, anaphylaxis, or diabetes. Examples include: asthma action plan, diabetic treatment plan, etc. The plan must state:
  - a. The student has a diagnosis of asthma, anaphylaxis, or diabetes
  - b. Self-administration of required medications is part of the student's treatment plan
  - c. The student has been instructed in, and has demonstrated to the healthcare provider, the skills necessary to self-administer the medication
  - d. The name or type of medication that the student may self-administer while in school or during school sponsored activities
- B. The student's parent/guardian must submit a completed "Request for Medication Form".
- C. The parent/guardian must provide to Unity backup medication that will be kept in the health office to which the student has immediate access in the even the student does not have the required medication.
- D. When medication such as asthma inhalers, diabetes medications, and emergency medications will be self-administered, an appropriate "Individualized Health Care Plan" (IHCP) will be completed by the school nurse in partnership with the parent/guardian and student.
- E. The student must demonstrate to the school nurse the knowledge, competence, and skills necessary to self-administer medication.
- F. Students will be required to sign a "Student Agreement for Self-Carried Medication" form acknowledging their role in self-carrying as well as a commitment to communicate to school staff when he/she is experiencing difficulty or adverse reactions. The student will agree to keep their medication secure.
- G. Students must dispose of contaminated sharps in accordance with OSHA guidelines.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Safe School Plan

Families and communities expect schools to keep their children safe from threats and hazards. In collaboration with their local government and community partners, schools can take steps to plan for potential emergencies through the creation of a Safe School Plan. It is the responsibility of Unity Classical to create such a plan and through the Director communicate the plan to staff, students and

parents. The plan includes the following components: Bus and Safety Rules, Campus Security Plan, Student/Parent Handbook distribution and familiarization, Student Supervision, School Rules, Fire and Tornado Drills and a Crisis Intervention Plan.

Unity Classical provides information to students and parents/guardians about school safety and health issues through written communication such as the Student/Parent Handbook and the Safe School Plan. It provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications such as the Employee Handbook and the Safe School Plan.

Both students and employees are expected to obey safety rules and to exercise caution in all school related activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees, who violate safety standards, cause hazardous or dangerous situations, fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the School Director. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Unity Classical School has a Safe School Accountability Team that manages the following procedures by outlining the actions and responsibilities of staff and administration in addressing the following issues:

- Medical Emergency
- Student in Crisis
- Natural Disaster
- Public Health
- Evacuation (Level I, II and III)
- Fire Drills
- Earthquake
- Severe Weather (Tornado and Hurricanes)
- Lockdown
- Bomb Threats
- Hostage Situation

The Director oversees the Safe School Accountability Team and it is the responsibility of the Director to ensure that the procedures are current and applicable and that all applicable parties are aware of the procedures. The Director is also responsible for making sure that drills occur on a regular basis. These procedures will be reviewed annually by the Safe School Accountability Team any changes or revisions will be made by the Director. The Director is responsible for communicating these procedures to the Board of Directors.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Technology Use at Unity

While at Unity, students will have access to a variety of technology. It is the expectation of the school that all school owned tablets and laptops remain at the school. While we do not ask our families to provide or pay for their devices, we do ask that all students and parent adhere to the Technology Use Policy.

## Personal Electronic Devices

Students are not permitted to use mp3 players, e-readers, laptops or other electronic devices at the school. If they are brought with them to school, they must be turned off and stored in their backpacks. If they are taken out of their bags at any time during school hours, they will be confiscated and sent to the office for pick up by the student's parent or guardian at the end of the day. The parent or guardian will be required to come into the office to retrieve the device from an administrator. The school will not be held liable for any damaged or stolen devices on school property. All personal devices are subject to the School's technology policy.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Telephone and Cell Phone Usage

Students are not permitted to make phone calls except in cases of emergency or by teacher request. Students who need to use the telephone must have approval from their teacher. It is requested that all travel and after School plans be made ahead of time in order to keep the School telephones available.

Students bringing cell phones to School must keep them in their backpack turned off throughout the School day. Please do not call or text your child's cell phone as it is against School policy for students to use them during School hours. Students are not permitted to bring cell phones on field trips and overnight trips.

Students who disregard the cell phone policy during the school day are subject to disciplinary actions, including but not limited to the following:

- 1st offense: The phone will be held in the office for a parent to retrieve at the end of the school day.
- 2nd offense: The phone can be picked up in the office by a parent and the student will be assigned an after school detention.
- 3rd offense: The student will be assigned an after school detention and the parent may retrieve the phone after the after school detention is served. Please make note that after school detentions are only available on certain days of the week.
- 4th offense and beyond: The student will receive increased disciplinary consequences which may include, but are not limited to, additional after school detention assignment, in-school suspension, parent conference, out of school suspension, etc.

Students disregarding our policy on overnight trips will be able to pick up their cell phone 10 days after the completion of the trip in the main office. A parent must sign the phone out.

Additional consequences for violations of this policy may be administered in the discretion of the grade-level Principal and/or Director.

Cell phones are not the responsibility of the faculty and staff at the School.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Technology Use Policy

Students are offered access to the Unity computer network for creativity, communication, research, and other tasks related to the academic program. All use of computers, furnished or created data, software, and other technology resources as granted by Unity are the property of the school and are intended for

school business and educational use. Students are to use the computer network responsibly. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and using the school's computer network and technological resources.

