

# PARENT/STUDENT HANDBOOK

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## INTRODUCTION

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### **In Christian Faith We Greet You!**

Welcome to University Christian High School!

UCHS has been created to provide the students of the Hickory, NC, area with a strong college preparation focus accompanied with faith-based values and instruction. We believe that UCHS offers an education for the whole child by adding a much needed spiritual component. There is even new brain research which highlights the need for spiritual development as part of total wellness. UCHS will incorporate prayer, worship, and Biblical studies to achieve this end.

UCHS has partnered with Lenoir-Rhyne University to provide the highest-quality academic program. Students at UCHS have the opportunity to take a greater variety of advanced classes than any high school--public or private--in this area. Through dual enrollment opportunities, UCHS students have the opportunity to graduate with up to 30 college credit hours, which is included in the tuition cost of the school.

We hope that this Handbook will both answer your questions and grasp your interest. Between the lines of this little book is the simple statement, **WE CARE!** We care deeply about God's will and His love in our world and community; we care about children and their spiritual-emotional-physical growth; we care about each other and this opportunity to mutually encourage and support and challenge each other; and finally, we care about you and your interest in academic excellence and deep spiritual value.

William E. Unverfehrt, Principal

### **MISSION STATEMENT**

*University Christian High School's mission is to provide a Christ-centered education that inspires each student to achieve excellence in academics, moral character, and servant leadership.*

# VISION STATEMENT

**Learning is one of God's most precious gifts.** Academic learning for far too long has fallen victim to a secular-industrial age long in need of revival. Students have been crying out for years that their high school experience has been lacking in attachment and meaning. We see this in their many actions and impulses. The enduring founding force which guides University Christian High School is the Spirit of Christianity in all that we do.

University Christian High School is a school where Christian values are taught, modeled and expected to be followed. Students will worship, pray, study God's Word, and perform service projects together. We follow Biblical principles and safe practices. We believe the Bible is the inerrant word of God that we follow. Surrounded by prayer, Christian teachers, Christian counseling and religious discussions, a positive environment exists that cannot be found in a public school.

University Christian High School offers an advanced and highly-academic curriculum in partnership with Lenoir-Rhyne University. Students will be given the opportunity to take advanced classes as Freshman and Sophomores on the high school campus. As Juniors and Seniors, the students may be eligible to take Lenoir-Rhyne University classes which will count as both high school and college credit. Students have the opportunity to take many advanced classes that are not normally available to high school students.

With Lenoir-Rhyne University as our partner in faith and learning, the goal of our joint effort is to create a world-class, highly-academic, faith-based college prep institution. Through classes that blend intellectual discussion with practical application of theory, visiting speakers, field trips, demonstrations and seminars, UCHS will build an academic environment that thrives upon the intellectual curiosity of students and faculty alike. UCHS will lead the way with a strong and focused education that helps keep our students competitive. UCHS students will be recognized for their academic accomplishments and their dedication to service.

# **ADMINISTRATION**

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## **BOARD OF DIRECTORS**

University Christian High School is incorporated and governed by a Board of Directors. The Principal, under direct authority of the Board of Directors, administers the day-to-day affairs of the school. The Board meets monthly and schedules special meetings as needed. Interested patrons may address the Board of Directors after informing the Board Chairperson in advance and being placed on the agenda.

While this Handbook attempts to address as many policy concerns as possible, certain issues cannot be either foreseen or defined within the context of these sections. The Board of Directors, therefore, delegates to the school administrators the authority to determine the appropriate action to be taken for incidences and/or violations not specifically addressed in this Handbook.

### **Nomination to Board**

Nominations to the Board of Directors is administered by a nominating committee that includes the Board Vice-Chairperson and at least one other Board member. The Nominating Committee shall solicit and receive names of prospective candidates. Nominators are asked to present a list of qualifications of each candidate. In preparing its recommended slate of candidates for Board membership, the Nominating Committee must seek candidates who:

- A. Are good communicators
- B. Are visionary
- C. Can effectively represent the concerns of the Association
- D. Be willing to learn about and support the basic concepts of Policy Based Governance.

To become involved or to address concerns, you may contact the Board Chairman. Contact information is available from the school office.

## **FOUNDATION BOARD**

A Foundation Board for UCHS has been established for the purpose of raising the funds needed for this ministry to succeed.

## **UCHS HIGH SCHOOL ASSOCIATION**

In 2011, an association of Christian churches was formed. Current members of the UCHS High School Association are:

- Christ Lutheran Church, Hickory
- Concordia Lutheran Church, Conover
- Holy Trinity Lutheran Church, Hickory
- Mountainside Lutheran Church, Linville
- St. Andrew's Lutheran Church, Hickory
- St. John's Lutheran Church, Conover
- St. Peter's Lutheran Church, Conover
- St. Stephen's Lutheran Church, Hickory

For more information regarding the association of churches, please contact the school office at 828-855-2995.

# SCHOOL POLICIES

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## CONFIDENTIALITY

Confidentiality is a general expectation of professional conduct by which a faculty/staff member should not discuss personal information about a student with anyone—except under certain circumstances agreed to by both parties or when a student may be in danger.

## EMERGENCY SCHOOL CANCELLATION

Emergency school cancellation due to inclement weather or other emergency will be announced via MSP email and text alerts sent to parents and students. Announcements will also be broadcast over TV station **WSOC-TV (Ch 9)** and posted on the school's website ([www.uchigh.com](http://www.uchigh.com)). You can also sign up to receive text alerts at <https://wsocTVweatherapp.com/>. Please understand that we have no control over when and where the TV stations display our closing or delayed opening.

Since UCHS does not operate school buses, we may have school when the public schools have cancelled classes. If this occurs, parents should use their discretion concerning the transportation of their children to school in inclement weather. Students who do not attend school when it is in regular session will be counted absent.

**For students taking LRU courses:** A delay for UCHS does not mean a delay for LRU courses. You will need to check LRU's status as well. To do this, call 328-7669. If LRU has classes, you are advised to use your own best judgment as to whether or not you wish to drive in the conditions present. Please visit the web address <https://www.lr.edu/emergencyandsafety> for information on revised class schedules due to delays and to sign up to receive LRU Rave Alerts.

## EVACUATION

In the event that it is necessary to be evacuated from the UCHS campus, students would walk to a safe location on the Lenoir-Rhyne University campus. Once there, parents will be notified to pick up UCHS students from that location.

## FIRE DRILLS/EMERGENCY EXITING PROCEDURES

When the fire bell sounds, students are to leave the building under the direction of teachers as specified on the chart located in each room. Students are to walk quietly and silently until well away from the building. Students are to remain with their class at the assigned position so that attendance may be checked.

## GENERAL GOALS

University Christian High School will endeavor to maintain an educational environment so that each student through the Word of God and spirit may know God and His forgiving love in Christ, and then respond in faith and love, identify himself/herself as a child of God, a member of Christ's body, and as such

1. Appreciate and use the Means of Grace
2. Become an active, innovative participant in the programs of his/her parish
3. Witness to Christ by word and deed
4. Become a responsible citizen who is capable of independent thought
5. Be sincerely concerned about the social need of others
6. Grow in self-understanding
7. Develop proper attitudes toward work and the willingness and ability to adjust as conditions change
8. Develop a satisfactory competence in the literary skills



9. Develop work habits and skills necessary for creative thinking
10. Develop physical skills necessary for performing creative and practical activities
11. Develop creative ability and aesthetic appreciation
12. Continue in the quest for knowledge and development of mental abilities
13. Continue a program of physical activity for the purpose of maintaining a fit body
14. Participate in worthwhile and God-pleasing leisure time activities
15. Relate responsibly to God's whole creation while living in the Christian hope

## **INSURANCE**

UCHS provides blanket secondary accident insurance coverage for each child. Since this is secondary coverage, parent(s) must file with his/her primary carrier first.

This program gives insurance protection to each child while at school, while participating in any school-sponsored activity, and while in route between home and school. While most students inform the teacher when injured, parents are also asked to report injuries to the school immediately once they are determined. All students should report any school-related injury to the classroom teacher immediately. Realizing that University Christian High School provides supervision for all enrolled students at school or at school-sponsored activities, parents agree not to hold University Christian High School liable for any accidents that might occur.

## **MEDIA RELEASE AUTHORIZATION**

During the course of the school year, photographs of students participating in a variety of activities may be taken. Each student will receive a "Media Release Authorization Form" to be filled out by their parents either providing permission for photos to be used for media purposes or requesting that we refrain from using their child's photo.

## **NON-DISCRIMINATION POLICY**

University Christian High School will not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational policies, admission policies, and athletic and other school-administered programs, and guarantees to all the rights, privileges, programs and activities generally accorded or made available to students at the school. UCHS will not discriminate on the basis of race, color, sex, or national or ethnic origin in the employment of the administrative, teaching, or custodial staffs necessary for the operation of the school.

## **WEAPON FREE CAMPUS**

University Christian High School prohibits firearms and other weapons on its campus in compliance with General Statute 14-269.2. This includes St. Andrews Lutheran Church during school hours or during a school activity. This policy applies to all students and faculty and staff members of University Christian High School (UCHS), as well as individuals visiting or conducting business on school property.

# ACADEMICS

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**University Christian High School** offers an academic program that is designed for the student who is planning to attend a university and wants to be academically prepared.

Students in their freshman and sophomore years will take the core courses of Math, English, History, Science, Religion, and Foreign Language. Freshmen will have the additional requirement of Health/PE. All of these core academic classes will be taught on the Honors level (except Algebra I, Health/PE, Spanish I and Spanish II). The North Carolina End-of-Course Exam will be administered in those courses so designated. To complete their schedules, students will have the opportunity to take elective classes from University Christian High School, online vendors, or other educational providers. UCHS utilizes standardized test score performance as a guide for course level placement when preparing semester schedules.

In their junior and senior years of high school, students may have the opportunity to take college classes at Lenoir-Rhyne University as dual-enrollment classes. A wide variety of entry-level classes at LRU are available to our students, and are subject to availability. Over twenty-five classes are available including five foreign languages, economics, sociology, art, drama, advanced science and math classes. These college class credits may be transferred to the college or university of your choice. Students will also have the opportunity to take Advanced Placement Classes as early as their sophomore year.

All students are required to have a laptop. Students will utilize their laptops to take notes, write papers, create PowerPoint assignments, e-mail assignments, access websites and other electronic applications.

## ACADEMIC POLICY and PROMOTION

As a college preparatory school, UCHS expects students to be diligent in their pursuit of academic excellence. Students who are not showing sufficient academic progress indicate that their educational needs may be better addressed in another institution. Students are promoted on the following basis:

- All courses are completed successfully with passing grades.
- Any academic failures must be made up. The make-up class does not replace any failing grade earned during the regular school year. The make-up class allows students to earn credit to meet specific graduation requirements. The student's grade will be printed on their transcript as a separate grade.
- Any failure of a Religion class must be made up at UCHS.
- Students who demonstrate a consistent inability to be successful will have their academic status reviewed for the coming school year.

## ACADEMIC GRADING

The grading scale for all classes at University Christian High School will be:

Grade	Percent
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	below 60

## ACADEMIC INTEGRITY

In a Christian community—a learning place of trust and honesty—the expectation is that cheating does not occur. Examples of cheating may include all of the following; however this list is not exhaustive:

- Purchasing or obtaining materials already submitted and returned (tests, etc.)
- Copying homework, test, and/or quiz answers from others
- Submitting old assignments as new work, or cutting and pasting assignments from previous work and passing it off as new answers
- Plagiarism, which is “the taking of ideas and passing them off as one’s own” (e.g. copying reports from the encyclopedia and other sources, but not including notation to indicate such). **See Plagiarism Policy on Page 46 of Handbook.**
- Using “crib sheets” during quizzes and/or tests
- Allowing family members or friends to do projects for you
- Selling or providing old tests and term papers to other students
- Passing answers to other students upon request
- Improper documentation of internet sources
- Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.
- Use of computer translator, or other translator, for foreign language help (unless specifically approved by the instructor for that course).
- **Cheating on an exam may result in immediate expulsion.**

UCHS reserves the right to determine, in a given instance, what action constitutes a violation of academic integrity. Students who are cheating or plagiarizing will receive a zero for the assignment in question and will face disciplinary consequences. Infractions may occur that are not listed, but the severity of which may require immediate disciplinary action, up to and including expulsion.

