



UNIVERSITY
CHRISTIAN

H I G H S C H O O L
H I C K O R Y , N O R T H C A R O L I N A

PARENT/STUDENT HANDBOOK

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INTRODUCTION

In Christian Faith We Greet You!

Welcome to University Christian High School!

University Christian was founded in 2009 with the objective of providing an excellent academic experience steeped in faith-based values for folks living in the foothills region of Hickory, North Carolina. Upon its inception, University Christian has provided an environment in which students are asked to go beyond basic schooling in efforts to create life-long learners. This is also done in partnership with Lenoir Rhyne University, Appalachian State University and our local community colleges through dual enrollment programs.

Beyond the depth of our academic offerings, University Christian strives to provide students with ample opportunities to develop a moral compass and transform into leaders who will give back to their brothers and sisters in Christ. Through servant leadership, religious education and ample opportunities to proactively facilitate a positive student environment, our students are learning every day how to develop into responsible and morally upright citizens.

This handbook is designed for both students and their families to gain a better understanding of how the school is attempting to create a well rounded learning experience while inviting participation as we all strive to follow God's will. This handbook is informed by that desire as well as a desire to ensure our students and families receive the best educational experience we can possibly give.

Peace Be With You,

Colin Barrett, 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

“Education is the food of youth, the delight of old age, the ornament of prosperity, the refuge and comfort of adversity, and the provocation to grace in the soul.”

- **St. Augustine**

At University Christian, we envision a community where lifelong learning flourishes within a Christ-centered framework. Our dedication to academic excellence is matched by our commitment to fostering an environment where students are inspired to pursue knowledge with curiosity and integrity. Our desire is to empower students to become self-motivated learners who continually seek growth and understanding beyond the classroom through our AP curriculum, dual enrollment opportunities, enriching clubs and extra-curriculars as well as volunteer opportunities.

We believe that moral character is the cornerstone of a meaningful education. Our vision is to cultivate individuals who embody the principles of honesty, respect, and compassion in all aspects of their lives. By integrating Christian values into our educational approach, we guide students to develop a strong ethical foundation. We seek to accomplish this through our religion curriculum, weekly Chapel, partnerships with St. Andrew's Lutheran Church and association Lutheran Churches as well as integration of faith into our everyday classroom environment.

Through partnerships with Lenoir Rhyne University, Appalachian State University and our local community colleges, we seek to give our students a “college before college” experience. Learning happens in various ways and exposure to higher education, visiting speakers, and community engagement allow our students to find ways that work for them.

We know that every student that walks through our doors will be a citizen in our community and our world. Education is a massive responsibility and University Christian takes that seriously. With an education rooted in Christianity we hope to contribute positively to the future and ensure a better place for all of us.

ADMINISTRATION

BOARD OF DIRECTORS

University Christian High School is maintained by University Christian High School, Inc., a non-profit organization, governed by a Board of Directors on behalf of the Lutheran Church-Missouri Synod (LCMS). 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 Chair 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 are administered by a nominating committee that includes the Board Vice-Chair 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 email the Board Chair at uchboard@uchigh.com.

ADVISORY COUNCIL

The role of the UCHS Advisory Council is to support UCHS and communicate the work of UCHS to the community and to the world at large; and through informed advocacy, enrich the relationship of UCHS and its closest friends. These members join a network of civic, corporate, and cultural leaders and play a demonstratively positive role in UCHS's growth and success.

UCHS LUTHERAN HIGH SCHOOL ASSOCIATION

University Christian High School is a Recognized Service Organization of the Lutheran Church-Missouri Synod (LCMS). It is governed by an association of Lutheran Churches. The representatives of these association churches elect the UCHS Board of Directors. Elected members of the Board serve a two-year term and can serve only two terms consecutively. A majority of the Board members must be members of LCMS congregations. Board members are not compensated for their time and duties.