1. **Privacy:** Unity reserves the right to monitor Internet traffic and to retrieve and review any data composed, sent, received, or stored using its network or Internet connections, including e-mail. Users do not enjoy any expectation of privacy when using any technology or transmissions originating within or around Unity property.
2. **Cyber Bullying:** Unity prohibits cyber-bullying, an act involving the use of information and communication technologies, including but not limited to e-mail, text messages, blogs, instant messages, personal Web sites, on-line social directories and communities (e.g., Facebook, MySpace, Wikipedia, YouTube), video-posting sites, and online personal polling Web sites, to support deliberate or repeated hostile behavior, by an individual or group, that is intended to defame, harm, threaten, intimidate, or harass students, staff members, or the School during or outside School hours and on or off School premises.
3. **Materials and Language:** Use of or accessing profane, abusive, pornographic, obscene, and/or impolite materials or language is not permitted. Accidental access should be reported to the instructor immediately. Intentional circumvention of web-filtering is prohibited.
4. **Installing/Copying:** Students are not to install or download any hardware, software, shareware, or freeware onto any media or network drives. Software installed by anyone other than the network administrator will be removed. Downloading of non-work related files is permitted only with an instructor's permission. Students may not copy other people's work or intrude into other people's files. All copyright laws must be respected. Use of any other organization's network or technology resources via the network requires the instructor's permission and must comply with the rules appropriate for that network.
5. **Access:** Users may not access the computer network without proper authorization. Hacking is expressly prohibited. Users are to use their own username and password when using a computer. Users must log off the computer when they are finished with their work and are not to log on to a computer for someone else or tell others their password. Students are to notify the instructor if someone else is thought to know his/her password.
6. **Data Protection:** Users must not attempt to damage or destroy equipment or files. Though efforts are made by Unity to ensure the safety and integrity of data, the school makes no warranties of any kind, either expressed or implied, for the service it provides. Unity will not be responsible for any damage to data.
7. **Storage:** Users are to delete their files and materials they no longer need.
8. **Printing Resources:** Paper and toner are costly, and excessive use is wasteful. Documents must be proofread before printing. Users are to print only the needed part(s) of documents. Students must obtain permission from an instructor before printing documents.
9. **Passwords:** Students are reminded not to share their password with anyone except a parent or guardian. Students should not use login ID's and passwords belonging to other students or faculty and staff members.
10. **Email:** Email correspondence on the Unity system, the laptop, or making use of the student's assigned email account is the property of Unity. Documents and other files created by the students and located on the laptops or the Unity computer system are also property of Unity.
11. **Daily Student Expectations:** Students who are assigned laptops are responsible for making sure their computer batteries are completely recharged before classes start for the day. Students will also bring their computer to school every day. Failure to do so may result in a failing grade on

assignments that require the use of the computer for that day. Students are only permitted to use computers during class when authorized to do so by a faculty member and only for the purpose stated by the faculty member.

The following consequences will apply if a student violates this policy. Any of the below consequences may be enforced alone or in conjunction with one another by the school against the violating student.

1. Revocation or limitation of computer access privileges
2. Temporary or permanent confiscation of the student computer
3. Disciplinary action as provided for in the student handbook
4. Any other sanctions or remedies provided by law

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Internet Security Policy

In order to promote the safety and security of users, Unity will take precautions to restrict access to inappropriate materials by using technology protection measures, or "Internet Filters," to block/filter inappropriate electronic content, communications, and inappropriate information, even while using electronic mail, chat rooms, instant messaging, and other forms of electronic communications. With worldwide access comes the availability of material that may not be of educational value. On a global network, it is impossible to control all materials, and despite the use of safeguards, users may on occasion encounter objectionable material. However, Unity believes that access to valuable information and interaction available through the network outweighs this possibility. Technology protection measures may be disabled, or in the case of minors, minimized only for bona fide research or other lawful purposes and only when subject to staff supervision.

It is the policy of Unity to strive to:

- a. Prevent user access to, or transmission of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications over its computer network
- b. Prevent unauthorized access and other unlawful online activity
- c. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
- d. Comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254 (h)] through blocking shall be applied to visual depiction of material deemed obscene or pornographic, or to any material deemed harmful to minors.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Internet User Terms & Conditions

**The use of the Unity Classical network is a privilege, not a right.**

Inappropriate use will result in disciplinary action. Internet access is coordinated through an association of government agencies, regional/state networks, and private networks. Smooth operation of the network relies upon the proper conduct of the users as they adhere to the guidelines and responsibilities noted in this agreement. Unity's networks are to be used in a responsible, efficient, and legal manner that supports the educational objectives and employee guidelines of Unity. In the event that a user violates any terms or conditions, their account may be terminated, and future access to the network may be denied.

1. **Purpose for Internet Use:** All use of the Internet during school hours must be in support of education and research and consistent with the educational objective of the school district. Users must have a well-defined, documented reason for accessing the Internet. No “surfing” is allowed. “Surfing” is the term describing unstructured searches or exploring with no specific, pre-determined goal or purpose. All Internet users must have a topic, or subject, to be researched; student research must be directly related to a given assignment from one or more teacher(s). There should be adult supervision while any student is researching via the Internet.
2. **Maintain Network Etiquette:** Use or transmission of offensive or vulgar language or of threatening or abusive language is prohibited. Messages relating to or in support of illegal activities may be reported to the authorities. Disrupting network communications are prohibited. All information accessible via the network should be assumed private property of the person or organization presenting the material and may be subject to copyright, trademark, or other legal protections.
3. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use may result in the suspension or revocation of the privilege. Any misuse of the Internet may result in disciplinary action.
4. **Security:** Security on any computer system is a high priority, especially when the system involves many users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
5. **Denying Access:** Children are not to be granted access to the Internet without proper parental or guardian permission. If a parent or guardian is uncomfortable with the option of his or her child accessing the Internet, the student may be assigned to a different activity when classmates are using the Internet. Teachers must provide alternative assignments to students in this circumstance.
6. **Disclaimer:** Unity, makes no warranties of any kind, whether expressed or implied, of the quality or dependability of the Internet service it is providing or the information obtained from the Internet. Unity will not be responsible for any damages suffered while using the Internet. This includes but may not be limited to loss of data, delays or delivery failures or service interruptions caused by technical problems or by human error. Employees assume all responsibility and risk associated with the use of any general, copyrighted, prohibited or other information obtained via the Internet.
7. **Username, Account ID, Account Numbers, and Passwords:** Usernames, account numbers, account IDs, and passwords issued to staff members must remain confidential. Any staff member violating this policy may be subject to disciplinary action.
8. **Independent Navigation on the Internet by Faculty and Staff:** Employees are encouraged to explore Internet resources that are specifically related to the performance of their job. Downloading, uploading, saving and/or printing files and images containing content that is inappropriate for a K-8 environment and/or a professional business setting, is prohibited. Employees are expected to employ professional judgment in the determination of inappropriate content and poor judgment in this respect represents a basis for disciplinary action.
9. **Students Use of Computers and the Internet—**Student use of the Internet requires teacher consent and the student signature and parental permission granted via the Internet User Agreement Form. Student Internet use is permitted for school related activities only. Teachers, administrators, and staff will always strive to maintain appropriate levels of supervision of Internet use by students. Students are not permitted to search for, download, or print any objectionable, vulgar, or offensive material. Unsupervised participation in group discussion