## ACADEMIC RECOGNITION

UCHS recognizes the hard work and dedication of students during all their years at UCHS. UCHS also recognizes that in many cases the difference in class ranking can be as little as one-one thousandth or less of a point. For this reason, UCHS chooses to give recognition to all students with high-level academic performance. For the Honors distinctions noted below, UCHS will calculate an Honors Recognition GPA based on the following grade scale:

96 - 100 = 4.00	90 = 3.25	84 = 2.5	78 = 1.75	70-72 = 1.00
95 = 3.875	89 = 3.125	83 = 2.375	77 = 1.625	Below 70 = 0.00
94 = 3.75	88 = 3.0	82 = 2.25	76 = 1.50	
93 = 3.625	87 = 2.875	81 = 2.125	75 = 1.375	
92 = 3.50	86 = 2.75	80 = 2.0	74 = 1.25	
91 = 3.375	85 = 2.625	79 = 1.875	73 = 1.125	

Students’ “Honors Recognition GPA” will appear on their Transcript at the end of each semester.

### Honor Roll

In order for a student to be included in the honor roll, he/she must have an unweighted GPA of at least 3.63% and no score less than 85% for a final grade.

### **Latin Honors**

Based on the final cumulative weighted GPA at the end of the senior year, the following Latin Honors will be recognized for graduating seniors:

Summa Cum Laude	Weighted GPA of 4.50 or higher
Magna Cum Laude	Weighted GPA of 4.25 or higher
Cum Laude	Weighted GPA of 4.00 or higher

### **Honorary Graduation Speakers**

Students who earn the Summa Cum Laude designation will be invited to submit a speech, if they so choose, for graduation. Upon receiving the speeches, a panel of UCHS faculty will evaluate and determine who the two speakers at graduation will be.

### **Graduation Marshals**

Being selected as a Graduation Marshal is both an honor and an act of service. Marshals assist in the preparations for graduation, seat guests, hand out graduation programs, participate in the academic procession, and assist in clean up after the graduation ceremony. Students chosen to be Marshals must be able to participate in all the required activities. Eight Marshals shall be chosen: the top student from the 9<sup>th</sup> grade and 10<sup>th</sup> grade classes and the top six students from the 11<sup>th</sup> grade class. The top student from the 11<sup>th</sup> grade class shall have the distinction of Head Marshal. A student will not be invited to be a Marshal regardless of GPA if he or she has committed a disciplinary offense which could be subject to suspension.

### **NC SCHOLARS PROGRAM**

Students enrolled in North Carolina high schools have the opportunity to earn Endorsements to their High School Diploma that identify a particular area of focused study. The **NC Scholars Program** was implemented to promote rigorous academic study. Students who complete the requirements for an academically-challenging high school program can receive a NC Academic Scholars and/or a Global Languages endorsement. The course requirements can be found at <http://www.ncpublicschools.org/docs/curriculum/scholars/endorsement-require.pdf>.

### **SELECTION PROCESS FOR SPECIAL SCHOLARSHIP PROGRAM RECOMMENDATIONS**

By September 1, the top students in the Senior Class will be determined based on Honors GPA of their first three years of high school. This is to select a student that meets the academic requirement of these awards. These students will be given the opportunity to receive UCHS's recommendation for the Morehead-Cain and/or Park Scholarship.

Students must submit in writing by September 20 their desire to apply for these scholarships and be considered as the UCHS-designated student. Students should also submit their senior resume of all accomplishments, 9<sup>th</sup> through 12<sup>th</sup> grade. It should only be one page. Students need to focus on awards, athletics, volunteer work, employment, world travel, and academic competitions. A committee consisting of the senior class counselor, an administrator and two teachers will select the student(s) based on the criteria of each scholarship. Students should visit scholarship websites for complete explanation of scholarship requirements.

A student may self-apply for the Morehead-Cain and/or Parks Scholarship if they are not selected by UCHS.

## **ADVANCED PLACEMENT (AP)**

Any student seeking to take an AP class at UCHS must complete an AP Course Request Form and meet the following course criteria:

**AP Calculus:** Minimum grade of 87 in Pre-Calculus and a score of at least 560 on Math PSAT/SAT

**AP Computer Science:** Minimum grade of 87 in Principles of Computer Science and a score of at least 560 on Math PSAT/SAT

**AP Environmental Science:** Minimum grade of 87 in both Biology and Chemistry and a score of at least “4” on Biology EOC

**AP Government:** Minimum grade of 87 in both US History and Civics and either a score of at least 560 on Reading PSAT/SAT or an average grade of 96 in US History, Civics, and American Lit.

**AP Literature:** Minimum grade of 87 in all prior English classes, a score of at least “4” on the English 10 EOC, and either a score of at least 560 on Reading PSAT/SAT or an average grade of 96 in all prior English classes

**AP US History:** Minimum grade of 87 in English 9 (if taking APUSH as a junior, this would be whatever English course taken as a sophomore), a minimum grade of 87 in Civics, and either a score of at least 560 on Reading PSAT/SAT or an average grade of 96 in English and Civics.

All AP course requests are subject to approval by the course instructor. Faculty and administration reserve the right to allow students to try AP courses based on work ethic and academic performance during the time prior to taking an AP course in the event of less than adequate national testing.

## **COMMUNICATION OF ACADEMIC PROGRESS**

Students, parents and teachers can monitor academic progress in the following ways throughout the year:

- **MSP:** Each student and parent is issued an MSP account at the beginning of the year to carry with them throughout their time at UCHS. Student grade reports will be available through MSP as updated by teachers every five-to-eight days, or as deemed appropriate by the teacher, to provide a report to parents and students between mid-term and quarter report cards.
- **MID-TERM REPORTS:** Mid-Term Reports will be issued mid-way through each of the four quarters (at approximately the 4.5 week mark). The purpose of the Mid-Term Report is to keep parents notified about their student’s progress. Mid-term grades are neither “permanent” nor are they recorded on student transcripts.
- **REPORT CARDS:** Report cards are issued after each quarter of the school year. Final grades for semester classes will be determined by using the first and second quarter report card grades (and semester exam grades, where applicable). Final grades for full year classes will be determined by using all four report card grades (and the semester exam grades, where applicable).

- **TRANSCRIPTS:** At the end of each school year, UCHS will issue a standardized transcript that includes: course name, credits earned toward graduation, and the weighted and unweighted GPA.

University Christian High School reserves the right to withhold release of report cards and/or transcripts until satisfaction has been made in other time-sensitive school areas (e.g., tuition payment, textbook returns, sports uniform turn-ins, etc.)

## **COURSE CREDIT**

For all dual-enrollment, college-level classes, the following credit equivalencies will be applied:

- 1 credit hour college class = .33 high school credit
- 2 credit hour college class = .66 high school credit
- 3 credit hour college class = 1.0 high school credit
- 4 credit hour college class = 1.33 high school credit

## **CURRICULUM**

In keeping with the purpose of **University Christian High School**, teachers and leaders will integrate faith and awareness of a creator God in an environment of academic freedom. Subjects are selected with the view of enabling every child to develop into a "whole child." The Christian faith and life is not a segregated subject in the day's work, rather, its influence permeates and gives substance to all other subject areas taught.

In keeping with a Christian philosophy of education and in regard to the requirements of the State of North Carolina, all students in all grades receive a thorough education in all curricular areas. The school's curriculum follows the North Carolina State Department of Education guidelines and can be viewed on the NCDPI website.

## **DUAL ENROLLMENT**

Dual enrollment courses from Lenoir-Rhyne University are open to juniors and seniors only. Any UCHS student seeking to take LRU courses must have permission from the Principal and meet admission standards as determined by LRU. Required documents include: completed application, transcripts, immunization records, FERPA form, and results from PSAT/SAT/ACT testing.

### Admissions Requirements

1. Students are required to have a minimum 3.2 weighted GPA
2. Students are required to have a combined math and critical reading score of at least 900 on the SAT or the equivalent PSAT.
3. For Math classes, a minimum score of 500 on the math section of the SAT (or equivalent PSAT) is required.
4. Student has demonstrated ability to complete work independently.

## **FINALS**

Final exams are held at the conclusion of each semester. When a teacher administers a final exam for the course, the final will count as 20% of the final grade (unless otherwise stated in a course syllabus). Most courses have a final exam/project, but announcements will be made to the students early in the school year as to which courses will require semester final examinations.

## GRADE AVERAGES

GPA (Grade Point Average) is calculated as follows:

1. All courses are included in the GPA
2. Grades will be converted to a 4.0 scale. The 4.0 scale is as follows:

Grade	GPA Points
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

3. Students taking courses from an outside vendor (online and/or college vendors) will receive grades and GPA points as established by that vendor. (See Addendum VI for current vendor grading scales.)
4. Additional quality points, or weight, will be added to the passing grades earned in Honors, Advanced Placement, and dual-enrollment classes. Such a system is intended to encourage students to take more challenging and rigorous courses in preparation for post-secondary education.
5. Students who drop a year-long AP course after the first semester will only be awarded honors credit for the first semester.
6. Additional weighting will be awarded as follows:

	AMOUNT OF WEIGHT
Algebra I, Spanish I, Spanish II and other non-Honors courses	0.0
Honors courses and Spanish III	0.5
AP courses (AP Exam must be taken)	1.0
College courses* delivered by a community college, public or private college/university	1.0

\*Physical Education activity courses will earn the equivalent of Honors courses

## GRADUATION REQUIREMENTS

Beginning at the ninth grade level, credits are accumulated for graduation. The minimum number of credits needed to graduate is 28. The following is a list of the minimum graduation requirements:

Religion	4 credits
English	4 credits
Math	4 credits
Foreign Language	2 credits (UCHS recommends 3 credits of the same language.)
Social Studies	4 credits
Science	4 credits
Fine Arts or Speech	1 credit
PE/Health	1 credit
Electives	<u>4 credits</u>
	28 credits

These also meet the NC University System entrance requirements. (To graduate, all students must also meet service requirements. See Page 43 of Handbook.)

## **HOMEWORK**

An important indicator of academic success is a student's attitude and approach to homework assignments. It is expected that every student will fully complete each homework assignment. Teachers will monitor and establish consequences for student lack of participation in class; however, when students consistently break their responsibility agreements, teachers may make Principal referrals for further developmental consequences.

UCHS is a college preparatory school, so it is essential that students take personal responsibility for participation in their growth and achievement as they are challenged academically. Parents can be of the greatest assistance to their children by encouraging (and expecting) them to assume the following responsibilities:

- keeping their own assignment records
- allocating their own time usage
- writing and revising their own work
- seeking clarification directly from their teachers whenever additional explanations are required

It is essential that parents/guardians allow students to learn from their own mistakes and rejoice in their own successes as they increasingly become more and more independent in their coursework. By taking personal responsibility in all aspects of their education, students learn to be analytical and to think critically. Individual responsibility is key as students travel the road to becoming lifelong independent learners, both now and well beyond their high school careers.