Current members of the UCHS Lutheran 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

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 communicated via Remind via a text alert. Additionally, announcements may go out via email and/or be posted on University Christian's website and/or social media. Remind will be the primary means of communication regarding these incidents and it is the responsibility of each student and parent to ensure they are enrolled.

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. 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 enroute 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. As part of the enrollment process, families have reviewed and signed a media release form.

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.

VIDEO SURVEILLANCE

Video Surveillance is conducted in public areas of the school 24 hours a day. Recordings of the surveillance are stored for a limited time except in the case of specific reported incidents. These recordings are the property of University Christian High School and may be viewed only by authorized school or law enforcement personnel. Because this footage shows more than just a single child, to protect the privacy of all people on school grounds, recordings will not be shared with parents or other parties except in special circumstances approved by the School Board, Principal, or specifically requested by law enforcement or other legal proceedings.

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

University Christian High School offers an academic program that is designed to encourage students to be lifelong learners and allow for meaningful engagement with curriculum.

Students in their freshman and sophomore years will take core courses in Math, English, History, Science, Religion, and Foreign Language for high school graduation. Freshmen 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, Religion, Spanish I and Spanish II). 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 and students' past academic achievement 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, Appalachian State University-Hickory, or Catawba Valley Community College as dual-enrollment classes. Students are eligible to take any entry-level college course on any campus as long as they have met the requirements for the course. A wide variety of courses are available to UCHS students through dual-enrollment partnerships, ranging from advanced-level math and science courses in all disciplines to art, drama, and music courses, to more niche offerings like apparel design and marketing. 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 freshmen year if they fulfill the prerequisites.

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. Students' GPA will be calculated at the third nine weeks' mark to determine who is academically struggling. If a student's GPA is below a 3.0 unweighted (the minimum requirement for taking dual-enrollment courses), or if a student is consistently not completing his/her homework, the Principal will schedule a meeting with the student and their family in the fourth quarter to discuss the student's continued academic progress and trajectory at UCHS.

ACADEMIC GRADING

The grading parameters 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

GPA SCALE

Numerical Grade	Unweighted GPA	Honors Weight	AP & Dual Enrollment Weight
90-100	4	4.5	5
89	3.9	4.4	4.9
88	3.8	4.3	4.8
87	3.7	4.2	4.7
86	3.6	4.1	4.6
85	3.5	4	4.5
84	3.4	3.9	4.4
83	3.3	3.8	4.3
82	3.2	3.7	4.2
81	3.1	3.6	4.1
80	3	3.5	4
79	2.9	3.4	3.9
78	2.8	3.3	3.8
77	2.7	3.2	3.7
76	2.6	3.1	3.6
75	2.5	3	3.5
74	2.4	2.9	3.4
73	2.3	2.8	3.3
72	2.2	2.7	3.2
71	2.1	2.6	3.1
70	2	2.5	3
69	1.9	2.4	2.9
68	1.8	2.3	2.8
67	1.7	2.2	2.7
66	1.6	2.1	2.6
65	1.5	2	2.5
64	1.4	1.9	2.4

63	1.3	1.8	2.3
62	1.2	1.7	2.2
61	1.1	1.6	2.1
60	1	1.5	2
<60	0	0	0

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 48 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.**
- **Please see the Responsible Use Policy for UCHS’ position on Artificial Intelligence and Academic Honesty.**

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.

Honor Roll

In order for a student to be included in the Honor Roll, he/she must have an unweighted GPA of at least 3.60%.

Graduation Honors

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

Summa Cum Laude
Magna Cum Laude

Weighted GPA of 4.40 or higher
Weighted GPA of 4.25 – 4.399

Honorary Graduation Speakers

Each January all seniors that have achieved either Summa Cum Laude or Magna Cum Laude will be notified of their status as of the end of the first semester. It will then be determined which of these students is interested in being a speaker for graduation.

Those students who are interested will be invited to submit a speech by 3:00 pm on the last school day in April. Submitted speeches will be anonymously evaluated and ranked. After final grades have been determined, the top two ranked Summa Cum Laude student speeches will be announced as graduation speakers. If there are not two Summa Cum Laude graduates with speeches, the highest ranking Magna Cum Laude speech will be taken until there are two speakers.