chats or new groups is not permitted. Authorized representatives of the School may monitor the use of the school's equipment and network from time to time. This may include viewing incoming and outgoing e-mail messages. The Student Technology Use Agreement Form will be maintained by the school and should be verified prior to assigning independent research on the Internet.

10. **Harassment free Workplace:** Unity strives to maintain a workplace that is free of harassment and that is sensitive to the diversity of its employees. Therefore, Unity prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or disrespectful of others.
11. **Risk of Prosecution:** illegally downloading music, movies, software, and pornography using the school network may result in criminal prosecution. Hacking into the school network may also result in criminal prosecution.

### **Unacceptable Use**

Unacceptable uses include but are NOT limited to:

1. Utilization of the network for personal profit or gain, including the use of materials/e-mail espousing personal, political, or religious beliefs, sending/forwarding of chain letters.
2. Transmission of any material in violation of any federal or state regulation, including unauthorized access like "hacking," plagiarism, violating copyright/trademark laws, and all other unlawful activities.
3. Unauthorized creation, disclosure, use, and dissemination of personal identification information, including the forwarding of confidential communications without the author's prior consent.
4. Unauthorized creation, disclosure, use, and dissemination of information regarding minors, including threatening or obscene material, sexually oriented messages or images, child pornography, or information deemed harmful to minors.
5. Promotion of political and/or campaign information.
6. Use of offensive or harassing statements or language, including profanity, vulgarity, and/or disparagement of others based on race, national origin, sex, sexual orientation, age, and/or disability.
7. Solicitation of money for any reason other than educational purposes.
8. Installation of or downloading of unauthorized files/software.
9. Personal software or files are not to be used on the computer unless sufficient steps, as defined by the school director or designee, have been taken to protect the computers from viruses or any other potential damage.
10. Copying school software for personal use.
11. Changing of the settings on computers unless deemed appropriate by the system operator.
12. Disruption or alteration of or damage to the school's hardware and/or network design
13. Access of chat rooms except those set up and/or approved by the school's administration
14. Accessing Unity's network or using password-protected programs (e.g., PowerSchool, and other administrative software) without appropriate authorization.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Student Pictures

Parents, employees and volunteers shall not post any pictures of students on Unity's Facebook, Twitter, Instagram or any other form of social media or on the internet unless the Director has approved such posting. This applies to all School functions, whether or not conducted on school property, including field trips. Nothing in this policy shall prohibit a parent from taking and posting pictures of their own child, provided no other students are featured in such pictures. The School reserves the right to post pictures and images of current and former students on its website, official Facebook page or for any other School purpose. Parents who do not wish to allow Unity to use their child's picture or image must fill out the Publicity Consent Form and turn it into the front office.

(Adopted: 11/19/2016, Last Revised: 1/21/2017)

## Non-Discrimination and Anti-Harassment Policies

### Equal Education Opportunities

Unity provides equal education opportunities for all students and does not discriminate on the basis of race, religion, gender, ethnicity, national origin, disability, or any other legally protected classification. Unity adheres to the legal obligations and requirements under all state and federal laws, including without limitation, section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act Amendments of 1997, including identification, evaluation, and provision of an appropriate education.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### Anti-Harassment Policy

Unity is committed to providing an environment that is conducive to learning, free from improper and illegal discrimination and harassment, particularly that which is based on race, religion, gender, ethnicity, national origin, disability, or any other legally protected classification. Furthermore, Unity is committed to promoting the worth and dignity of all individuals, regardless of race, religion, gender, sexual orientation, ethnicity, national origin, or disability. Discrimination involves intentionally treating anyone in an unequal or disparate manner because of that person's inherent or natural personal characteristics when such treatment causes the victim to suffer adverse educational, employment, or other school-related consequences. Harassment is any unwelcome offensive verbal, nonverbal or physical conduct that is sufficiently severe, persistent or pervasive as to significantly affect the conditions of one's employment or a student's learning. Harassment includes, but is not limited to the following: abusive jokes, insults, slurs, name-calling, threats, bullying or intimidation, unwelcome sexual advances, or the exchange of benefits for performance of sexual or other favors.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### Sexual Harassment Policy

Of the various types of harassment, sexual harassment is worthy of special considerations beyond those applicable under the School's general Discrimination, Harassment and Bullying Policy. No employee or student shall engage in sexual harassment against any other student, employee, or another person in the school community. Sexual harassment includes any unwelcome sexual advance, request for sexual favors, or sexually suggestive comments when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as a basis for student or employment decisions affecting such individual.

- Such conduct has the purpose or effect of interfering with an individual’s academic or work performance or creates an intimidating, hostile, or offensive working or educational environment.

Examples of sexual harassment include, but are not limited to, the following: deliberate, unwelcome touching; suggestions or demands for sexual involvement accompanied by implied or overt promises or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances, or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward, or in the presence of, an individual or to describe an individual; or the display of sexually suggestive objects, signals, or pictures. A hostile environment exists if the conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit a person’s ability to participate in or benefit from the educational program or creates a hostile or abusive educational or work environment.