### **Homework Policy**

- A. Homework Requests Due to Absences
  1. Students are responsible to find out what assignments were missed and make up assignments upon their return.
  2. For absences of three days or longer, parents should contact the school office before the school day begins to request their child's missing assignments. **Teachers are not required to furnish homework in advance for extended absences during the school year.**
  3. For a school-approved extended absence, teachers will determine a reasonable due date and communicate that in writing to the student. Keep a copy of this in your records.
- B. Consequences for Not Completing Homework
  1. Grades tend to be lower for students who have not completed homework assignments.
  2. Privileges at school and home may be limited if students do not complete assignments.
  3. Co-curricular ineligibility may result.
  4. A grade of "incomplete" will be given when students have not completed the major requirements of a course because of absence due to illness or to other reasons over which they have no control. Normally an "incomplete" must be removed within two (2) weeks after the marking period or semester ends. In the event the completed work is not turned in or tests are not taken, the grade for that marking period will be a failure.
- C. Student Responsibilities
  1. Record all assignments every day.
  2. Understand how to complete all homework assignments before leaving school. Take the time to question teachers if unclear about assignment expectations.
  3. Take home all necessary materials to complete your assignments.



4. Schedule and organize time for homework that is compatible with family and/or after school activities.
5. Complete all assignments, regularly observing high standards of neatness and quality.
6. Strive to turn in every assignment on time.
7. When returning from an absence, promptly complete all assignments that were missed.
8. Learn to advocate for yourself with your instructors.

D. Parent Responsibilities

1. Familiarize yourself with the homework policies and procedures in your student's classes.
2. Provide a place for your student to study. Encourage him/her to develop good study habits.
3. Encourage the use of planners to increase your student's organizational skills. Check them periodically.
4. Guide or assist in homework when unusual difficulties arise; never do the homework for your student.
5. Provide educational activities that broaden your student's interests while away from school.

### **Make-Up Work Policy**

Students will complete any missed work in a reasonable amount of time as determined by the teacher of the subject in question. Students are responsible for contacting each teacher to determine work missed and the time available to complete their work. If students miss a day where a major assignment or project is due, the teacher has the right to deduct as many points as they deem necessary.

## **STANDARDIZED TESTING PROGRAM**

A variety of standardized tests are used or recommended at UCHS. Specified testing in the 9<sup>th</sup> and 11<sup>th</sup> grades is mandatory by law and required for graduation. The most common sequence is as follows:

- Placement Exams: All students, regardless of grade level, are given a placement examination(s) to determine reading level, math competency, and overall academic ability. Students must also take a Spanish placement test before placing out of Spanish I.
- PSAT/SAT Test Suite: Students in Grades 9 take the PSAT9® test in the Fall. Students in Grade 10 and 11 will take the PSAT/NMSQT. For 10<sup>th</sup> graders, this serves as a practice SAT. On average, students who take the PSAT earn higher scores on the SAT than those who don't. For the 11<sup>th</sup> grade student, this is part of the mandatory testing required by every 11<sup>th</sup> grade student. In the case of an approved emergency or educational absence, student must take the next scheduled SAT test instead. The PSAT also serves as a student's first official step on the road to college. By taking the PSAT/NMSQT, juniors may be eligible to enter the National Merit Scholarship Corporation's scholarship competitions.
- Grades 11 and 12 take the Scholastic Aptitude Test (SAT) and/or the American College Test (ACT), which are college entrance exams administered outside of UCHS. It is recommended that students take college entrance exams no later than the Fall of their junior year.
- 9<sup>th</sup> Grade Standardized Testing: In order to fulfill the state's requirements for standardized testing of 9<sup>th</sup> graders, UCHS will administer the Stanford 10 test each April.

## **STUDENT-PARENT-TEACHER CONFERENCES**

These conferences are held by appointment only. The conferences should be viewed as a time for parents to meet with teachers in order to discuss the progress of students. Please call for an appointment.

## **WITHDRAWALS**

- All withdrawals must be approved by the Principal.
- Students may withdraw from a UCHS-taught course without penalty through the 15<sup>th</sup> school day of the semester provided they make arrangements with the school office.
- Students who drop a course between the 15<sup>th</sup> and the 25<sup>th</sup> school day of the semester, with the consent of the Principal in consultation with teachers and parents, will be given a grade of “WP” (withdraw passing) or “WF” (withdraw failing) on their transcript which will not affect the student’s grade point average.
- Students taking LRU courses, community college courses, or online/other classes offered by outside educational sources will be subject to all considerations of their withdrawal policies, including fees or any other financial penalties assessed.
- All grades and/or withdrawals will be on the official UCHS transcript.

# **DISCIPLINE**

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**University Christian High School** subscribes to the "in loco parentis" position relative to discipline. Teachers discipline, out of love, as they feel Christian parents would desire.

Generally, our school assumes a moderately strict discipline position. Each teacher, within the classroom, is in charge of his/her own class, informing the students of proper behavioral expectations and the consequences of misbehavior. Fairness and impartiality for all is stressed--along with as much consistency as possible. This, in addition to an emphasis on what is proper from a Christian viewpoint, provides the basis for all disciplinary actions.

UCHS maintains a discipline policy which, in its simplest and most concise form, promotes respect toward and responsibility for oneself, each other, and property. This applies to students, teachers, and parents alike. While the primary authority for student discipline is the classroom teacher, any teacher or staff member has the authority for student discipline when the student is in his/her presence.

## **APPLICABILITY**

Students must comply with the UCHS Discipline Policy in the following circumstances:

1. While on the UCHS and/or Lenoir-Rhyne University campus premises, before, during, or after school hours;
2. While on any bus or other vehicle as part of any school activity;
3. During any school-sponsored activity or extra-curricular activity;
4. When subject to the authority of school employees;
5. At **any place or time** when the student's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the school or the safety of individuals in the school environment.

## **CONSEQUENCES FOR VIOLATIONS**

### **Minor Violations**

Minor violations are those less severe infractions involving a lower degree of danger and harm. Examples of minor violations include but are not limited to the following:

- the use of inappropriate or disrespectful language
- insubordination
- dress code violations

Consequences for minor violations are:

1. Behavior improvement agreement
2. In-School Discipline as needed
3. Staff mediation (peer to peer) with Principal, Dean of Students or Guidance Counselor
4. School Counselor sessions

### **Major Violations**

Major violations include but are not limited to:

- Physical altercations
- Stealing
- Repeated and consistent minor infractions
- Violations of Academic Honor Code
- Use of tobacco or e-cigarettes or surrounding paraphernalia
- Vandalism: including but not limited to willful or malicious destruction of property
- Use of illegal substances—on and around school grounds

- The possession of any weapon or even the threat to bring a weapon on school grounds or to any school activity
- Bullying and Harassment (See “*Bullying and Harassment Policy*” on following page.)
- Inappropriate electronic communications.
- Infractions deemed by the Principal to be so serious in nature as to challenge the integrity of the learning environment may be considered major violations.

While this list attempts to define common major infractions, it is not exhaustive.

### **Consequences for Major Violations:**

FIRST VIOLATION – Principal referral with counseling and restitution, parents are called, and optional out-of-school suspension.

SECOND VIOLATION - Parents are called, Principal counseling, and required out-of-school suspension for reflection and thought. Parents must go before the UCHS Board to advocate for their child remaining in the school. At this point, the Board shall have the prerogative of removing the child from school. If the Board elects to expel a student, tuition shall not be refunded to the point of this last referred incident.

**Serious violations may result in second violation status immediately.**

### **MAJOR VIOLATIONS**

Any major violations will go on a student’s permanent disciplinary record. This disciplinary record will be subject to reporting to colleges and schools where the student may transfer.

### **SUSPENSION FROM SCHOOL**

Suspensions remove a student from after-school activities on the day suspended. All work missed during suspension needs to be made up.

### **EXPULSION**

Students exhibiting the following behavior subject themselves to possible expulsion:

- Failure to respond to the disciplinary structure
- Using, possessing, selling, or being under the influence of any illegal drug (including alcoholic beverages) on campus or during a school function or activity. Parents and the proper law enforcement authorities will be notified as part of the procedure
- Verbal and/or physical threat or assault
- Serious cheating or academically dishonest behavior
- Any other severe negative behavior

# **HARASSMENT and BULLYING**

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It is the policy of UCHS to provide a learning environment that is free from bullying and cyber-bullying. It is a violation of this policy for any student to engage in bullying or cyber-bullying.

It is also a violation of this policy for any student to engage in bullying or cyber-bullying at a location, activity, function or program that is not school-related, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or orderly operation of the school, as determined by school administrators.

Since such conduct creates an intimidating, hostile, or offensive school climate, it has no place in a Christian setting. Retaliation against any individual who makes charges of harassment against any individual is likewise prohibited. Those guilty of harassment or retaliation will meet with the appropriate sanctions, which may include suspension, expulsion, or criminal or civil charges.

It is the responsibility of every student, parent, and employee of the school to recognize acts of bullying, cyber-bullying, and retaliation. Any student who believes that he or she has been the victim of bullying, cyber-bullying, or retaliation should report it immediately to a teacher, counselor, or the principal. Students, parents and members of the school staff (including but not limited to educators, administrators, coaches, and advisors to an extra-curricular activity), who witness or become aware of bullying, cyber-bullying, or retaliation should immediately report it to the principal.

Reports of bullying or cyber-bullying will be promptly investigated. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee will (1) notify the police if the principal or designee believes that criminal charges may be pursued against the perpetrator; (2) take appropriate disciplinary action; (3) notify the parents or guardians of the perpetrator; and (4) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.

Complaints of bullying or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student, staff member, parent, or community member solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying or retaliation will be subject to disciplinary action including, but not limited to reprimand, detention, loss of privileges, and/or suspension or expulsion. An educational component will be part of the actions taken. If the false accusations have civil and/or criminal elements, then further actions may be taken by appropriate law enforcement agencies.

Any staff member, parent, and/or community member who knowingly engages in false accusations will be subject to appropriate consequences administered by the school system and/or law enforcement agencies.

## **Harassment**

**“Harassment”** is defined as the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands, toward any person relating to the person’s gender, race, ethnic group, color, religion, age or handicap must be considered in our policies.

## **Bullying**

**“Bullying”** is defined as the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a victim that: (1) causes physical or emotional harm to the victim or damage to the victim's property; (2) places the victim in reasonable fear of harm to himself or of damage to his property; (3) creates a hostile environment at school for the victim; (4) infringes on the rights of the victim at school; or (5) materially and substantially disrupts the education process or the orderly operation of a school. Examples of “bullying” include, but are not limited to:

- Hiding, damaging, destroying or stealing work or belongings.
- Verbal bullying: name calling, put-downs, teasing, using abusive language.
- Physical bullying: hitting, pushing or threatening physically
- Deliberately excluding a person from a group.

**“Cyber-bullying”** is defined as bullying through the use of technology or any electronic communication, which includes but is not limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by such things as electronic mail, internet communications, instant message, text message or facsimile. Cyber-bullying includes (1) the creation of a web page or blog in which the creator assumes the identity of another person or (2) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation is a violation under the law. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting is a violation of the law. Examples of “cyber-bullying” include, but are not limited to:

- Using electronic software and technology in such a way that other people are harassed or offended by the information.
- “Flaming,” hacking or passing on inappropriate messages regarding people, or changing information belonging to other users, or falsely representing others in an unfavorable manner.

**“Sexting”** is the sending of sexually explicit messages or photos, typically via cell phone but sometimes via the Internet. When the school discovers a student has been involved in “sexting” either as sender or recipient, a required parent conference will be held. Provided the “sexting” was limited to receiver and sender, the student and parents will be advised of the dangers inherent in this activity and no further action will be warranted. Repeated involvement in sexting will result in disciplinary action by the school, administered on a case-by-case basis.