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 will not be chosen to be Marshals unless they are able to participate in all the required activities. Eight Marshals shall be chosen: the top student from the 9th grade and 10th grade classes and the top six students from the 11th grade class. The top student from the 11th grade class shall have the distinction of Head Marshal. Marshals will be announced at Closing Chapel. 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 the end of May of their junior year, the top students in the Senior Class will be determined based on weighted 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.

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 Park Scholarship if they are not selected by UCHS.

ADVANCED PLACEMENT (AP)

Any student seeking to take an AP class at UCHS 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

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 Human Geography: Minimum grade of 87 in English 9 and Civics (or previous English and History courses), Reading score of 540 on PSAT 8/9.

AP Literature: Minimum grade of 87 in all prior English classes, 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:

- **Student Information System (SIS):** Each student and parent is issued an Student Information System account at the beginning of the year to carry with them throughout their time at UCHS. Student grade reports will be available through the SIS login 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.
- **PROGRESS REPORTS:** Progress Reports will be issued mid-way through each of the four quarters (at approximately the 4.5 week mark). The purpose of the Progress Report is to keep parents notified about their student's progress. Progress Report 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

University Christian High School is an Early College High School that is structured with the expectation that all of its students will be eligible to take college classes. Dual enrollment courses from Lenoir-Rhyne University, Appalachian State University-Hickory, and Catawba Valley Community College are open to juniors and seniors only. Any UCHS student seeking to take dual-enrollment courses must have permission from the Principal and meet admission standards as determined by UCHS and the individual institution. Required documents include: completed application, transcripts, immunization records, FERPA form, and results from PSAT/SAT/ACT testing.

Eligibility Requirements

1. Students are required to have a minimum 3.0 unweighted GPA by the end of the third quarter of both their 10th and 11th grade year.
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.
5. Students who do not meet these requirements, will be required, along with their parents, to meet with the Principal and the academic advisor to determine an alternative academic pathway.

Students wishing to take dual enrollment courses offered at another college or university must first discuss this option with our UCHS Academic Advisor and/or Principal. The student and their family is responsible for completing all paperwork required for admission and registration for these courses.-

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>

These also meet the NC University System entrance requirements. (To graduate, all students must also meet service requirements. See **Page 46** 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. **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.
- 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.

INCOMPLETE GRADES POLICY

An Incomplete "INC" is a temporary grade which may be given at the instructor's discretion to a student when illness, necessary absence or other reasons beyond the control of the student prevent completion of a course's requirements by the end of the academic term. Incomplete grades may be given only in the following circumstances:

- The student's work to date is passing;
- Attendance has been satisfactory through at least 60% of the term;
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
- Required work may reasonably be completed in an agreed-upon time frame'
- The incomplete is not given as a substitute for a failing grade;
- The incomplete is not based solely on a student's failure to complete work or as a means of raising his or her grade by doing additional work after the grade report time;
- The student initiates the request for an incomplete grade before the end of the academic term;

In addition:

- Student and instructor come to agreement on a reasonable amount of time allowed for completing the work, not to exceed thirty (30) days.
- Students taking online courses may be subject to policies established by the online vendor.
- Incomplete grades will expire on the date selected by instructor for completing work and changed to a failure "F" on the student's transcript.
- An incomplete grade will not be considered when determining academic standing, financial aid eligibility, athletic eligibility, or other purposes.