Romantic or sexual advances toward students by employees or romantic or sexual relationships between school employees and students are always prohibited in all circumstances. School employees are prohibited from engaging in romantic or other inappropriate relationships with students and are required to report such relationships or reasonable suspicions thereof, to the Director or other appropriate administrator. Procedures established by the School for reporting suspected sexual harassment shall be followed in any instances involving such conduct.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Bullying

Unity follows the North Carolina law regarding bullying and harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that takes place on school property, at any school-sponsored function, or on a school bus, and that:

1. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
2. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

Discrimination, harassment, and bullying are prohibited at the School and during school-related activities between students, employees, school agents, volunteers, visitors and any other person associated with or under the control of the School. Procedures established by the School for reporting suspected discrimination, harassment or bullying shall be followed in any instances involving such conduct. Unity prohibits reprisal or retaliation against any person who reports an act of discrimination, harassment, or bullying. This policy, however, shall not be used to bring frivolous or malicious complaints. Any Unity employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the

appropriate school official. A student or volunteer who has witnessed or has reliable information that a student or School employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official. The Director is authorized and expected to establish training and administrative procedures to help eliminate discrimination, harassment, and bullying and to foster an environment of understanding and respect for all individuals.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### Procedures for Handling Discrimination, Harassment, and Bullying

1. Any student who believes s/he is the victim of discrimination, harassment, and/or bullying should immediately inform a trusted teacher or advisor. Students may also directly inform the Director. Students are also encouraged to inform their parents.
2. When anyone reports discrimination, harassment, and/or bullying to a school employee, that employee shall notify the Director as soon as possible and within 24 hours.
3. If the Director is involved in the allegation, then another administrator will immediately inform the Chair of the Board of Directors who will conduct the investigation, working in concert with the School's Board of Directors. In all other cases, the Director will be immediately informed and will conduct an investigation or appoint a designee to conduct the investigation.
4. In conducting an investigation, a group may be convened to include some of all of the following: the student's advisor, other teachers or administrators, the school counselor, and any other appropriate personnel. Interviews will be conducted as appropriate. At all times during the investigation, confidentiality will be balanced with the need to gather facts.
5. The Director, Board Chair or designated investigator will communicate, as appropriate, with the student's parents. A confidential report will be prepared and filed. Based upon the outcome of the investigation, appropriate disciplinary action will be taken.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Special Needs Services

### Special Needs Glossary

- **Individualized Education Plan (IEP):** A blueprint or plan for a child's special education experience at school as defined by the Individuals with Disabilities Education Act (IDEA).
- **504 Plan:** A blueprint or plan for how a child will have access to learning at school as defined by Section 504 of the Rehabilitation Act of 1973.
- **Exceptional Children (EC):** Are students with physical attributes and/or learning abilities that differ from the norm (either below or above) to such an extent that they require an individualized program of special education and related services to fully benefit from education.
- **Student Support Team (SST):** This team creates Unity's special needs plans. It typically includes: the child's parent(s), a general education teacher, an exceptional children teacher, and the School Director.
- **English Language Learner (ELL):** Is a student who is unable to communicate fluently or learn effectively in English, who often comes from non-English-speaking homes and backgrounds, and who typically requires specialized or modified instruction in both the English language and in their academic courses.
- **English Second Language (ESL):** Unity will place children in an ESL program if their non-English speaking family recently immigrated to the United States or if a foreign exchange student needs

extra help learning the language. It is designed to give these children special attention while learning English so they can integrate into a regular classroom.

- **Limited English Proficiency (LEP) Team:** This team assesses services required by ELL students. It may include the student's teacher, the ESL instructor, the parent(s), and the School Director, and others, such as an EC teacher, who may also work with the student.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Academic Policies for Special Needs Students

### Exceptional Children Approach

A primary strategy at Unity is true differentiated teaching; when done well, students with a wide range of ability can learn effectively together and enrich each other's learning with their varied gifts. Unity will provide each student with education in the least restrictive environment with their non-disabled peers. All accommodations and special education services deemed necessary for any exceptional child will be provided by the school. There will be an EC room to allow for pullout time for those students to work with a highly qualified, certified EC teacher and any necessary support staff.

The certified EC teacher will offer training to all teachers in identifying and referring students for evaluation. Through teacher evaluation and MAP testing, the school will be able to better identify individual student strengths and needs, which will help school personnel identify at-risk students. With the help of the EC teacher, classroom teachers will design pedagogical approaches to meet students' needs.

Unity honors the laws of North Carolina, which state that public charter schools cannot deny admission to any child eligible for special education services as identified under the federal legislation Individuals with Disabilities Education Improvement Act (IDEA) Amendments of 2004 (20 U.S.C. 1400 et seq.), IDEA regulations, and Article 9 115C of the North Carolina General Statutes, North Carolina Policies Governing Services for Children with Disabilities.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### Incoming Students with Exceptional Needs

Upon enrolling a student at Unity, parents complete a series of documents which include a Home Language Survey and a Student Records Request form. These documents are reviewed by the enrollment manager, who will then note related services that will be needed to support the specific instructional program for the student.

Existing IEP and 504 plans are collected and reviewed prior to the student entering school. EC teachers and aides are hired in accordance with the IEP plan level of services. Occupational Therapy and Speech Services are contracted with an area provider based on the service delivery written into the IEP. These services are set to be in place on the first day of school. All student information shall be kept private as subject to FERPA and IDEA Confidentiality Provisions. The EC teacher will attain documentation on IEPs or 504 plans from the students' previous schools in order to be in compliance. It will be important to have an initial IEP or 504 meeting involving the Student Support Team to determine the adequacy of the plan currently serving the student or determine if plan modifications are necessary.