If the school determines the sexting involves communication between more than two individuals, the school reserves the right to further discipline those involved. The school also reserves the right in these cases to ask for police involvement.

If a student forwards a sexual picture of someone underage, he or she could face child pornography charges, go to jail, and have to register as a sex offender. Students who forward these images are as responsible for them as the original senders.

### **Prevention Instruction**

UCHS will provide age-appropriate instruction on bullying prevention and provide professional development to build the skills of staff members. Bullying Prevention and Intervention Plan shall include, but not be limited to: procedures for reporting, responding to and investigating reports of bullying or retaliation; the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation or against someone for making a false accusation of bullying; procedures for remedying incidents of bullying and restoring a sense of safety for a victim and assessing that victim's needs for protection; strategies for protecting from bullying or retaliation a person who reports bullying or provides information during an investigation; any notification requirements consistent with state and federal law; a strategy for providing counseling or referral to appropriate services for perpetrators, victims and family members; and provisions for educating and informing parents about bullying.

THE ABOVE POLICY is designed to serve most discipline situations. In cases of flagrant actions, the Administration and/or Board of Directors has the power to overrule the steps of this policy.

# **SCHOOL PROCEDURAL EXPECTATIONS**

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## **REMAINING ON SCHOOL GROUNDS**

Once a student comes onto school grounds, he/she must remain until he/she leaves for home. Students not participating in an after-school activity should depart from campus by 3:30 pm. Students are not required to remain on campus after their last class while waiting for an after-school activity to begin.

## **EATING AND DRINKING IN CLASS OR SCHOOL BUILDINGS**

Eating and drinking of anything other than water in classrooms is not permitted. Eating and drinking is permitted in the lunchroom during school or in designated areas on the grounds. Exceptions may be approved by the Principal.

## **LITTERING**

Students are to keep the school clean. Littering classrooms, bathrooms, hallways, school grounds, etc. does not reflect good stewardship practices and will not be tolerated.

## **PERSONAL LISTENING DEVICES, ETC.**

The playing of iPhones, iPods, MP3 players, or any other noisemaking instrument is prohibited during the school day unless with the permission of teacher. Personal listening devices with headphones may be used before/after school or during lunch. We feel that all music should reflect our Christian values.

## **ADHERENCE TO PUBLIC ORDINANCES**

It is expected that all UCHS students will comply with relevant state laws and local ordinances.

## **CELL PHONES**

Cell phones brought to school are not to ring and cause disruption during classes. Cell phones are not to be out at all during class times. Phones that are disruptive to the learning process may be confiscated and returned at the end of the instructional day. All cell phones will be turned into the teacher during all testing. UCHS will not be held responsible for stolen, misplaced, or damaged cell phones, or other electronic devices.

## **PUBLIC DISPLAYS OF AFFECTION**

Respect for oneself and for others makes kissing, embracing, and other types of public display of intimate behavior inappropriate for school and school activities.

## **BOOK FINES**

Fines are assessed at the end of the course for abused or missing books. Fines are assessed as a percentage of the total price of the text—textbook prices usually range from \$20-\$120. Students will be expected to pay the purchase price of any books that are missing at the end of the course.

## **SKATEBOARDS, ROLLER-SKATES, ETC.**

Skateboards, roller-skates, roller-blades, etc. provide a potential for injury and are not permitted on campus.



## **FIELD TRIPS**

Students should follow the school sponsored dress code guidelines when attending school field trips unless otherwise announced by the Principal or supervising teacher. All other guidelines of behavior and decorum will be enforced on field trips. Students who have not demonstrated proper behavior or who are deficient academically may be denied the opportunities of off-campus field trips.

## **LRU PROCEDURES**

For students enrolled in LRU classes, any University Christian Policy or Procedure shall supersede Lenoir Rhyne's policies or procedures if there is a conflict.

**Failure to comply with school procedures on a consistent basis may be deemed insubordination and dealt with pursuant with disciplinary policy.**

# DRESS CODE GUIDELINES

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Student appearance, as well as behavior, reflects the Christian values taught at University Christian High School. Any interpretation and judgment in these matters lies with school personnel.

## DRESS CODE GENERAL RULES

- Students should dress neatly, modestly, and in such a manner that does not attract attention to the individual, but encourages a climate conducive to learning.
- In keeping with the Christian environment UCHS desires to provide, student appearance should always reflect modesty, neatness (hemmed and unripped) and cleanliness.
- Dress code is in effect whenever a student is on campus. This includes after-school hours while awaiting pick-up for home. Also, please expect to attend UCHS-sponsored field trips in dress code unless otherwise stated by the instructor.
- Dress guidelines for co-curricular activities will be considered separately and would supersede the daily school-sponsored dress at the applicable times of day.
- Unauthorized alteration of clothing will result in disciplinary action.
- Clothing displaying any offensive or sexually suggestive language, or anything related to tobacco products, alcohol, or other illegal drugs will not be permitted.

All clothing items must be in good fit and repair to be worn. As your student grows, new clothing will need to be purchased to maintain a good fit. All UCHS-sponsored jackets, hoodies, coats (such as those sold by the PSO or purchased as part of a team) may be worn **in accordance with all other dress code policy rules** and must be in good fit and repair (no tears or rips). Hoods may not be worn up at any time inside the building.

## SPECIFIC RULES

- Shoes must be worn at all times. No clogs, sandals or flip flops are allowed. All footwear must cover the heel or have a strap.
- **Hairstyles:** Hair must be clean, neat, and combed at all times. Hair cannot interfere with direct eye-contact. For male students, braids, buns, or ponytails of any kind are not allowed. For both male and female students, odd or unusual hairstyles are not to be worn. No shaving any part of the head beyond that of a traditional haircut. Only natural hair colors are permitted. Wigs/hairpieces are not permitted without specific permission from an administrator based upon a health issue.
- **Jewelry:** Jewelry may not be excessive, no spikes on neck or wrist gear, no excessive number of wrist gear, necklaces etc. The size/design must be within good taste, as determined by the Principal. Visible piercings are restricted to ears and must be standard 18 piercing; no gauges.
- **Outerwear:** No hats or sunglasses are to be worn in the classroom.
- **Sweatshirts:** Pullover sweatshirts (hoodies) must be **UCHS logowear**.
- **Body Art:** No tattoos or other body art are allowed – permanent or temporary. Any jewelry (e.g. body piercings) not listed as acceptable in the Dress Code is not allowed.
- **Pants/Shorts/Skirts/Dresses:** **FOR BOYS:** Pants, which may be short or long, must be secured around the waist. Gym or team shorts are not allowed. Shorts must not be excessively short or overly revealing as determined by the Administration. Jeans that are not torn or frayed may be worn. Students must wear a proper fitting belt.

**FOR GIRLS:** Overly tight pants, yoga pants, leggings, or spandex pants or shorts may not be worn. Hems of shorts, skirts, and skorts should not be exceedingly short or revealing and must be within 3-1/2 inches (credit card length) of knees. Slits on dresses or skirts that end above mid-thigh are not permitted.

- **Shirts/Blouses:** **FOR BOYS:** Boys will wear shirts with sleeves. If not wearing a UCHS logowear t-shirt, hoodie or sweatshirt, polo or oxford shirts only are permitted. Shirrtails that do not exceed seven (7) inches below the top of pants may remain untucked. **FOR GIRLS:** Shirts, blouses, sweaters, or dresses are all allowed. Additionally, UCHS logowear t-shirts, polos, sweatshirts, or hoodies are permissible. Girls' tops may not be t-shirts or any other garment with printing except UCHS logowear. Tops may not tank tops or have spaghetti straps. Tank tops are defined as any top with a shoulder strap less than three (3) inches in width. Blouses, dresses, and tops that are strapless, tube tops, halter tops, or tops that are low cut (must be no more than 3-1/2 inches from collar bone), off the shoulder, or that show a bare back or midriff are not permitted.
- **Hats:** Hats are not permitted in the buildings unless specified.
- **Swimsuits:** **FOR GIRLS:** Suits must reflect a modest cut and not be worn in a manner that is excessively revealing. **FOR BOYS:** Boys suits must be 100% nylon with a mesh liner. No Speedo or "brief" style suits or cut-off shorts are allowed.
- **Senior Privilege:** Upon notification of college acceptance, seniors may wear t-shirts or sweatshirts of the accepting school(s). Students must notify school office of college acceptance(s) to qualify for this privilege.

## **ON CAMPUS CO-CURRICULAR ACTIVITES**

Whenever students are on campus, dress code is in effect unless an activity warrants changing. Permission for such changes will be given by the supervising teacher. When attending casual social events or athletic events on campus that occur after normal school hours, the clothing must still be neat, clean and in good repair. Clothing choices should reflect the Christian values and teachings of UCHS. Logos, words, phrases, and pictures displayed on clothing must be in good taste.

## **RELAXED/CASUAL DRESS DAYS**

The University Christian High School will periodically offer theme-based dress days. On relaxed/casual dress days students may wear non-dress code apparel that are fitting and in good condition and in keeping with the theme of the day. Apparel shall be adequate in both length and coverage to be considered appropriate for school. The appropriate length for shorts is within 3-1/2 inches of knees. T-shirts and tops must also be in good condition and school appropriate (no distasteful messages, images, etc.). Tops must cover shoulders, stomachs, and backs. Shoes may be tennis shoes or loafers in good condition. If an item of clothing is questionable, do not wear it. The Principal, or his designee, will be the final judge of whether an article of clothing is acceptable. Please note, dress code disciplinary policy is still in effect during relaxed dress days. All other dress code policies noted above remain in effect.

## **DRESS CODE VIOLATIONS**

It is the responsibility of every parent and student to be familiar with the Dress Code. Students who are out of dress code may be removed from class until the situation is corrected. To insure that the student will not miss valuable instruction time, strict observance of the Dress Code is essential. It should be noted that certain behaviors warrant immediate action (i.e., detention, suspension, or expulsion). These cases will be handled at the Principal's discretion.

The first two violations of Dress Code will result in a warning and corrective measures to bring attire into compliance. Beginning with the third and subsequent violations, after school detention or Saturday detention will be assigned.

# ATTENDANCE POLICY

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## SCHOOL HOURS

The school day begins at 7:45 AM. The Student Entrance will be open at 7:00 AM. The school day ends at 3:00 PM. Unless students are remaining after school for supervised co-curricular activities, they should be transported from the school grounds no later than 3:30 PM. There is no UCHS supervision of students in common areas beyond 3:30 PM, and therefore parents are responsible for child's safety. At all times students are expected to conduct themselves in an orderly and responsible manner. All students are required to attend all LRU class sessions, regardless of whether or not individual professors choose to take attendance. In addition, all students are required to attend LRU classes even if UCHS classes are not meeting.

## ABSENCES

In accordance with State Laws, all students are required to be regular and punctual in their school attendance. A student must be in attendance a minimum of **80** school days each semester for each class in order to be considered eligible for a passing grade. In the case of extraordinary circumstances, the Board of Directors may set aside this policy. The school may assign make-up day prescriptions.

It is requested that parents notify the school when their child will be absent. Immediately following an absence, the student must present to the school office a written excuse from the parent. In the case of extended illness or other absence, parents are requested to notify the school office after the first day of absence. Students that are in school less than 3½ hours of a half-day of school will be counted absent. Students who have an unexcused tardy of more than 120 minutes will be counted a half-day absent.

## TARDIES

**School Tardies:** The school day begins promptly at **7:45 AM**. On-time attendance for UCHS morning Community is mandatory. Students late for Community are late for school. All students must be in Community at 7:45 AM.

