



Unitas

Classical Christian Cooperative



**FAMILY
HANDBOOK
2017-2018**



TABLE OF CONTENTS

Facility Hold Harmless Policy	3
Inclement Weather Policy	3
Vision/Mission/Methodology/ Values	4-5
Statement of Faith	7-8
Philosophy of Education	8
Parental Involvement/Addressing Concerns	9-10
Parent of the Day(POD)	10-12
Committee Positions	12
Student Rules of Conduct	13
Discipline Policy	14
Communication Form Procedure	15
Electronics Policy	16
Testing Policy	16-17
Student Health Requirements	17-18
Uniform Guidelines	19-20
FAQ's	21-22
Board Information	22-23



LOCATION

Unitas currently holds classes on Monday and Thursday mornings from 8:30-1:00 PM at Bay Area Community Church in Annapolis, MD. **The church address is:**
Bay Area Community
Church 884 Chesterfield
Road Annapolis, MD 21401

Information about the cooperative can be found at: www.unitasccc.org and www.facebook.com/unitasccc

Unitas's mailing address is:

Unitas Classical Christian Cooperative
PO Box 35
Davidsonville, MD 21035

Facility Hold Harmless Agreement

We understand and agree that Bay Area Community Church, nor its employees, may be held liable in any way for any occurrence of damage or injury in connection with any Unitas activities. As part of the consideration to use their facilities, any member, family member or employee of Unitas assumes all risk in connection with Unitas activities while using Bay Area Facility. We release Bay Area Community Church and its employees of any damage or injury that occurs while using their facility. ***You will sign a Family Handbook agreement affirming you have read and agreed to this policy, and all others included in this handbook.**

Inclement Weather Closings

Our primary objective is for everyone to be safe. In the event of inclement weather, Unitas will make a decision whether to hold classes by 6:30am. Notification will be posted on the Unitas web site and Facebook page once a decision has been made. However, we understand our families are widely dispersed geographically, and weather conditions may be more severe in some areas compared to others. So, even if we are open, we encourage everyone to use their judgment and discretion based on conditions in your area when determining whether to travel.

Phone Tree

A phone tree listing will be given out at the beginning of the year. This is for the purpose of passing emergency information along to the co-op quickly. Please note your place on the list and be prepared to pass information along when you are contacted.



VISION/MISSION/METHODOLOGY/VALUES

Vision

To glorify God by supporting and equipping home schooling families.

Mission

To enhance the education, discipleship and training of our children through the partnership of our families and tutors utilizing a classical Christian education philosophy; and to encourage each other through Biblical fellowship as we endeavor to serve our Lord and Savior, Jesus Christ.

Methodology

Unitas is a Christ centered, co-operational classical Christian home schooling organization designed to provide resources and encouragement to our members using classical Christian teaching methods and Biblical fellowship.

Resources

Unitas provides classical Christian instruction and lesson planning for the following core subjects: Grammar, History, Science, Writing, Latin (GIII-GVI) and Logic (Logic Level). Math and Art an available option outside of Unitas for families who choose to participate.

The cooperative will be responsible to:

- Provide classical Christian instruction by tutors in a class setting two days a week
- Choose God honoring curriculum to be taught in class
- Provide families with a weekly lesson plan of recommended work
- Provide feedback on assignments and projects turned in, as well as give periodic assessments to track student retention on our selected curriculum.
- Provide families with progress records and student assessment forms for personal use

At Unitas parents and tutors work together to accomplish the goal of educating our students. Although we have employed tutors to help us meet our goals, we, the parents, retain the sole responsibility for the education of our children.

Families will be responsible to:

- Provide thorough and regular instruction to their children according to all mandatory state and county regulations
- Make decisions about how recommended work will be completed at home
- Archive and evaluate the work product of the student(s) with forms provided by Unitas or any form of their choice
- Purchase required curriculum and uniforms
- Work on a committee, as well as perform Parent of the Day (POD) duties

When applying for membership, the cooperative will provide testing for prospective students in order to recommend the level where each student's needs will best be met.



While the cooperative provides classical Christian guidance and training, the authority for student learning is the parents' responsibility. It is recommended, in order to get the most out of Unitas, the parents utilize the resources provided by the cooperative.

Encouragement

Unitas desires to provide encouragement to families bringing up their children according to Scripture. As Deuteronomy 6:7 states, "teach your children when they rise up, walk by the way, and as they lay down", which means teach them about the Lord all the time. While we do offer some Bible instruction and Scripture memory at the opening of each cooperative day, we encourage families to both instruct and discipline their children according to the Word of God. The world view of Unitas is decidedly Christian and each subject will be taught according to a Biblical standard. While tutoring and lesson planning is a main thrust, providing an environment where like-minded families can come together to tackle the challenge of educating their children classically and Biblically is at the heart of Unitas.