Any EC student entering Unity will be given the appropriate services as required by the existing or updated IEP or 504 plan. English Language Learners (ELL) students will also receive services, either contracted or in-house depending upon overall numbers.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Identifying Exceptional Needs in Current Students

The process for identifying students who may be eligible for special education services often begins with observations from teachers or family members. If regular classroom teachers suspect a student might have a special need, they should consult with the parents, EC staff, and school Director about signs and symptoms, determine what early interventions might be put in place in order to help students in the least restrictive environment possible. Students who are struggling with the curriculum will be given additional support both within the classroom and outside of the classroom. Some examples of in-class accommodations include special seating, separate testing, and extended time. Teachers may also provide tutoring for struggling students either before or after school. Teachers will monitor students' academic progress. If students do not show improvement with early, informal interventions, the parents will be asked to attend a meeting with the classroom teacher.

At this time, the teacher may request that the parent(s) allow the student to be presented to the Student Support Team (SST). If the parent(s) consent, the SST will meet to discuss the student and offer suggestions for interventions. These interventions will be implemented by the teacher and after a minimum of six weeks the teacher will report results of the interventions to the team. At that time, if necessary, the team may discuss the need for testing. The parents always have the right to request their child be evaluated if they feel it is necessary. This request should be made in writing and will be honored. Once the initial DEC (Department of Exceptional Children) form is signed, Unity will ensure that the 90-day timeline required by the state of North Carolina is met. If testing is required, the team will administer appropriate tests, such as the Woodcock Johnson Assessment of Basic Skills and the NWEA MAP testing to determine the ability level of the student.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Exceptional Children Programming

The IEP for a student will be written and revised by a multi-disciplinary team that includes the parents and, where appropriate, the student. It will include:

1. A statement of the student's present levels of educational performance
2. Annual goals
3. Measurable short-term instructional objectives
4. The specific special education and related services to be provided to the student
5. A description of the extent to which the student will be able to participate in general education program and the extent to which the student will be able to participate with non-disabled students in nonacademic and extracurricular activities
6. The projected dates for initiation and the anticipated duration of services
7. Objective criteria, evaluation procedures, and schedules for determining whether instructional objectives are being achieved on at least an annual basis

The student's EC teacher will monitor progress using data obtained across settings and report to the student, parents, and relevant staff as outlined in the IEP. It will be the EC teacher's responsibility to see that all providers of services to EC students have access to records protected by FERPA and that they are providing the appropriate service according to the documents in the IEP.

Unity will ensure that EC children and their parents are guaranteed procedural safeguards as required by law including access to record, notice of meetings, the opportunity for mediation of disputes, and the right to a due process hearing as provided by the parents' rights handbook provided by the state of

North Carolina and the federal government. Unity will provide related educational services, as specified under IDEA and as outlined in a student's IEP. These services will be provided by certified/licensed staff or by contracting with professionals in the community. The school will ensure that these professionals meet all required licensure and/or certification requirements pertaining to their area of service. Funds are set aside for contracted services in the Unity budget.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### Exceptional Children Accountability

Unity's goal is to maintain an equitable environment for all students including those with an IEP/504. Just as the faculty and staff must be accountable for supporting all students' needs, so must all students learn the importance of personal accountability as part of the educational process. Teachers will take disabilities into consideration when determining mechanisms for evaluation and accommodations. They will follow the student's IEP and any accommodations will be implemented and reviewed by the IEP team for effectiveness. Any changes to an IEP will be communicated to all IEP team members.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### Exceptional Children Discipline

Unity will adhere to all federal and state laws regarding disciplinary requirements with regard to children with exceptional needs. As in all cases, teachers and staff must make a case-by-case determination when handling disciplinary concerns with exceptional children. These determinations will establish whether the incident in question was a manifestation of the child's disability and follow the appropriate, legal course of action. See NC 1504-2 "Discipline Procedures."

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### Security of Exceptional Children Documents

In addition to all of the expectations of confidentiality outlined above, each EC student shall have a confidential folder, which shall be maintained for each child evaluated for or receiving exceptional children's services. All EC files will be kept locked in files in the EC office, and shall be accessible by the EC teachers, parents, and the school Director in compliance with state and federal law. The EC teachers and Director shall share pertinent student information with other teachers or aides who work with the students.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### English Language Learners

English Language Learners who transfer in from other schools and are already identified as ELL students will qualify for ESL services at Unity. ELL students who are new to the area will be identified through Home Language Surveys. These surveys are a part of the student registration packet. All students will be required to return a completed Home Language Survey before starting class. Those who list a language other than English on their Home Language Survey will be required to take the WIDA ACCESS Placement Test (W-APT).

Once a student has qualified for ESL services, the school LEP team will meet to discuss which services the student would benefit from. The services that will be discussed at the meeting are the:

1. Amount and level of in-class and out-of-class tutoring per week by ESL instructors;
2. Amount and level of accommodations and/or modifications for class work and testing; and

3. Amount/type of assistive technology devices (such as native language dictionaries, etc.) the student will use, if any. Based on the LEP teams recommendations, the ESL instructor will either work in-class with the student or out-of-class in small groups or one-on-one.

Vocabulary and content will be generated by the instructor. The instructor will ensure that students understand the key vocabulary being presented in each unit as well as incidental vocabulary necessary for understanding. In addition, the ESL instructor will teach English grammar patterns that are unfamiliar to the student. The ESL instructor will also be available to help with content testing during the year and during EOG based on accommodations that were determined by the LEP team.