We will define a tardy as excused only for students who are late because of a doctor or dentist appointment. These students will bring in a note from the doctor in order to make it an excused tardy. ALL OTHER tardies will be considered unexcused. (Students that find themselves delayed as a result of traffic accidents, automobile failure, or other incidents beyond their control, should immediately call the school office to report their late arrival. Such morning calls which become habitual may require a parent conference.)

The following policy applies for morning tardiness:

1st and 2<sup>nd</sup> Tardy to Community = Administrative warning  
3<sup>rd</sup> and all subsequent tardies shall result in a 30 minute detention for each infraction.

All unexcused tardies resulting in detention shall be reported to parents each day, and a permanent record of all unexcused tardies shall be maintained.

Tardy detention shall be held with the Principal and will be a 30 minute time for **only** personal reflection, silent meditation and/or prayer.

**Class Tardies:** Students who are tardy disrupt the class when they enter, take away teaching time from the rest of the class, and are not as prepared as the other students to start learning. Consequences for tardies to class will be handled by the individual teachers; however, excessive tardies will be referred to the Principal for possible restitution.

## **PROCEDURES FOR STUDENT'S EARLY RELEASE**

Students may only leave campus for purposes which would merit an excused absence from school such as doctor's appointments, illness, or family emergencies. Students may not leave campus for personal errands or other non-excused reasons. Students who find it necessary to depart during the school day for an excused purposes must be given permission to do so from the office personnel. In addition, no student will be allowed to leave school without parental permission. All students must adhere to the following procedure:

- Office personnel must speak with parent or receive a note from a parent requesting an early release for an approved purpose
- Student must checkout at the school office to record their departure as they leave the building.
- If a student leaves during the school day, he/she is responsible for **all** missed work.

**Failure to follow this procedure may result in disciplinary action which may include suspension.**

## **OTHER POLICIES**

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### **BOOKS/SUPPLIES**

Textbooks, resource books, and certain supplies for high school courses are rented to students of University Christian High School. The cost of this rental is included in the registration fee accessed each student each school year. No distinction is made among classes in these fees since some classes use more supplies while others use more expensive textbooks or workbooks.

Each student is responsible for his/her assigned textbook and/or workbook. If any book is lost, the child is expected to immediately pay the purchase price of replacing the book. This book needs to be replaced immediately so that no learning time is lost. A newly-purchased replacement textbook becomes the property of the school.

Students are responsible for purchasing and maintaining their laptop. Teachers will inform the students if there are other supplies needed for them to be successful in their classes.

### **COMMUNICABLE DISEASE**

The UCHS Board of Directors strives to provide a safe and orderly environment for all students and employees. The Board strives to maintain a balance between the need to educate all enrolled students, to protect students' and employees' rights, and to control communicable diseases including HIV and AIDS. Decisions regarding the educational status of students with communicable diseases will be made on a case-by-case basis in accordance with this policy. Nothing in this policy is intended to grant or confer any school attendance or educational rights beyond those existing by law.

#### **Definition of Communicable Disease**

A communicable disease is defined as an illness that arises due to an infectious agent, or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal.

#### **Precautions**

In order to prevent the spread of communicable diseases, guidelines for necessary health and safety precautions will be distributed by the administration and will be followed by all school employees. Employees are required to follow the school system's blood borne pathogens exposure plan that includes universal precautions and practices.

#### **Curriculum**

The school will include health, hygiene and safety in its curriculum. The curriculum will include age-appropriate information concerning safe health practices that will inhibit and prevent the spread of diseases.

## **Communicable Disease Prevention and Control**

There are times when a student with a communicable disease will need to be excluded from school. When a student is suspected of having one of the following, but not limited to this list of communicable diseases, it is the responsibility of the parent to take the child to the local health department or a physician. The school may require verification of treatment before that student can return to school.

1. Chickenpox: The student is excluded for at least five (5) days after vesicles appear or until vesicles become dry.
2. Measles (Rubella), Fifth Disease, or any fever with a rash: Student is excluded from onset of first symptoms until a physician determines that the condition is no longer a communicable disease.
3. Scabies: Student is excluded until one (1) treatment with prescription medication for 12 to 24 hours is completed. Proof of treatment is required.
4. Conjunctivitis (Pink Eye): Student is excluded until the eye is clear or a health care provider's permission to return to school is obtained.
5. Impetigo: Student is excluded from school if there is the presence of open, oozing sores and until seen by a physician and treated with a prescription antibiotic for 24 hours. All open areas that are exposed need to be covered.
6. Streptococcal and Staphylococcal Infections, including Scarlet Fever: Student is excluded from school at least 24 hours after start of antibiotic therapy and until afebrile (having no fever).
7. Ringworm of Body: Student is excluded from school until treatment is started. Proof of treatment must be provided.
8. Ringworm of Scalp: Student is excluded from school until seen by a physician and proof of treatment is provided.
9. Mononucleosis: Student is excluded from school if there is presence of a fever or any other symptom of acute illness.
10. Hepatitis B: Student is excluded from school until physician allows return.
11. Mumps: Student is excluded from school from onset for nine (9) days or until salivary gland swelling has subsided.

## **Headlice Control**

Students who have head lice and nits must be kept out of school until after application of an effective pediculicide. Students will be allowed up to two excused absences to secure treatment. All lice and nits must be completely removed to prevent reinfestation. Proof of treatment must be given to the principal upon readmission to school. School staff members who are trained in identification of headlice will determine the student is lice and nit free.

A letter will be sent home to parents of students with head lice and to all parents in a class after three concurrent cases are identified.

Trained staff members must make a check of all other students in the classes the student with head lice has attended and of the student's siblings attending Concordia Christian Day School. Education programs may be considered for both students and staff.

## **ADDITIONAL GUIDELINES**

### **Nausea, Vomiting and Fever**

Students exhibiting any signs or occurrences of Nausea, Vomiting and/or Fever should be excluded from school at least 24 hours after last occurrence of symptom.

### **MRSA (Methicillin-Resistant Staphylococcus Aureus)**

Exclusion from school and sports activities should be reserved for those with wound drainage ("pus") that cannot be covered and contained with a clean, dry bandage and for those who cannot maintain good personal hygiene.

### **SPECIAL RULES GOVERNING STUDENTS WITH HIV**

The attending physician of a school child who has HIV must notify the local health director (not the school principal) *if* the child may pose a significant risk of transmission of HIV because of open, oozing wounds. The health director must consult with the physician and investigate the circumstances. If the health director determines there may be a significant risk of transmission, the health director must consult with an interdisciplinary committee that includes appropriate school personnel, a medical expert, and the child's parent or guardian. The health director must ask the principal to appoint the committee; however, if the principal does not appoint the committee within three days, the health director must appoint the committee.

If the health director, in consultation with the committee, determines that a significant risk of transmission exists, the health director must then:

1. notify the parents and committee of this determination,
2. assist the committee in determining whether the significant risks of transmission can be eliminated through adjustments to the student's school program,
3. determine if an alternative educational setting is necessary,
4. instruct the principal in appropriate protective measures to be implemented, and
5. consult with the principal to determine which school personnel directly involved with the child need to be notified of the HIV infection in order to prevent transmission, and ensure that those persons are instructed to maintain the child's confidentiality.

### **Education/School Attendance for Students with AIDS/HIV Infection**

Students with AIDS and HIV infection will be permitted to attend school without special restrictions except where the local health director determines otherwise. The health director shall be responsible for determining which school employees shall be informed about the student's health condition. A committee may be established--at the discretion of the health director--to determine whether a child's presence in a school setting has a degree of risk to the student and other students. Alternative education settings may be required by the public health director.

All deliberations of this committee will be kept confidential and shared only as allowed by law.

### **Reporting and Notice Requirements**

Parents need to sign a form indicating who may be informed of an HIV/AIDS infection. The principal, and or any other staff member, will maintain the confidentiality of the identity of this student. The local health official will determine which school staff members need to be informed of the identity of students with AIDS or HIV infection or other communicable diseases required to be reported. Any documents relating to a student's HIV or AIDS infection shall be kept in a locked cabinet and shall be released or shared only as necessary to comply with this policy.

In order to address the needs of the student within the school environment, school employees will notify the principal if they are aware of any students suffering from a communicable disease. Parents shall be encouraged to notify the principal as well.

Whenever possible, the principal shall notify the parents or legal guardians 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.



## **DRIVING AND PARKING REGULATIONS**

The School Office will issue a Driving Eligibility Certificate when a student gets his/her initial permit or license at DMV. This certificate will verify that the student is making adequate progress in school as is required by DMV to process a permit or license. Students/parents must provide school office with 24 hour notice of need for this certificate to provide time for it to be prepared.

University Christian High School assumes no responsibility or liability for injuries to persons or for damage to or loss of contents from any vehicle while on school property. Any student wishing to drive to school must abide by the following rules:

1. Drivers must observe a proper speed while on the school grounds.
2. Students must be out of their cars and in school by 7:45 am.
3. Cars are to be parked only in designated parking areas. This includes the diagonal parking in front of school and the LRU Parking Lot (LRU sticker required). Students are strictly prohibited from parking in the church parking lot and will be subject to ticketing and/or towing if they do.
4. All local and state rules and regulations must be strictly observed.
5. Illegally parked cars may be towed at owner's expense.
6. Alcoholic beverages, firearms or other dangerous weapons are not allowed on UCHS or LRU premises, including the parking lot, and may not be in a student vehicle at any time during the school day.
7. Students are not permitted to return to their vehicles during the school day unless an administrator grants permission.

### **“NO PASS, NO DRIVE”**

A dropout prevention bill became effective August 1, 1998. This legislation requires schools to notify the N.C. Department of Motor Vehicles when a student drops out of school or is not making adequate academic progress. Upon notification, DMV will revoke the student's driver permit or license. “Adequate progress” is defined as passing three out of four classes each semester for schools on a “four-by-four” or block program, or five out of six courses for schools on the traditional six-period day. Students who are unable to meet this standard will lose their permit or license.

## **EARLY GRADUATION**

In situations involving extenuating circumstances, graduation prior to that of one's class may be permitted by the recommendation of the Principal and approval by the Board of Directors. Early graduation may be considered under the following conditions:

- Senior must be enrolled at UCHS within the first five days of the beginning of the school year.
- Senior must meet all graduation requirements at the end of the first semester of their senior year.
- Senior must have achieved a 95% attendance record during their high school career.
- Senior's account must be current (tuition, textbook return, etc.)

Early graduation may be granted for the following circumstances:

- Full-time attendance at a two year or four year college or university
- Other, such as medical, financial, or family-related circumstances

## Procedures and Timeline

- All requests for early graduation must be made prior to the completion of the first three weeks of the student's senior year.
- The early graduation form must be submitted to the school office for credit and graduation requirement check.
- If the early graduation request is approved by the Principal, the form will be submitted to the Board of Directors for approval.
- Once the decision is made, the Principal will notify the student.
- Early graduates will not be allowed participation in activities occurring after their graduation including but not limited to: extra-curricular activities, athletics, clubs, etc.
- Early graduates will not have the right to be on campus except as a visitor and under conditions that apply to all visitors.
- Early graduation may occur only during December of the senior year. A diploma will not be issued to the early graduate until spring graduation.

## **ENROLLMENT POLICIES**

The basic enrollment and admission policy is the policy of the Lord, who says, "Permit the children to come unto Me!" University Christian High School invites, welcomes, and admits students deemed to have the academic skills necessary for success of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its policies, scholarship, and other school-administered programs.

Parents understand that UCHS is first and foremost a Christian school, not simply a "private" school; and that enrollment implies the educational development of the whole child--body, mind, and spirit. Parents who enroll their children at UCHS understand that they and their children willingly submit to the discipline of Christian education and give assurance by such enrollment of their cooperation with the faculty, staff, and the UCHS Board of Directors.