The cooperative will:

- Organize monthly prayer and parent meetings
- Support optional small group gatherings for the purpose of Godly fellowship and for encouragement to families in areas such as classical Christian education and Biblical parenting.

Families will be responsible to:

- Read and follow the behavior and discipline policies as outlined in the Unitas Family Handbook
- Provide mutual support to other cooperative members through opportunities such as the New Family Mentoring Program

Values

Unitas believes integrity, obedience, brotherly-kindness, and honesty to be valuable standards that we live out and teach to our children daily.

- Integrity of lifestyle and work habits is to be modeled in and out of the classroom. A practical application of this is asking the children to work diligently, "serve wholeheartedly, as if you were serving the Lord, not men." (Eph. 6:7)
- Obedience is without a doubt what God asks of His children; therefore we ask this of all our students at Unitas. Obedience is necessary for harmony and peace in our lives and in the classroom. "Obey your leaders and submit to their authority." (Heb. 13:17)
- Brotherly-kindness reaches to all aspects of our lives including the academic. Jesus made it clear that we are to love our neighbors as ourselves. (Mark 12:31) We see this reaching from interaction in the classroom between students to the Biblical world-view that we strive to teach at Unitas. Not only are we to serve each other, but we are to care for each other. This includes the protection of His creation, including human life.



Unitas believes that all of God’s creation is for His glory and we will strive to model and teach that to our students.

- Honesty is how we live out God’s truth in our lives. In every situation, we expect Unitas to be represented with truthfulness. “Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.” (Eph. 4:25)



STATEMENT OF FAITH

The following is the foundation of belief on which Unitas is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements will be considered primary doctrine in the classes. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority.

Trinity

We believe in one God, the only true and living God, who is infinite in wisdom and power. He is Maker and Supreme Ruler of the heavens and earth. He is worthy of all glory and praise and is inexpressibly holy. He exists eternally in three persons, God the Father, God the Son, and God the Holy Spirit, which are one in essence but distinct in person and function.

Jesus Christ

Jesus Christ, the second person of the Trinity, eternally begotten from the Father. He is God. He was conceived by the Virgin Mary through the miracle of the Holy Spirit. He suffered, was crucified, died, and was buried as our substitute for the penalty of our sins. He rose victoriously over death and lives forever as perfect God and perfect Man. He is the Way, the Truth, and the Life, and no one comes to the Father except through Him.

Holy Spirit

The Holy Spirit, the third person of the Trinity is equal with God the Father and God the Son and of the same nature. He was active in the creation of the world; He restrains the evil one until God's purpose is fulfilled. He convicts of sin, of judgment, and righteousness. He bears witness to the Truth of the Gospel in preaching and testimony. He is the agent of inspiration and the new birth. He indwells, seals, guides, teaches, witnesses, sanctifies, empowers, and helps all believers.

Salvation

Salvation is made available to all by grace through faith in Jesus as the Lord and Savior of our lives. It is the deliverance from the wages of our sin. We need to repent of our sins and receive Him through faith as our Savior. The believer is declared righteous, born again by the Holy Spirit, turned from sin and assured of heaven. Nothing prevents the salvation of the greatest sinner in the world but his own voluntary rejection of the Gospel. Eternal security is guaranteed by the person and work of Jesus Christ for every true believer.

Inspiration

This pertains to the 66 books of the Bible, both New Testament and Old Testament,



which were written by holy men of old, as they were moved by the Holy Spirit. The Bible is both verbally and plenary inerrant, as no other writing has ever been or will ever be. The Bible is the only complete and final revelation of the will of God to man. It is the supreme standard by which all human conduct, creeds, and opinions should be tried.

PHILOSOPHY OF EDUCATION

Unitas' Classical philosophy was developed from the writings of several authors. First, from the essay written by British author Dorothy Sayers entitled "The Lost Tools of Learning." In it she calls for a return to the application of the seven liberal arts of ancient education, the first three being the "Trivium" - grammar, logic, and rhetoric. Secondly, Doug Wilson, a founding board member of Logos School explained the classical method further in his book, *Recovering the Lost Tools of Learning*. The following is an excerpt: "The structure of our curriculum is traditional with a strong emphasis on "the basics." We understand the basics to be subjects such as mathematics, history, and language studies. Not only are these subjects covered, they are covered in a particular way. For example, in history class the students will not only read their text, they will also read from primary sources. Grammar, logic, and rhetoric will be emphasized in all subjects. By grammar, we mean the fundamental rules of each subject (again, we do not limit grammar to language studies), as well as the basic data that exhibit those rules. In English, a singular noun does not take a plural verb. In history, time is linear, not cyclical. Each subject has its own grammar, which we require the students to learn. This enables the student to learn the subject from the inside out.