STANDARDIZED TESTING PROGRAM

A variety of standardized tests are used or recommended at UCHS. Specified testing in the 9th and 11th 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 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 PSAT8/9® test in the Fall. Students in Grade 10 and 11 will take the PSAT/NMSQT. For 10th graders, this serves as a practice SAT as well as providing criteria for taking LRU classes. On average, students who take the PSAT earn higher scores on the SAT than those who don't. In the case of an approved emergency or educational absence, student must take the next scheduled SAT test instead. The cost of taking the SAT is paid by the parents, and the scores need to be shared with UCHS no later than March 15 of the same school year so they can be used for scheduling. 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.
- **9th /11th Grade Standardized Testing:** In order to fulfill the state's requirements for standardized testing of 9th and 11th grade students, UCHS will administer the Stanford 10 test each April Spring.
- **ACCOMMODATIONS:** UCHS is only able to provide accommodations for standardized testing that have been approved by the College Board or other test provider.

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 Academic Adviser or Counselor.
- Students may withdraw from a UCHS-taught course without penalty through the 15th school day of the semester provided they make arrangements with the Academic Adviser or Counselor.
- Students who drop a course between the 15th and the 25th 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, Appalachian State classes, community college courses, or online/other classes offered by outside educational sources will be subject to all considerations of their withdrawal policies. If students drop a course after the drop/add period for any college courses, families will be responsible for paying a fee upon their withdrawal.
- All grades and/or withdrawals will be on the official UCHS transcript.

DISCIPLINE

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
- leaving campus without permission

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. Students who are suspended are given a “zero” for all work that is due during the suspension. Exemptions may be given for major tests or major homework assignments as determined by the Principal. 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

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

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 4:30 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 smartphones, Bluetooth speakers, 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

As it becomes more clear through empirical evidence that cell phones and social media are negatively affecting individuals and inhibiting learning, University Christian seeks to limit cell phone use as much as possible while at school. Cell phones must be silent or turned off and placed in area designated by a teacher for ALL UCHS classes. This includes Smart watches. Cell phones are also prohibited in St. Andrew's sanctuary space and will be confiscated if seen. 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, Appalachian and CVCC PROCEDURES

For students enrolled in LRU, ASU or CVCC 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

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.

- When students are at internships, job-shadowing, and other events off campus, students are expected to dress professionally and/or appropriate as it pertains to their off-campus activity. When attending the events above, students are reminded that their appearance is reflective of UCHS.

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 school provided clothing (i.e. athletic uniforms) will result in disciplinary action. Clothing displaying any offensive, violent 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. Hoods may not be worn up at any time inside the building.

SPECIFIC RULES

- **Hairstyles:** Hair must be clean, and neat at all times. Hair cannot interfere with direct eye-contact or be a distraction to the educational environment. Distractions could be but are not limited to dying your hair an unnatural color or having an extremely odd or unusual hairstyle. The Principal and/or Dean of Students will make that determination. It is recommended that students consult with the Dean of Students and/or the Principal before adopting a hairstyle or color that is out of the norm at UCHS.
- **Shoes:** 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. Slippers, even those with backings, are not allowed.
 - **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 building.
 - **Body Art:** No tattoos or other body art are allowed – permanent or temporary.

- **Swimsuits:** Must reflect a modest cut and not be worn in a manner that is excessively revealing. No Speedo or “brief” style suits or cut-off shorts are allowed.

Guidelines for Pants, Skirts, and Shorts

- All shorts and skirts must be at least mid-thigh when standing.
- Clothing with holes, patches, and/or torn/frayed ends may not be worn.
- Pants must be secured around the waist
- Pants may not drag on the ground or sag. Pants and shorts must fit appropriately.
- Sweatpants and joggers/athletic pants are permitted as long as they meet all other requirements.
- Pajama pants are not permitted.
- Bike shorts are not permitted.

Guidelines for Shirts and Tops

- Shirts must fit appropriately and not be too tight.
- Any UCHS shirt, polo or collared shirt, t-shirt, hoodie, or sweatshirt that does not contain vulgar or inappropriate language, advertising, messaging, or in accordance with General Dress Code Rules is permitted.
- Tank tops with straps that cover collarbone to shoulder are allowed if they meet all other requirements of the dress code.
- Any top worn under a garment that zips or buttons must adhere to the dress code requirements
- No bra straps or undergarments should be shown or visible at any time.
- Bare midriffs are not permitted at any time -- no shirts with cut hems or crop top shirts.
- Shirts may not be plunging or revealing at the neckline. Shirts, sweatshirts, and sweaters with large necklines that prevent the shirt from staying up on both shoulders at all times may not be worn.
- No see-through tops or sheer tops are allowed.