All ELL students will be tested annually during the W-APT window, typically February through mid-March. Students who receive Level 4.0 (Expanding), or below on the W-APT would qualify to continue receiving ESL services. Those who test out would continue to receive ESL services only if the team deems it necessary and funding is available. Students who have become proficient in English but are struggling academically would qualify for other services offered by Unity, such as weekly teacher tutoring, at-risk tutoring services, and the after school study group. ESL instructor(s) will monitor all ELL students' achievement by keeping daily records of lessons taught and the students' accomplishments. Evaluations will take place during regular meetings between the ESL instructor and the classroom teacher. Parents will be informed of progress during parent/teacher conferences and on progress reports.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

### Homebound Services

The Board recognizes that medical circumstances arise that makes it impossible for students to receive the opportunities of the educational program in the regular school environment. To this end, the Board will provide the opportunity for students to receive instruction at home or in a hospital. The school principal will ensure that instruction provided at home or at an off campus site is consistent with the goals and objectives of the educational program. Site teachers are expected to provide and grade appropriate assignments while a student is receiving homebound instruction.

The school district will provide homebound instruction to any student who is expected to be confined for four weeks or longer at home for treatment or for a period of convalescence. A medical statement signed by the attending physician must be completed prior to any student receiving homebound instruction.

The primary objective of homebound instruction is to provide instructional services in order that the student returns to school with the knowledge and skills sufficient to resume previous academic programming. It is not intended to fully replace the education program. Some of the many indications for homebound instruction include; accidents or injury, surgery, extended illness, mental health, pregnancy, and EC program placement. Homebound instruction typically lasts a minimum of four weeks. Service time is dependent upon the needs of the student and the grade the student is enrolled.

(Adopted: 3/13/2017, Last Revised: 3/13/2017)

## Appendix

Please see the following pages for important letters and forms:



## **Parent Teacher Organization**

The Parent/Teacher Organization of Unity supports the overall mission of the school as set forth in the Unity Parent-Student Handbook. We support the values of the school as we strive for excellence in education. Our Parent/Teacher Organization is not affiliated with any national PTO. All money raised is used within the school to benefit our children and school staff.

One of the reasons for the popularity and success of charter schools is the high parental involvement. We have the privilege and responsibility to shape the future of our school. Each one of us brings unique talents to our school to create a healthy environment for learning. Each volunteer hour is tracked and enriches the school in many ways. Since we don't receive funding the same way as traditional public schools, each parent's participation is vital to our school's success.

As stated in the Parent-Student Handbook each parent/guardian is expected to volunteer 2 hours per month. Another option is a monetary donation of \$5 per hour in lieu of committing time. Donations may be placed in an envelope marked "PTO" and sent to the school's mail address or dropped-off directly in the school's PTO box in the main office. Make check payable to "Unity Classical Charter School PTO". Given the busy schedules and budgetary constraints we all have, a combination may suit you best. The PTO's involvement goes a long way to contribute to the success of Unity and ultimately our children.

Thank you for your involvement in the education of your children. The time you spend helping the school will mean so much to the teachers, administration and especially to your children.

**On the following pages you will find some forms for your signature. Please read each and sign in the appropriate places. This should simplify paperwork during the school year.**





## Internet User Agreement Form

### Student:

I understand and will abide by the above Rules and Regulations for Unity's Networks. I further understand that any violation may result in the loss of access privileges, school disciplinary action, and financial restitution for damage or disruption to network services, and/or criminal prosecution.

User Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Parent/Guardian:

Parent/Guardian Agreement (to be completed for students under the age of 18):

I have read the above Rules and Regulations for Unity's Networks and understand that this access is designated for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials. However, I accept full responsibility for my child's compliance with the above Rules and Regulations and, hereby, give my permission for my child to use Unity's Networks.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_



### **Photo Consent Withheld/Limited Form**

At Unity we are continually involved in telling our story for purposes of student enrollment, staff recruitment, communication with the full Unity community, fundraising, collaboration with other schools, teacher training, and community education. To accomplish these goals, Unity may employ media such as photographs, videos, written extraction or voice recordings, and showcase them on the Unity website, our other online services, or in workshop presentations. Occasionally, affiliated organizations will use our media in their publications. With all of these venues working in harmony, media that include Unity students – learning, working, and playing – offer powerful testimony to the Unity experience.

Usually we hear that parents are eager to see their children in publications used by Unity; however, we understand that some parents do not wish us to use media that includes their child. We want to maintain an accurate list of students whose parents prefer that they not appear in Unity related materials. Please be assured that we make every effort to be sensitive as we consider photos, ensuring that each student’s context and pose are appropriate. It is our practice that students’ names do not appear with photos. Sometimes a first name might appear, and in photos like the graduation photo names might appear in alphabetical order. We do not always have control over decisions made by the news media and other outside entities.

Please use this form if you have concerns or limitations regarding which media your child may appear in. You can indicate specific venues in which you would not want your child’s likeness used. Please return this form to the front office if you have restrictions for use. If you give us permission to use media that includes your child in Unity related publications, you do not need to return this form.

Child’s name: \_\_\_\_\_ (Print)

Your name \_\_\_\_\_ (Sign) Date: \_\_\_\_\_

\_\_\_\_\_ I do not give permission to Unity to use media that includes my child in any of the venues listed above.

\_\_\_\_\_ I give permission to Unity to use media that includes my child with the following exceptions:

EXCEPTIONS:



## Request for Medication Form

This form must be completed if your child will need medication (prescription and over-the-counter) on a school sponsored overnight or extended field trip, or during school hours or after hours.

Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Grade \_\_\_\_\_ Known Allergies \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

(No injection will be given except in extreme emergency, such as allergy to wasp or bee stings, etc.)

Time of medication administration: \_\_\_\_\_ AM. \_\_\_\_\_ PM.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

School may administer medication. **Physician's initials required:** \_\_\_\_\_

If prescription is for EPI-PEN, INHALER or INSULIN student may self- carry and self-administer the medicine. I have provided education and he/she is knowledgeable and has demonstrated the necessary skill level for this medication. **Physician's initials required:** \_\_\_\_\_

Special instructions or possible adverse reactions:  
(Please list) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Physician's Signature:** \_\_\_\_\_

Date: \_\_\_\_\_ Work Affiliation: \_\_\_\_\_

Work Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**PARENT'S PERMISSION**

I hereby give my permission for my child (named above) to receive medication during school hours. A licensed physician has prescribed this medication and I hereby release the School and its Board, agents and employees from all liability that may result from my child taking the prescribed medication, or failure to take said medication. I will furnish this medication in a container properly labeled by a pharmacist with identifying information (i.e. name of child, medication to be dispensed, dosage prescribed, and the time it is to be given.)