The logic of each subject refers to the ordered relationship of that subject's particulars (grammar). What is the relationship between the Reformation and the colonization of America? What is the relationship between the subject and the object of a sentence? As the students learn the underlying rules or principles of a subject (grammar) along with how the particulars of that subject relate to one another (logic), they are learning to think. They are not simply memorizing fragmented pieces of knowledge.

The last emphasis is rhetoric. We want our students to be able to express clearly everything they learn. An essay in history must be written as clearly as if it were an English paper. An oral presentation in science should be as coherent as possible. It is not enough that the history or science be correct. It must also be expressed well."

For further reading on classical-style education with a Christian perspective we suggest:

- Deuteronomy, Chapters 4 -11
- "The Lost Tools of Learning" (article by Dorothy Sayers)
- "Classical and Christian Education" (pamphlet by Gregg Strawbridge)
- *Recovering the Lost Tools of Learning* (by Douglas Wilson)
- *The Well-Trained Mind* (by J. Wise & S. Wise Bauer)
- *The Core* (by Leigh Bortons)



PARENTAL INVOLVEMENT/ADDRESSING CONCERNS

Although we have employed tutors to help us meet our goals, we, the parents, retain the sole responsibility for the education of our children. However, at Unitas, parents and tutors work together to accomplish this goal for the students.

Each family is expected to participate in the following ways:

- Oversee child's work that is assigned to be completed at home.
- Serve as "Parent-of-the-Day" (POD) on a rotational basis, observing dress code.
- Attend monthly parent meetings where we will pray for our children, their tutors, and the direction of their education. Open discussion, planning and updates will also occur at these meetings.
- Have one family member serve on one committee role.
- Walk your child to class and help them prepare for class; walk them to their Opening location and stay with them until the Opening leader arrives. If you need to leave early, you can ask another parent to watch your child until Opening begins at 8:30.
- Pick up your children between at 1:00pm, 1:15 the absolute latest.

In addition, it is recommended and encouraged that you:

- Read your curriculum thoroughly.
- Respond to emails from parents, tutors and the board within 24-48 hours.
- Share life experiences, trips or vacations as they may relate to an area of study in a class.
- Be available to assist in the classroom if class parent and/or tutor requests help.

Addressing Concerns

Parents and tutors are expected to promote and support the policies and personnel of Unitas, to speak positively about the co---op, and to direct any questions or concerns to the appropriate individuals. Parents and tutors are expected to follow the following guidelines to express their concerns:

- Request a conference with the tutor/parent to address the issue.
- If a resolution is not attained, schedule a conference with the tutor/parent and appropriate board member.
- If the issue remains unresolved, the parent/tutor may request a board
- review of the issue. The problem should be submitted in writing. The decision of the board is final. (Matthew 18)

Nowhere during this process should anyone not related to the individual concerned be involved in the process. The desire is for the parent, tutor and/ or board member to be restored in their relationship with one another. The mark of spirituality is not whether we are able to expose a brother, but whether we are able to restore him. **Our goal is for each parent**



and tutor to understand that it is our desire that there be a spirit of unity at Unitas through our students avoiding slander, gossip, or whispering about one another. (Proverbs 6:16-19)

**** Failure to adhere to parental involvement guidelines could affect your future involvement with the cooperative.**

PARENT OF THE DAY (POD)

- Each Unitas family is required to provide at least one parent to serve as Parent-of-the-Day (POD) on a rotational basis. **If husband and wife serve together, that will count as two of your commitments, but all new families must first serve with a returning parent for training.** The POD is a vital obligation in which we serve our tutors, students, families, and host facility in a hands-on way. This is each family's opportunity to be involved with the daily operations of the cooperative.
- If due to injury, pregnancy or having a nursing infant, you need help with the POD set up and break down responsibilities, please first contact the POD AM/PM coordinators before your scheduled POD day. We will do our best to have someone available to assist you. If on a regular basis you would like to have a non---Unitas member assist you with set up and tear down, this is allowed only with prior consent. Please contact the POD Board Chair for details.
- If you have a nursing infant and need assistance during the day with your baby, you may bring a "sitter" with you. However, this person is only allowed to assist you personally. They may not assist with any POD responsibilities.
- If you are unable to fulfill your scheduled POD day, it is your responsibility to find your own POD substitute and to notify the POD Administrator in advance of these changes. It is required you first seek to switch POD days with another parent. If you are unable to find a parent to switch with, or do not show for a scheduled POD day, a \$50.00 fee will be charged and paid to another parent who is willing to cover your POD day.
- **Please do not offer to pay the parent directly. See the POD Board chair for details. If you miss a POD day due to a Unitas closing, you will be expected to make up that day if you are needed on a future date. It will be our goal to give you as much notice as possible.**