Relaxed/Casual Dress and Spirit 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. The Principal, or his designee, will be the final judge of whether an article of clothing is acceptable. Please note, that the 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 ensure 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

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.

Excused Absences - An absence that had been pre-approved or cleared. Either prior or Immediately following the absence, the student must present to the school office a written excuse from the parent or guardian.. Generally accepted excused absences include:

1. Illness or injury
2. Quarantine
3. Death in the immediate family
4. Medical or dental appointments
5. Court or administrative proceedings
6. Religious observances
7. Educational opportunities with prior principal approval
8. Two College visits are allowed as excused absences per school year during Junior and Senior years.
9. Mission Trips with prior principal approval

Unexcused Absences - An absence that has not been pre-approved or excused. Immediately following the absence, the student must present to the school office a written excuse from the parent or guardian. Students will be allowed to make-up work missed during unexcused absences at teacher discretion.

- Students are required to make up all work that is missed to gain the necessary skills taught in the course.
- Any make-up work will be in accordance with the individual teacher's make-up work policy.

Planned Absences - It is important to remember that the learning experiences taking place in the classroom environment are an essential part of the educational process. Teachers and students can work out arrangements for handing in missed work;

however, it is not possible or reasonable to expect teachers to reconstruct classroom activities (e.g. discussions, labs, etc.) when a student misses class.

- Absences accrued due to a student missing school by choice to participate in vacation, family trips, or other activities that could otherwise be scheduled on a non-school day or outside of the school day, often negatively impact the student's grades as a result of missing essential classroom discussion, labs, and activities. Teachers and students usually work out arrangements for handing in the work missed; however, often it is not possible or reasonable to expect teachers to reconstruct classroom activities when a student misses class by choice.
- For an absence accrued due to a student missing school by choice, a teacher is not obligated to provide work in advance of the absence.

Any make-up work will be in accordance with the individual teacher's make-up work policy.

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 text the Dean of Students to report their late arrival. This courtesy will only cover a 10-minute grace period. Students who call in and arrive after 7:55 or who miss community will be considered to have an unexcused tardy. Such morning calls which become habitual may require a parent conference.)

The following policy applies for morning tardiness:

1st-3rd Tardy to Community = Administrative warning
4th 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 or their designee and will be a period of time commiserate with the accumulate tardies/absences, where a student will complete service oriented tasks.

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

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.

ART CLASS SUPPLIES: UCHS will provide general use supplies for the Art I (Drawing) and Art II (Painting) classes. Consumable supplies (such as drawing paper, paints, etc.) will be the responsibility of the student.

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.
12. COVID: UCHS adheres to current CDC guidelines for exposure and quarantine.

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 UCHS. 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 South Campus 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's Board. Before accepting new students, UCHS will require previous transcripts and recommendations from teachers.

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. Additionally, we ask that each parent review the *University Christian High School Covenant* document prior to interactions to ensure conversations are productive and positive.

- 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 Chair of the Board (or their 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 9th and 10th 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 1st of the month with payment due the 20th. 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:	For 9th/10th Graders: UCHS will pay the same credit hour rate as their academic courses. Students are responsible for all others charges. For 11th/12th Graders: UCHS will pay the same credit hour rate as their academic courses <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

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's academic advisor 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 and fall, the academic advisor meets with students to help determine the best course selections for the coming semester. 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 3.0 unweighted GPA can qualify to take LRU college courses. Certain Math courses also have 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 school office.

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 school's website.

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

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 "Responsible Use Policy" 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 9th 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.

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.