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

*The fully signed Form and Medication must be returned to the school nurse one week prior to any school trip.*

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

SCHOOL NURSE SIGNATURE: \_\_\_\_\_

SCHOOL TEACHER SIGNATURE: \_\_\_\_\_

SCHOOL ADMIN SIGNATURE: \_\_\_\_\_



## Liability Release Form

Unity seeks to provide its students with many enrichment opportunities, both on and off campus. It is often necessary to call upon the services of volunteer and professional drivers to transport students to or from the school's campus. Without these drivers, many of these enrichment opportunities would not be available to your child. Please sign the liability release form below. The school will retain this release form and use it for all field trips and activities in which your child participates. We will still seek your permission for your child to participate in individual field trips. Thank you.

I, \_\_\_\_\_ release the student, volunteer, or  
(Please print your name)

professional driver(s) from any present or future liability claims relating to any vehicular accident involving my child: \_\_\_\_\_ that takes place  
(Please print child's name)

during the transportation of my child to or from an enrichment activity for which I have given my permission. These enrichment activities may include, but are not limited to, club, athletic, scholastic, and enrichment activities. I will only be required to complete this form one time to cover the liability release of all enrichment activities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or legal guardian's signature)



## Parent-Student Handbook Signature Sheet

My child(ren) and I have read and understand the rules and information outlined in the Parent-Student Handbook. We agree that \_\_\_\_\_ will  
**PRINT NAME OF STUDENT**  
be held accountable for these rules and regulations.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Grade 3 or higher)

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Student **must** return this form to his/her teacher properly signed by a parent

## EMERGENCY INFORMATION (Page 1 of 2)

**STUDENT** \_\_\_\_\_  Male  Female  
 Last Name First Name Middle Name

\_\_\_\_\_  
 Nickname Former Last Name

**RESIDENTIAL ADDRESS**

\_\_\_\_\_  
 Number Street Apt# City State Zip

\_\_\_\_\_  
 Mailing Address (If different than residential address) City State Zip

Birthdate \_\_\_\_\_ Birthplace \_\_\_\_\_  
 Month/Day/Year City/State Country

Mother  Stepmother  Guardian Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Business Name \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Father  Stepfather  Guardian Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Business Name \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

With whom is the child living? Name \_\_\_\_\_ Relationship \_\_\_\_\_

Who has legal custody of the child? Name \_\_\_\_\_ Relationship \_\_\_\_\_

**BOTH NATURAL PARENTS WILL HAVE CUSTODY OF THIS CHILD UNLESS THERE IS A NORTH CAROLINA COURT ORDER TO THE CONTRARY. BOTH NATURAL PARENTS RETAIN FULL ACCESS RIGHTS TO SCHOOL RECORDS AND REPORTS UNLESS OTHERWISE RESTRICTED BY A SPECIFIC COURT ORDER.**

**RED FLAG – Must provide Court documentation**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Reason \_\_\_\_\_

Person(s) listed below may assume temporary care of my child or assume responsibility in case of emergency if I cannot be reached			
Name	Home Phone	Work Phone	Cell Phone

Please list siblings below:		
Sibling Name	School	Grade

Parent's or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Occasionally, media representatives come into our building to take photographs of various classroom activities. If you do not want your child's picture released to the media during this school year, please indicate below.

**I do not want my child to have his/her picture published in the media.**

\_\_\_\_\_ Parent initial

# HEALTH STATEMENT (Page 2 of 2)

(Attach copies of medical records, if available)

Student Name \_\_\_\_\_ Date of last physical \_\_\_\_\_  
 Physician's Name \_\_\_\_\_ Physician's Telephone \_\_\_\_\_

Does your child have any of the following health conditions? Please note: It is the responsibility of the parent/guardian to contact Unity Classical Charter School each school year, for medical interventions/treatments requested for their child.

("M" code = Mild) ("S" code = Severe)