Application for admission to UCHS should not be primarily because of a physical, emotional, behavioral, or attitudinal dysfunction. University Christian High School reserves the right to receive information on the home background and/or previous school experience of a child prior to enrollment. Students with previous disciplinary problems may require review by the School Board. Before accepting new students, UCHS will require previous transcripts and recommendations from a teacher.

### **REENROLLMENT**

Reenrollment is signified by the payment of the Registration Fee. Failure to pay the Registration Fee may result in a student losing his/her spot in the class.

University Christian High School reserves the right to review all reenrollment applications. In the event that any student has not lived up to the UCHS standards, whether academic or behavioral, that student's reenrollment may be denied.

## **GRADUATION CEREMONY**

High school graduation is an important time in the life of a student. It is the culmination of thirteen years of hard work that is rewarded with a high school diploma. In order to conduct a dignified ceremony that promotes the recognition that students deserve, graduation practice is mandatory. Failure to attend graduation practice may result in a student not participating in the graduation ceremony.

Proper attire is a must. This includes dark slacks, white shirt, tie, dark dress shoes for men. Women may wear dark slacks and a dress blouse or any dress or skirt which meets UCHS dress code. Any fees owed to UCHS must be paid in full at least 3 days prior to the graduation ceremony. These fees must be cleared and receipted through the main office. Finally, students must purchase the graduation package, which includes cap, gown, diploma and cover.

The faculty and staff at UCHS are very proud of the accomplishments of every student who is a member of the graduating class. It is our desire that all members participate and enjoy the events that will take place during this important milestone in their lives.

## **GRIEVANCE POLICY**

A grievance may be defined as: Any concern about any decision or action made by one in authority, where the concern is large enough to appeal the decision or action beyond that authority to the next level.

- All concerns about the classroom must first be presented to the teacher by the parents or, if the student is mature enough, by the student her/himself. If the student presents a concern, a respectful demeanor is required at all times.
- If the problem is not resolved, the parents or student should bring the concern to the Principal/Administrator. If the student brings the concern, she/he must have permission from his parents to do so.
- If the problem still is not resolved, the parents should appeal to the Board in writing and request to be placed on the agenda for a University Christian High School Board meeting.
- This procedure also applies to Board members/teachers who are acting in their capacity as parents and not as representatives of the Board/Faculty/Staff.
- If the parents have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Principal/Administrator.
- If there is no resolution, they should appeal to the Board in writing and request a meeting from the University Christian High School Board. The Chairman of the Board (or his designee) shall be responsible for written responses to parental grievances/concerns within two weeks after the grievance/concern is brought before the Board.
- This procedure also applies to Board members/faculty/staff who are acting in the capacity as parents and not as representatives of the Board/Faculty/Staff.

## **IMMUNIZATION POLICY**

In North Carolina, children are not allowed to attend school unless they have received all immunizations appropriate for their age. UCHS is required to have a record of all immunizations on file for each student. North Carolina law provides for two types of exemptions from required immunizations. They are medical and religious.

### **Medical Exemption**

If a **physician licensed to practice medicine in this State** certifies that a required immunization is or may be detrimental to a person's health due to the presence of one of the contraindications adopted by the Commission, the person is not required to receive the specified immunization as long as the contraindication persists. The State Health Director may, upon request by a physician licensed to practice medicine in this State, grant a medical exemption to a required immunization for a contraindication not on the list adopted by the Commission.

### **Religious Exemption**

If the bona fide religious beliefs of an adult or the parent, guardian or person in loco parentis of a child are contrary to the immunization requirements contained in this Part, the adult or the child shall be exempt from the requirements. Upon submission of a written statement of the bona fide religious beliefs and opposition to the immunization requirements, the person may attend the college, university, school or facility without presenting a certificate of immunization.

## **LENOIR-RHYNE UNIVERSITY**

UCHS students will be expected to abide by all LRU policies and procedures while on the LRU campus and/or involved in LRU sanctioned activities. Moreover, the LRU reserves the right to deny any student found responsible for an academic integrity violation further access to LRU classes or use of facilities.

UCHS students will receive identification cards that include both high school and LRU logos; students who are taking LRU classes (and have enhanced privileges) will possess cards that denote different status. UCHS students taking LRU classes have all standard student access to academic facilities, including common computer labs. UCHS students not taking LRU classes do not have access to academic facilities, unless as part of a scheduled UCHS class or pre-approved activity, including common computer labs.

All UCHS students (regardless of whether they are taking LRU classes) are strictly prohibited from entering any LRU *student residence space* at any time, including residence halls, student houses, student apartments, and the Greek village; violation of this expectation constitutes grounds for denial of other LRU privileges, including access to LRU courses.

UCHS students are not allowed access to LRU *athletic facilities* except when they are participating in coordinated and supervised activities through LRU or UCHS. The University track is an exception to this general rule. When available and open to the public, these facilities may be used by any UCHS student in groups of two or more or with their parents. Violation of these expectations constitutes grounds for denial of other LRU privileges, including access to courses.

UCHS students (who are not taking LRU classes) are not allowed access to LRU facilities *after high school hours* unless they are participating in coordinated and supervised activities through LRU or UCHS, attending approved LRU evening events as guests, or making appropriate use of library facilities; violation of this expectation constitutes grounds for denial of other LRU privileges, including access to courses.

Unless participating in an LRU or UCHS coordinated group event, UCHS students not taking LRU classes (including all 9<sup>th</sup> and 10<sup>th</sup> graders) are not allowed on the LRU campus except as outlined in this document.

Students enrolled in LRU classes will be expected to abide by any UCHS policy or procedure, which shall supersede any LRU policy or procedure if there is a conflict.

## **MATERNITY/PATERNITY**

**Philosophy:** It is the goal of University Christian High School to have students follow God's code for sexual behavior as stated in Christian teachings: "...for this is the will of God...that you abstain from immorality" (I Thessalonians 4:3), and "...the body is not meant for immorality, but for the Lord." (I Corinthians 6:13). In these maternity/paternity situations, students and parents—after counseling with the administration—shall decide if continued schooling at UCHS for students involved serves the best interest of all concerned.

**Policy:** In such situations, we desire to provide for the spiritual nourishment and continued care and love of students in maternal/paternal situations, while recognizing frailties of the human condition.

## **MEDICATION POLICY**

University Christian High School personnel will administer medication during school hours only under the following conditions:

- Prescription medication will not be administered at school unless prescribed for the student by a doctor.
- Prior to the administration of the medication, parents or guardians must have completed a "*School Medication Request Form*" (available from the school office) requiring parent's signature.
- Parents or guardians must provide the school with the medicine in a separate container given by the pharmacist. The child's name, doctor's name, name of the medication, unit dosage to be given, number of dosage units, time to be given, and instructions on how the medication should be given must be shown on the container.
- Each time the prescription is filled, the parent or guardian must send a new container.
- Over-the-counter medication will not be administered unless there is written authorization signed by the parent or guardian on file indicating specifics and a schedule of administration.
- Medications administered during school hours by school personnel should be kept to a minimum. It is the parent or guardian's responsibility to make arrangements with the school administration for medication to be given during school hours.

## **STUDENT TRANSFER POLICY**

UCHS is sometimes able to accept transfer students from another school. Students must realize that the course sequence at UCHS will differ from the school the student is transferring from. Pathways will be made available to complete graduation requirements in four years. Students that seek to get on track with UCHS course sequence will need to arrange and pay for needed courses on their own.

In addition to meeting the admissions requirements for any new student, the following also apply to transfer students:

- Class standing is determined by credits earned.
- The religion requirement is waived for those years the student was attending another school. The student is only required to take a religion course for those years in attendance at UCHS. Religion credits earned at another school will be accepted.
- Transfer credits are accepted at discretion of the Principal.

## **TUITION POLICY**

We believe that our tuition payments are an investment in your child's education and religious formation. It is our responsibility of insuring that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

Tuition includes textbooks (for all UCHS courses, on-line courses, and any high school requirement courses taken at LRU), on-line classes, personal instruction, and sports. Tuition does not include field trips (including year-end class/mission trips), lunch, gym uniform, laptop computers, or textbooks for LRU electives.

### **TUITION AND FEES PAYMENT**

All families are billed on the 1<sup>st</sup> of the month with payment due the 20<sup>th</sup>. All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student enrollment. Options for payment shall include:

- A. **Full Payment.** Under this plan the entire amount of tuition is paid on or before July 1st. This payment is made directly to the school office.
- B. **Monthly Payments.** Under this plan the entire amount of tuition is paid monthly over a twelve (12) month period beginning in June.

### **ADDITIONAL FEES**

Students taking Lenoir-Rhyne University courses will be responsible for additional course fees as follows:

- |              |   |
|--------------|---|
| Science Labs | 100% for courses not required for HS graduation.  |
| LRU Music:   | <b>For 9<sup>th</sup>/10<sup>th</sup> Graders:</b> UCHS will pay \$150 per credit hour. Students are responsible for all others charges.  |
|              | <b>For 11<sup>th</sup>/12<sup>th</sup> Graders:</b> UCHS will pay \$150 per credit hour <i>plus</i> \$50 toward additional fees. Students are responsible for any additional tuition and/or fees. |

### **WITHDRAWALS**

If a student withdraws from school before the end of the school year, parents will be billed the full monthly tuition for any months attended in full or part that school year.

A student will be considered withdrawn from UCHs upon completion of the following:

1. Submission of **Student Withdrawal Form**
2. Return of all textbooks, uniforms, and other school-owned items
3. Tuition account brought up to date

### **LATE REGISTRATIONS**

Students registering in the school during the **First Quarter** will pay **100%** of tuition and fees. Students registering in the school during the **Second Quarter** will pay **75%** of the tuition and **100%** of fees. Students registering in the school during the **Third Quarter** will pay **50%** of the tuition and **100%** of fees. Students registering in the school during the **Fourth Quarter** will pay **25%** of the tuition and **100%** of fees. **Students enrolling during the course of the school year will be charged in full for all fees other than tuition.**

### **LATE PAYMENTS**

It shall be the responsibility of each school family to keep the Business Manager informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid.

Any student can be dismissed from the school for any delinquency at any time with or without previous warning if in the opinion of the school the student's account is delinquent. All students' accounts must be current at the end of each quarter. If the student account is not current at the end of the quarter then the student will no longer be enrolled for the next

quarter. Parents with past due accounts may not receive report cards, transcripts, or diplomas until all fees have been paid. Parents wishing to re-enroll students for the following school year must have their current financial commitment up to date. Re-enrollment applications of students whose tuition payments are delinquent will be placed on probationary acceptance until their tuition is current.

Any check returned by the bank will incur a \$25.00 fee that may be added to the amount due for the returned check.

**DELINQUENT TUITION FROM THE PRIOR YEAR**

All previously unpaid tuition must be paid by July 1 if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the School Office. Payment must be by cash, money order, or cashier's check ONLY.

# STUDENT SERVICES

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UCHS strives to provide comprehensive support services to all students in an effort to prepare them for post-secondary studies and productive citizenry. New students will be oriented and scheduled through the school office. Likewise, students withdrawing from school must do so through the office.

**Graduation Requirements:** Students meet with school administration and/or advisors to review courses completed, those in progress, and those still needed. A complete inventory of credits is kept on file in the office. Since each student's situation is unique, all questions regarding course requirements should be directed to the school office manager or administrator. **All students will be required to meet the state minimum standards plus UCHS school requirements before they can participate in any graduation activity or graduation ceremony.**

## Scheduling

Each spring, the academic counselor meets with students to help determine the best course selections for the coming year. These choices depend on individual goals for the future, individual interests, personal abilities, and current achievement.