When LRU is in Session

- When LRU classes are in session, students must be at school by 7:45 am every day and attend Community. If you are on campus and fail to attend Community, it will be treated as an unexcused tardy.
- Students with morning (8:00 am) classes need to attend Community until 7:52 am.
- All Juniors and Seniors will remain on campus until 11:05 am. Study Hall areas will be assigned and attendance taken. If a student is not where they are assigned, they will be counted absent and serve a detention.
- After 11:05 am, Juniors and Seniors may leave campus if they have a signed Early Release permission form.
- If a Junior or Senior has extensive gap time *before* 11:05 am, they may leave campus only for an approved internship or service project. Attendance at those locations will be done through Mobile Serve and communication with your supervisor.

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).

SERVICE/INTERNSHIPS

University Christian High school believes in supporting 21st Century workplace readiness skills. In order to support this goal, we require students to participate in an Internship

or a Service Project on days they have more than 90 minutes of gap time. Internships allow high school students the opportunity to intern in a place of business to help them increase their career awareness. Service Projects are opportunities for students to volunteer at a non-profit organization to grow in understanding of what it means to serve others.

Students will be notified before the semester begins if they have more than 90 minutes of gap time. (If a student is taking five classes, we feel they need additional time to study and will not be required to have an Internship or a Service Project.) The student will have to determine whether they are going to do an Internship in a career field they are interested in learning about or a Service Project. Students are responsible for their own transportation. Parents must sign a waiver of responsibility for personal injury liability during travel to and from, as well as when they are on the work site. If a student doesn't have transportation available, they will be assigned a Service Project or an Internship on either the UCHS or LRU campus. Students must be on campus for required events, such as chapel services.

All internships will follow our **Internship Guidelines**. Each student participating in the internship will need to familiarize themselves with the guide and complete the required items to receive elective credit for their internship. The guidelines will be emailed separately to each student.

Service Projects

Students who elect to do a Service Project during their gap time are volunteering to work at least 32 hours at a local non-profit organization. Students will sign out and provide their own transportation if the location of the project is off campus. The steps for setting up a Service Project are:

- The student is responsible for finding their own Service opportunity.
- The student will fill out the Community Service Request Form with the location of the service opportunity
- Students will return the signed form by the indicated due date.
- The student will complete a minimum of 32 hours of volunteer service and have their supervisor sign off on the hours they have served.
- The student will submit a summary to the principal indicating how they served and what they learned from the experience.
- All of these steps need to be completed by the end of the semester in order in order to receive a passing grade.

Work Release

Seniors may apply for the opportunity to leave school for a job on days they have gap time at the end of the day. This is a privilege and will be granted for the purpose of either helping the student learn work ethic or to assist the student in helping to pay for their high school or college education.

- Gap time at UCHS is for service opportunities or an internship. If students leave early for work, they must also be volunteering or doing an internship. Working a job cannot take the place of service or an internship, but can be in addition to.
- Students must be in and maintain good academic standing for the approval of and continuation of the work release.
- Students cannot be excused to work at a job more than one (1) class period on any given day or exceed 7.5 hours per week.
- The student must be able to be on campus for required events, such as chapel.
- Parents must confirm that the student has a job that is scheduled during the times they are not on campus.
- Parents must waive any and all responsibility for personal injury liability during travel to and from, as well as while on the job site.

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

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 UCHS class 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

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:**

Appendix I	Plagiarism Policy
Appendix II	Responsible Use Policy
Appendix III	Guidelines for Laptop Useage
Appendix IV	Rudisill Library Policy
Appendix V	Honor Code
Appendix VI	Grading Scales for Outside

Vendors

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.

Responsible Use Policy

University Christian High School (UCHS) recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. As we strive to act in accordance with our mission statement, we provide access to technologies for student and staff use to achieve excellence in academics. With this use comes a moral responsibility to ensure technology is used in a responsible and appropriate manner.

This Student Responsible Use Policy outlines the guidelines and behaviors that students are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- Technology and the network are intended for educational purposes.
- All activity over the network or using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Family Educational Rights and Privacy Act (FERPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Engaging in dishonorable content will not be tolerated.
- Misuse of school resources may result in disciplinary action.