Condition	Yes	No	Code	Condition	Yes	No	Code
Allergy Severe				Hemophilia	<input type="checkbox"/>	<input type="checkbox"/>	
<b>"Life Threatening"</b>	<input type="checkbox"/>	<input type="checkbox"/>		Hernia (Existing)	<input type="checkbox"/>	<input type="checkbox"/>	
Food (List)	<input type="checkbox"/>	<input type="checkbox"/>		High Blood Pressure (Physician Diagnosed)	<input type="checkbox"/>	<input type="checkbox"/>	
Bee/Insect	<input type="checkbox"/>	<input type="checkbox"/>		Hypoglycemia (Physician Diagnosed)	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (List)	<input type="checkbox"/>	<input type="checkbox"/>		Kidney Condition (Mild) / (Severe)	<input type="checkbox"/>	<input type="checkbox"/>	
Animal	<input type="checkbox"/>	<input type="checkbox"/>		Leukemia	<input type="checkbox"/>	<input type="checkbox"/>	
Shellfish	<input type="checkbox"/>	<input type="checkbox"/>		Muscular Dystrophy	<input type="checkbox"/>	<input type="checkbox"/>	
Peanuts	<input type="checkbox"/>	<input type="checkbox"/>		Muscular/Skeletal	<input type="checkbox"/>	<input type="checkbox"/>	
Dairy/Lactose	<input type="checkbox"/>	<input type="checkbox"/>		Neurological Concern (Mild) / (Severe)	<input type="checkbox"/>	<input type="checkbox"/>	
Latex	<input type="checkbox"/>	<input type="checkbox"/>		Nutritional Concern (Mild) / (Severe)	<input type="checkbox"/>	<input type="checkbox"/>	
Describe past reactions:				Orthopedic Concern (Mild) / (Severe)	<input type="checkbox"/>	<input type="checkbox"/>	
Does your child carry an epi-pen on their person?	<input type="checkbox"/>	<input type="checkbox"/>		Osteogenesis Imperfecta	<input type="checkbox"/>	<input type="checkbox"/>	
Is an epi-pen kept in the clinic?	<input type="checkbox"/>	<input type="checkbox"/>		Post-Traumatic Brain Injury	<input type="checkbox"/>	<input type="checkbox"/>	
ADD/ADHD (Physician Diagnosed)	<input type="checkbox"/>	<input type="checkbox"/>		Reflux	<input type="checkbox"/>	<input type="checkbox"/>	
Autism	<input type="checkbox"/>	<input type="checkbox"/>		Respiratory Condition (Regular use of Inhaler/Nebulizer)	<input type="checkbox"/>	<input type="checkbox"/>	
Blood Disorder (Type)	<input type="checkbox"/>	<input type="checkbox"/>		Respiratory Condition (Seasonal/Exercise/Cold Induced)	<input type="checkbox"/>	<input type="checkbox"/>	
Cancer (Type)	<input type="checkbox"/>	<input type="checkbox"/>		Scoliosis	<input type="checkbox"/>	<input type="checkbox"/>	
Cerebral Palsy	<input type="checkbox"/>	<input type="checkbox"/>		Seizure Disorder (Active seizure activity within past 5 yrs)	<input type="checkbox"/>	<input type="checkbox"/>	
Circulatory Issues	<input type="checkbox"/>	<input type="checkbox"/>		Seizure Disorder (No seizure activity in the past 5 yrs)	<input type="checkbox"/>	<input type="checkbox"/>	
Crohns Disease	<input type="checkbox"/>	<input type="checkbox"/>		Sickle Cell Anemia	<input type="checkbox"/>	<input type="checkbox"/>	
Cystic Fibrosis	<input type="checkbox"/>	<input type="checkbox"/>		Skin Disorder (Mild) / (Severe)	<input type="checkbox"/>	<input type="checkbox"/>	
Diabetes (Type 1) / (Type 2)	<input type="checkbox"/>	<input type="checkbox"/>		Spina Bifida	<input type="checkbox"/>	<input type="checkbox"/>	
Down Syndrome	<input type="checkbox"/>	<input type="checkbox"/>		Ulcer (Type)	<input type="checkbox"/>	<input type="checkbox"/>	
Emotional Concerns (Mild) / (Severe)	<input type="checkbox"/>	<input type="checkbox"/>		Urological Condition (Mild) / (Severe)	<input type="checkbox"/>	<input type="checkbox"/>	
Endocrine Disorders (Mild) / (Severe)	<input type="checkbox"/>	<input type="checkbox"/>		Von Willebrands Disease	<input type="checkbox"/>	<input type="checkbox"/>	
Gastrointestinal Condition (Mild) / (Severe)	<input type="checkbox"/>	<input type="checkbox"/>		Other <input type="checkbox"/>			
Heart Condition (Mild) / (Severe)	<input type="checkbox"/>	<input type="checkbox"/>					

List any prescription or over-the-counter medications the child takes on a regular basis: \_\_\_\_\_

Drug Name	Health Condition	To be taken at school?	
		Yes	No
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Does your child use any specialized medical equipment such as:

Equipment	Code	Yes	No	Equipment	Code	Yes	No	Equipment	Code	Yes	No
Braces (orthopedic)	E01	<input type="checkbox"/>	<input type="checkbox"/>	Glucometer	E06	<input type="checkbox"/>	<input type="checkbox"/>	Pumps	E17	<input type="checkbox"/>	<input type="checkbox"/>
Catheterization	E02	<input type="checkbox"/>	<input type="checkbox"/>	Hearing Aids	E07	<input type="checkbox"/>	<input type="checkbox"/>	Suction Machine	E13	<input type="checkbox"/>	<input type="checkbox"/>
Cochlear Implant	E19	<input type="checkbox"/>	<input type="checkbox"/>	Helmet	E12	<input type="checkbox"/>	<input type="checkbox"/>	Tube Feed Equip.	E14	<input type="checkbox"/>	<input type="checkbox"/>
Crutches	E03	<input type="checkbox"/>	<input type="checkbox"/>	Nebulizer	E08	<input type="checkbox"/>	<input type="checkbox"/>	Walker	E15	<input type="checkbox"/>	<input type="checkbox"/>
Ear Tubes	E04	<input type="checkbox"/>	<input type="checkbox"/>	Oxygen	E09	<input type="checkbox"/>	<input type="checkbox"/>	Wheelchair	E16	<input type="checkbox"/>	<input type="checkbox"/>
Existing Shunt	E05	<input type="checkbox"/>	<input type="checkbox"/>	PICC Line	E11	<input type="checkbox"/>	<input type="checkbox"/>	Vaso Stimulator	E18	<input type="checkbox"/>	<input type="checkbox"/>
Glasses	E20	<input type="checkbox"/>	<input type="checkbox"/>	Pacemaker	E10	<input type="checkbox"/>	<input type="checkbox"/>	Other	E99	<input type="checkbox"/>	<input type="checkbox"/>

In the event of a medical emergency and the school is unable to notify me or the temporary care giver(s), I hereby authorize the Head of School or designee to have my child \_\_\_\_\_ transported to a clinic or to a hospital for emergency treatment.  
 (Name)

I will be responsible for all incurring costs.

Signature	Relationship to Student	Date
I give permission for Unity Classical Charter School to request Medicaid eligibility reports and bill for Medicaid-covered services that are provided to students as allowed by Federal and State guidelines. I give permission each time Medicaid is accessed for all reimbursable services including health screenings and services referenced on the IEP. I further understand that I have the right to refuse release of any health information as provided by HIPAA and FERPA laws.		
Signature	Relationship to Student	Date