**Juniors/Seniors:** Juniors and Seniors with at least a 3.2 weighted GPA can qualify to take LRU college courses. Certain Math courses also have SAT Math score requirements of 500 on the SAT. Upon release of the LRU college course schedule, every effort will be made to get students in the college classes of their choice. All LRU course prerequisites apply. Course selections must focus on graduation requirements, course requirements, career goals, and student interests. Preregistration forms are approved, signed by a parent, and returned to the counselor.

## Post-Secondary Education

Choosing and applying to a post-secondary institution is the responsibility of the student and the family. School administration can help by reviewing admissions requirements of various schools with the student by giving advice on application completion, by helping to find schools that provide the desired course of study, and by mailing transcripts.

## Testing

Most four-year colleges require an admissions test. The two most commonly requested are the SAT and ACT. Dates for these tests and registration packets are available in the School Office. Admissions testing should begin in the fall of the junior year with the PSAT and the SAT. Students who need special accommodations or who qualify for fee reductions for SAT or ACT should contact College Board.

## Scholarships

Colleges generally offer special scholarships based on academic achievement and/or field of study. If a student is interested in these scholarships, he/she should pursue those opportunities with the school in question. Information about a limited number of local scholarships is available through the school office and posted on the office bulletin board.

## Office of Student Success

Through our partnership with LRU, UCHS students have access to many of the LRU resources including tutoring, writing clinics, and general learning strategies assistance such as time management and help adjusting study habits.



# STUDENT LIFE

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## CHAPEL SERVICES

All students will attend chapel services once a week. Students will be expected to take a leadership role in the chapel services as outlined in their Religion class syllabus.

## CHURCH/SUNDAY SCHOOL ATTENDANCE

Regular attendance at Church Services and Sunday School Classes is an important expression of Christianity in action. As a part of our educational program of training the whole child, our children are encouraged to attend divine services regularly with their families. Parents are encouraged to set an example for their children and attend church services with them. "Not forsaking the assembling of ourselves together, as is the manner of some." (Hebrews 10:25) Parents with no affiliation are invited to attend services at any of our Association partners or other church of choice.

## COMPUTER USAGE

Each student and a parent must read and sign a "Technology Use Agreement" before being allowed access to the UCHS computer network.

## COUNCIL ON ADOLESCENTS

Each year UCHS participates in the program "Relationships" as part of the Teen Series specially designed for 9<sup>th</sup> graders. The course is presented by educators from the Council on Adolescents of Catawba County who have been specifically trained in this area.

This four-day course examines the components of healthy, interpersonal relationships. We talk about the components of healthy vs. unhealthy relationships and identifying abusive relationships. We also clarify the differences between rape and date rape, as well as tips on staying safe. Instructors teach that abstinence from sexual activity until marriage is the expected standard of behavior and the only certain means of avoiding pregnancy and sexually-transmitted infections.

A copy of the curriculum for this program is available in the school office if you wish to review the curriculum in person. UCHS will follow the state law exercised within the Council's presentation to our students. Please be advised that an opt-out provision is available for these days of instruction, in which a modified assignment will be generated for your child if you choose not to allow your child to go through this instruction.

## EARLY DISMISSAL FOR STUDENTS TAKING LRU COURSES

UCHS values student attendance and the instructional process. It is also aware of the challenge presented by "gaps" in students' schedules as a result of taking LRU courses.

**When LRU is not in Session:** At such time as LRU classes are not in session (primarily at the beginning and ending of each semester) and UCHS classes are in session, the following shall be attendance policy:

- If a student has a UCHS class in the morning and LRU classes are out of session, that student may leave school after the completion of the UCHS class.
- Likewise, if a student has only a UCHS class in the afternoon as a result of there being no LRU class(s) per their schedule, such students may come in at a time just prior to the beginning of their UCHS class(s).

- In the event that a student has only one UCHS class in the morning and one UCHS class in the afternoon and any LRU classes in between are not in session, that student may leave campus and return only with written permission from their parent(s). Students who return late for their classes may have this privilege revoked. Students must sign out and sign back in again upon their return.
- Mission/service and/or job shadowing opportunities will be made available for students during these early dismissal/late arrival periods.

The above early dismissal/late arrival will be granted with written permission from the parent and with proper sign-out documentation with each such day.

It is the student's responsibility to seek out any announcements and school information provided to students during such time away from school.

**The above privileges may be denied based on improper behavior and /or violation of school discipline policy.**

**Friday Dismissal:** When LRU classes are in session juniors and seniors only may be granted early dismissal (1:30 pm) on **Fridays**. This is a privilege that must be earned. Students must have earned a unweighted 3.5 or better GPA during the previous semester to qualify. This will be reviewed on a semester-by-semester basis. This privilege can be lost through academic and/or disciplinary infractions. Approval by Principal and written permission from parents is required.

## **JOB SHADOWING**

University Christian High School believes in supporting 21<sup>st</sup> Century workplace readiness skills. In order to support this goal, we allow "job shadowing". Job shadowing is a practice which allows high school students one period a day to work or volunteer in a limited capacity, as supervised and agreed upon by an employer, for the purpose of career awareness.

UCHS allows the following justifications for such shadowing:

1. Student interest in a specific professional field in which the student and student's family might arrange a shadowing experience.
2. Student work for the purpose of engaging in servant leadership and charitable mission activities. (This includes specially-arranged community service activities)
3. Student work for the purpose of teaching and enhancing the Judeo-Christian work ethic. This scenario would be at the request of a parent who encourages their child to work part-time, leaving school early to work in order for the child to help pay for school tuition and learn financial responsibility.

The following requirements apply:

1. Complete a UCHS request for Job Shadowing.
2. Parents must communicate with the UCHS Principal to confirm and justify the request.
3. Parents must sign a waiver of responsibility for personal injury liability during travel to and from, as well as while on the shadowing site.
4. Student will meet with the Principal about his/her experience and submit an essay describing what their duties were and what they learned.
5. Acknowledgement that such experience shall not count as any form of academic course credit.
6. That the student be in, and maintain, good academic standing, and the parents attest to this understanding in the personal conversation with the Principal.

## **LIBRARY**

Students will be issued ID cards from Lenoir-Rhyne University enabling them to use the Library on the LRU campus. Students are instructed to follow the LRU Library rules. (See **Appendix IV** on Page 46.)

## **LOST AND FOUND**

Articles found in and around the school should be turned in to the school office where their owners may claim them. Periodically, unclaimed items will be disposed of (either given to charity or thrown away).

## **STUDENT GOVERNMENT**

At University Christian High School, one of the ways to be involved in school is to be elected to the Student Council. The Student Council is a group that represents the student body's ideas and feelings to the school. The representatives meet together and discuss ideas and plan school events. In addition to Student Council, one may also run for a class office. Being a class officer will mean organizing class events and working closely with the Student Council to provide school-wide events.

## **STUDENT SERVICES**

Students will meet regularly with our Academic Advisor to discuss the student's plans for their future academic and career goals. The Academic Advisor will counsel students on which classes they should take at UCHS and at LRU. The Academic Advisor will also assist students with the college application process and help them improve their college application essays. All academic, career and college planning concerns and questions will be handled by the Academic Advisor.

All of the teachers at UCHS care about their students and are available to discuss concerns that students are experiencing. When the situation is beyond the ability of the teacher to help a student, the UCHS Student Services department will be contacted. The Student Services department is designed to provide Christ-centered counseling and support to students with personal and/or social problems.

If a situation is beyond the scope of services provided by UCHS's Student Services department, the school counselor will recommend that the student and his/her family seek appropriate services from within the community. Pastors and youth ministers of area churches are also available for support.

# CO-CURRICULAR ACTIVITIES

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## ELIGIBILITY

If a student wishes to participate in co-curricular activities, that student will meet the following criteria:

- The student will be passing all subjects. If a student is failing any class (UCHS or LRU) at the end of the quarter, they are ineligible for the next quarter.

Eligibility is reviewed at the end of each marking period. Grades from the previous quarter are used to determine eligibility for the current season. Lenoir-Rhyne course semester grades are used to determine eligibility. Summer school classes are not used in calculating eligibility. These eligibility standards also follow the “carry over” rule. This means fourth quarter grades will be used to determine eligibility for the first quarter of the following school year.

In extraordinary cases, the school administration may, upon the recommendation of a faculty member and the student’s parents, ask that a special waiver be awarded. Specific guidelines including but not limited to class preparation, class participation, academic achievement, will be monitored on a weekly basis by a teacher supervisor. A progress report will be submitted to the Principal and Athletic Director who will decide eligibility on a weekly basis. This waiver may only be granted once during a student’s time at University Christian High School.

Any student demonstrating serious negative citizenship may be removed from membership in a co-curricular activity. Actions on the part of the student that require administrative probation or suspension from school shall be considered as demonstrations of serious negative citizenship.

The above standards apply to all extracurricular and co-curricular activities. These include athletic teams, drama, choir tours, band tours, and any other school sponsored groups. Questions about eligibility may be directed to the Dean of Students.

## ATHLETICS

**University Christian High School** has athletic teams in a number of sports. Currently we field teams in Girls’ Volleyball, Boys’ and Girls’ Basketball, Boys’ and Girls’ Soccer, Golf, and Boys’ and Girls’ Tennis, Cross Country, Track and Field, and Boys’ and Girls’ Swimming. Additional sports will be explored depending on student interest and financial sustainability. UCHS believes in athletics as an integral part of balanced academic and spiritual growth. Parents and Students should review the Athletic Handbook for a comprehensive review of the UCHS Athletic Program.

### SPORTS MEDICAL FORMS

A sports medical form must be on file with the school office for the current school year in order for participation (practice or competition) in any interscholastic athletic activity. At the end of the school year, the physical is no longer in effect. A new physical must be on file each school year before an athlete may attend practice or compete.

### ATHLETIC AWARDS

Athletic awards are presented to our students at the season-end Awards Ceremony.

## **MUSIC**

Students who are proficient in a musical instrument or voice are encouraged to audition for the LRU Band, Marching Band, or Youth Chorus.

## **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student and is based upon excellence in the four areas of: scholarship, leadership, service, and character.

Membership in the UCHS Chapter of NHS is open to Sophomores, Juniors, and Seniors. To be considered for membership, a student must have been enrolled at UCHS for at least one semester. The student must have a weighted GPA of at least 4.0. In addition, students must have completed 20 service hours for each semester they have been enrolled at UCHS.

NHS membership is considered two times each year: in September for Juniors and Seniors and in February for Sophomores and Juniors.

## **VOLUNTEER ACTIVITIES**

Detailed information on volunteer organizations, programs, mission and service opportunities can be secured by calling the school office. All students are required to complete 20 service hours per year of enrollment. Eligible activities are services provided for or on behalf of others (not including family members) for which no financial or material compensation has been given. Volunteer activities at a student's place of worship cannot count for more than 50% of service requirements. Participating in community theater productions is considered an extracurricular activity and cannot be counted toward a student's school service hour requirement. The same applies to participating in outside musical groups, clubs, or sports. The only exception to this policy is if a group, game, or production is set up solely to benefit a charity or has been scheduled as a benefit for another non-profit community organization. All parents are encouraged to participate, as they are able.

**Any policies not specifically addressed in the University Christian High School Student- Parent Handbook are at the discretion of the Principal.**

**BESIDES THE PRECEDING PAGES,  
THIS HANDBOOK CONTAINS THE FOLLOWING:**

<b>Appendix I</b>	<b>Plagiarism Policy</b>
<b>Appendix II</b>	<b>Internet Acceptable Use Policy</b>
<b>Appendix III</b>	<b>Guidelines for Laptop Useage</b>
<b>Appendix IV</b>	<b>Rudisill Library Policy</b>
<b>Appendix V</b>	<b>Honor Code</b>
<b>Appendix VI</b>	<b>Grading Scales for Outside Vendors</b>

## **PLAGIARISM POLICY**

The following Plagiarism Policy has been adopted by University Christian High School. Please be sure you understand the consequences for cheating or copying the work of another--from any source. Cheating and/or plagiarism are regarded as very serious offenses. Copying or paraphrasing material/text from the work of another student, from published sources (i.e., Cliff Notes, Monarch Notes, Spark Notes, books, magazines, newspapers, etc.) and/or from the Internet without proper documentation constitutes academic theft.