We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies. Users of the network or other technologies are expected to alert school staff immediately of any concern for safety or security. Technologies covered by UCHS may include internet access, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email and more. As new technologies emerge, UCHS will attempt to provide access to them when deemed educational and serve to enhance UCHS curriculum. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

Educate/TADS

All parents and students are issued an Educate/TADS account. It is the expectation that parents and students use Educate/TADS to check grades, conduct, and attendance information among other tasks. Keep your login and password private; use by anyone other than you creates a security risk for both your own files and the network. If you forget your password or cannot get into your network account, seek help from the school.

Usage Policies

All technologies provided by UCHS are intended for educational purposes at all times. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know.

Network Access

UCHS provides its students with access to the Internet, including websites, resources, content, and online tools. That access will be restricted in compliance with FERPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Internet access to visual depictions that are obscene, violent, pornographic or are of a harmful nature to minors are filtered or blocked. Students shall not intentionally access or attempt to access these sites. Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the internet. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert a UCHS staff. At this time, UCHS will initiate a review to determine access. Always log out of the network so that your file, password, and network access is protected from abuse by others. Students are ultimately responsible for backing up their data. UCHS is not responsible for any data loss.

Email

UCHS will provide current students with email accounts. These accounts should be used for the purpose of school-related communication. Users should not send personal information, attempt to open files or follow links from unknown or untrusted origin, and should use appropriate language and only communicate with other people as allowed by the school policy or the teacher. Availability and use may be restricted based on school policies. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social / Tools & Apps / Collaborative Content

Recognizing that collaboration is essential to education, UCHS will provide students with access to web sites or tools that allow communication, collaboration, sharing and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Personally-Owned Devices

Students may use personally-owned devices (including laptops, tablets, cell phones) if approved by the school, unless such use interferes with the delivery of instruction by a teacher or staff or creates a disturbance in the educational environment. As a general rule, phones are not be used during class unless otherwise stated. Any misuse of personally-owned devices may result in disciplinary action. Therefore, proper netiquette and adherence to the acceptable use policy should always be used. **The access for personal devices is granted at the discretion of UCHS.**

Network Security

Each year students are required to present their laptop to a teacher to ensure antivirus software is updated and active. Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with

a virus, please alert UCHS staff. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from UCHS staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes. **Netiquette**

1. Users should always use the internet, network resources, and online sites in a courteous and respectful manner.
2. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the internet.
3. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways you never intended.
4. Students shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images. These violations will be handled in accordance with the UCHS Bullying/Harassment policy as well as computer use policies.

Plagiarism (Specific information regarding the UCHS Academic Integrity Policy is outlined in the Student Handbook)

- a. Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the internet.
- b. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the internet should be appropriately cited, giving credit to the original author.
 - c. The use of generative AI, such as ChatGPT, should be used thoughtfully, and within the parameters established by the individual classroom instructor. Generative AI should never be used for core content, as this should be original work.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you are at school; parent if you are using a device at home) immediately.

1. Users should never share personal information, including phone number, address, social security number, birthday, or financial information over the Internet without adult permission.
2. Users should recognize that communicating over the internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

3. Users should never agree to meet someone they meet online in real life without parental permission.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Conclusion

Users should use their own good judgment when using school technologies. Good judgment is defined as anything that benefits a student's education. Final judgment as to technology use appropriateness as deemed by UCHS administration. Limitation of Liability UCHS will not be responsible for damage or harm to persons, files, data, or hardware. While UCHS employs filtering and other safety and security safeguards, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. UCHS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Responsible Use Policy may have disciplinary repercussions, including:

1. Suspension of network, technology, or computer privileges
2. Notification to parents/guardian
3. Detention or suspension from school and school-related activities
4. Legal action and/or prosecution

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 *Responsible 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, Facetime, 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.

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. UCHS students will get a new ID card when they become juniors and are taking LRU classes. 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 over-ridden 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

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

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