**Plagiarism** = "The unauthorized use of someone else's material, which is then presented as being the result of the plagiarist's own primary research, creative impulse or insight. Plagiarism technically encompasses the borrowing of ideas of others, as well as their exact words...." Laurie Henry, *The Fiction Dictionary*, p. 219.

Incidences of Plagiarism will be deemed an academic violation and subject to the appropriate consequences listed on page 11 of the Handbook.

# University Christian High School

## Internet Acceptable Use Policy

All students attending UCHS are required to follow the Acceptable Use Policy (AUP) when using computers and the wireless network at school. The intent of this policy is to insure that the Internet is used properly for educational purposes. There are generally accepted rules of etiquette when using the Internet. The Internet user will be expected to abide by the following guidelines:

### **GUIDELINES:**

- Be polite. Never send or encourage others to send abusive messages.
- Use appropriate language. The Internet user is a representative of our school. The user may be alone at the computer, but what is said and done can be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- Never reveal a home address or personal phone number to anyone over the Internet.
- Do not reveal the addresses and phone numbers of students or colleagues.
- Never agree to meet people face to face.
- Electronic Mail (e-mail) is not guaranteed to be private.
- People who operate the system do have access to all mail. Messages relating to or in support of illegal activities must be reported to the authorities.
- Do not use the network in any way that would disrupt its use by others.

### **RIGHTS:**

A student has the conditional right, as determined by University Christian High School, to access the Internet to facilitate diversity and personal growth in all fields of education and technology, to learn information gathering skills, and communicate with others electronically. Failure to follow the conditions described in this policy may result in the loss of the student's right to access the Internet. Along with these rights come the following responsibilities:

### **RESPONSIBILITIES:**

- Passwords, if assigned, must be kept confidential.
- The student has the responsibility to respect the privacy of other users. For example, users will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. A student will not represent him or herself as another user.
- The student will adhere to the laws, policies, and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and a student's right of privacy created by federal and state law.
- The student has the responsibility to respect the integrity of computing systems. For example, users will not develop or use programs that harass other users or infiltrate a computer or computing system. A student will not damage or alter any software, any computer or any computing system on or through the Internet.
- It is the student's responsibility to keep computer viruses off any school equipment. The student will be held accountable for any attempt to install and/or run a computer virus.
- The student exercising his/her right to use the Internet as an educational resource will also accept the responsibility for monitoring all materials received under his/her user name. This includes movies, games, or any form of personal entertainment without teacher permission and/or knowledge.
- The student will accept the responsibility for not accessing, processing or storing pornographic material, inappropriate text files, or files dangerous to the integrity of the network.



# University Christian High School

## Guidelines for

### Personal Use of Student-Owned Laptops in School

University Christian High School is a technology-based educational experience. The technology culture at our school helps us accomplish a variety of activities and everyday tasks. Students use their laptops in school as an educational tool for research, online textbooks, communication, word, and file processing.

While on campus, students will access the Internet using the school's wireless infrastructure as a means to enhance their education. The purpose of these guidelines is to assure that students recognize the limitations that the school imposes on their use of personal laptops. In addition to these guidelines, the use of *any* computer in school, including personal laptops, also requires students to abide by the school's *Internet Acceptable Use Policy*. It is **mandatory** that all students and parents sign these agreements and have an understanding of these policies and consequences in detail. These guidelines also apply to all personal hand held devices that have access to the school's internet connection, such as cell phones.

During the course of the school year, additional rules regarding the use of personal laptops may be added. If this occurs, any new rule will become a part of this policy.

#### **General Usage**

UCHS provides the opportunity for students to bring a personal laptop to school to use as an educational tool. **The use of these laptops will be at teacher discretion.**

1. Students must obtain teacher permission before using a personal laptop during classroom instruction.
2. Student use of a personal laptop must support the instructional activities currently occurring in each classroom.
3. Students must turn off and put away a personal laptop when requested by a teacher.
4. Students are prohibited from playing non-academic games during the instructional day, unless the game is directly related to a school assignment or activity and approved by the teacher.
5. Students may use their personal laptop before and after school in **adult supervised areas only**, such as classrooms with the teacher present. The laptop should be used for educational purposes during these times also. If an adult asks a student to put his/her laptop away because of games or other non-instructional activities during these times, the student must comply.
6. Sound must be turned off except when it is being used as part of a class and headphones are prohibited except when it is being used as part of a class.
7. Instant messaging or SKYPE is allowed at the discretion of the classroom teacher only.
8. Students should only use their laptop. No student should ever be using someone else's laptop, unless given permission by the student and a classroom teacher.

#### **Printer Usage**

1. Printers are provided for students within the school.
2. Students will be encouraged to practice "responsible printing" to avoid unnecessary waste and expense.

## ***Internet Usage***

Students must abide by the University Christian High School *Acceptable Use Policy*, paying special attention to the following rules:

1. Ask for permission before accessing the internet with personal portable devices.
2. Downloading music and videos is allowed only for academic purposes. A general rule of allowed downloads is 90 seconds of video and 30 seconds of audio.
3. Students may not download illegal content such as pirated music, video, games, etc. onto their laptop.
4. Students may not stream music, videos, or any other type of files at any time while on school property, unless given specific permission by the instructor. This slows the network. These types of files are very resource intensive and may take a heavy toll on the school's network.
5. The Internet is to be used for scholarly research and as a means of obtaining needed information. Accessing pornographic materials, vulgarity, gambling, militant/extremist material, etc. is prohibited.
6. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.

## ***Privacy***

1. All communications and information transmitted by, received from, stored within, or that passes through University Christian High School facilities may be archived, deleted, monitored and reviewed for content or usage at any time by the Administration.
2. Students should not believe that they have a right to personal or confidential electronic information or communications that are exempt from this guide. University Christian High School also reserves the right to investigate suspected inappropriate uses of its resources or systems using its resources.

## ***Security Procedures***

1. Laptops should be in a student's possession, or secured in a designated secure area at all times.
2. Students may never share their password with another student. Passwords should always be kept confidential.
3. Students need to maintain up-to-date virus protection on their laptop.
4. Students should never share personal information about themselves or others while using the Internet or email.
5. Laptops will be checked periodically to ensure they do not contain any unapproved software, files and/or usage.
6. Students may not bypass the school's network at anytime while on school property. Use of outside proxy servers or wireless connections is prohibited. Students are to ONLY use the UCHS wireless network for connecting to the Internet while at school.
7. Parents/guardians should request the child's login name and password so that they can supervise the student's use of the computer.

## ***Access Control and Authentication***

1. To use a laptop within the school, students must register their Static IP Address and the serial number of the laptop with the technology coordinator.
2. No student shall knowingly gain access to, or attempt to gain access to, any computer, computer system, computer network, information storage media, or peripheral equipment without the consent of authorized school personnel.
3. Students are to only use the University Christian High School wireless access points to connect to the Internet from within school grounds. Specifically, using cellular internet service without teacher authorization is prohibited. It is understood that connection to third party access points or the establishment of ad-hoc network access via home or other internet devices is not permitted.

# University Christian High School and the Rudisill Library

## **General Philosophy**

The library intends to provide full student support to UCHS students who are enrolled in LR courses. Other UCHS students and also school faculty and staff will be afforded “guest user” privileges as described below. One goal of UCHS is to help underclassmen become prepared for university level work, so that they can be successful using the library and its resources once they are enrolled in courses. The library will do all that it can to support this goal without violating licenses and contracts or putting unsustainable demands on our staff. All of us recognize that the LR library is not equivalent to and cannot replace the services and resources that might be provided by a typical high school library or media center.

## **Eleventh and Twelfth Grade Students**

1. Once students are enrolled in LR courses they will have essentially the same library privileges as other LR students.
  - a. We are assuming that once enrolled they are entered into the campus directory, have their own logins, etc. (Might want to confirm this with the Registrar and IT.)
  - b. They will have both on and off-campus access to our full array of electronic resources, which also implies unfiltered access to the internet while on campus, subject to the University’s policy on acceptable use of computing resources.
  - c. They will have full student borrowing privileges for books, media, etc.
  - d. They would be eligible for Interlibrary Loan services if required for a course.
2. UCSH students will get a sticker or some other indication on their ID card when they become juniors. This will assist various offices on campus to distinguish between the two groups.

## **Ninth and Tenth Grade Students**

1. Ninth and tenth grade UCHS students will have “guest user” status which affords more limited services and privileges.
  - a. The library will create a special patron code to identify these students. They will be allowed to check out up to three books at one time. (In special cases, this number can always be overridden at the circulation desk.)
  - b. UCHS will provide a list of these students at the start of the year, including full home address, phone number, ID number, and an email address. If students should leave the school the library will be notified of the withdrawal.
  - c. Students will be entered into our patron database at the point of need, rather than “just in case.”
2. Ninth and tenth grade students would visit the library in groups accompanied by a teacher or other staff member during school hours. They would be able to use the library building and physical collections, but unable to log onto the campus computers or to access electronic resources.
3. Database access – it was agreed that the collections provided by NCLIVE would be more than adequate for the needs of these grades. Students will need to get a password from their public library, and then can access NCLIVE either from the high school campus or from home.
4. “Guest borrowers” may not check out reserve or media materials (CD, DVDs, etc.) or make use of Interlibrary Loan services.
5. Students will be responsible for the care and safe return of library materials, and for payment of any overdue fines. In the case of materials not returned the student will be billed our customary replacement costs, addressing requests to “the parent of” when necessary. If parents are also unresponsive, the library may request reimbursement for the lost materials from UCHS.

6. The library cannot be responsible for preventing students from gaining access to materials which their parents might find objectionable. Our collections are designed for university level study and reflect both adult themes and a wide variety of viewpoints.

# **HONOR CODE**

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**As a student of University Christian High School, I pledge to uphold academic honesty, to have respect for the dignity of my peers and teachers, and to act in an honorable obligation in regard to cheating and disrespect.**

# **GRADING SCALES FOR OUTSIDE VENDORS**

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## **LENOIR-RHYNE UNIVERSITY**

LETTER GRADE	QUALITY POINTS
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

## **LUTHERAN HIGH SCHOOL OF ORANGE COUNTY (OLO)**

GRADE SCALE	LETTER GRADE	QUALITY POINTS
98 – 100	A+	4.0
93 – 97	A	4.0
90 – 92	A-	4.0
87 – 89	B+	3.0
83 – 86	B	3.0
80 – 92	B-	3.0
77 – 79	C+	2.0
73 – 76	C	2.0
70 – 72	C-	2.0
67 – 69	D+	1.0
63 – 66	D	1.0
60 – 62	D-	1.0
Below 60	F	0.0

## **MAYER LUTHERAN HIGH SCHOOL (GENESIS)**

GRADE SCALE	LETTER GRADE	QUALITY POINTS
95 - 100	A	4.0
92 - 94	A-	3.667
89 - 94	B+	3.33
86 - 88	B	3.0
83 - 85	B-	2.667
80 - 82	C+	2.333
77 – 79	C	2.0
74 – 76	C-	1.667
71 – 73	D+	1.333
68 – 70	D	1.0
65 - 67	D-	0.667
0 - 64	F-	0.0