As POD, your responsibilities include:

- Arrive at Unitas **no later than 7:40** for classroom set up and plan to stay until **2:00 PM**, or until duties are completed, to assist with breakdown and clean up.
- At least one POD is required to have a cell phone at all times.



- Review POD Binder for detailed or special instructions. Then begin setting up the classrooms by, moving tables, chairs, equipment and/or supplies as shown on the classroom diagram. Students may be recruited to help.
- Assist tutors when necessary throughout the day in order to give them optimum instruction time. This may include making copies, in-class assistance with hands-on projects, gathering supplies, etc. This may include subbing if a tutor has an emergency and needs to leave. **If a POD substitutes for any class, for any amount of time during their POD duty, they are not paid a substitute fee, as this will be part of the POD responsibility.**
- Bring any issue you feel necessary (uniform, behavior, etc..) to the attention of a board member by use of a Communication Form, verbal and/or email communication. **In addition, if a student is rebellious to the POD, hurtful to another student physically or emotionally, or destroys facility property, this is mandatory communication to both the student's parent and Registration Committee. The parent should be called to pick up the student if this occurs.**
- Supervise students during lunch break .(The POD is solely responsible for the care and safety of the students during this time)
- Return all furniture, supplies and equipment to their proper storage place at the end of the day.



SPECIAL NOTES

1. Please arrange childcare for younger siblings older than one year, as they are not permitted to accompany you while you fulfill your POD responsibilities. **Nursing infants up to 1 year old are allowed to accompany mom. Older siblings who can work independently are allowed to accompany you with prior permission from the POD Board Chair.**
2. Please come equipped with a servant's heart and prepared to give 100% from 7:40 AM to 2:00 PM, or until cleanup is complete.
3. POD Dress Code: Modest Dressy Casual. We realize you will be working and walking a lot, so we want you to be comfortable, **but please remember you may be a first line representation of Unitas.**
Jeans are allowed, **but no tattered jeans or holes in jeans allowed.** Please no jogging suits or sweat pants.
4. If running late, please call the POD Opening Coordinator so s/he can make sure your duties are covered until you arrive at the cooperative.

As stated earlier, Unitas depends on family involvement. In order to facilitate the administration and communication necessary to operate Unitas, each family works on at least one committee throughout the year. The committee descriptions and various positions within them are distributed with the Family Packet available on our website as of June 15th.

****NOTE: If you hold a committee position that involves regular, weekly duties, we will attempt to assign your family fewer POD days. However, this is contingent on family enrollment.**

**** Failure to adhere to parental involvement guidelines could affect your future involvement with the cooperative.**



STUDENT RULES OF CONDUCT

The following list states Unitas' Student Rules of Conduct. An awareness of and an adherence to these rules is required by all Unitas students.

- Students are expected to treat worship, prayer and class discussion with proper reverence. Jokes, songs or behavior that treat our Lord God with triviality are not permitted or tolerated.
- Students are expected to cooperate with basic Christian standards of behavior and conversation, treating each other with kindness and respect. Teasing, criticizing, secret whispering and name calling are not permitted.
- Students must arrive to class on time being ready to work diligently and concentrate fully on their work.
- Students may not speak out of turn during class time, but must raise their hands, with the exception of the Logic and Rhetoric level class discussion.
- Students should show respect in the use and care of the Bay Area facilities. They should be aware of and avoid the off limit areas of the building. Students are expected to treat all class materials and facilities with respect and care.
- No running is allowed in the building at any time.
- No electronics allowed of any kind, except those previously approved. (see page 16)
- Talking back or arguing with a tutor or Parent-of-the-Day (POD) **will not be tolerated.**
- Prompt and cheerful obedience is expected. Prompt and cheerful obedience is biblical and requires training.
- In addition, parents are responsible for the safety and care of their children at all times while on Bay Area's property, including before and after Unitas class hours.

***Please note that parent is financially responsible for any destruction of church property.**



DISCIPLINE POLICY

Unitas seeks to provide an environment where the students are encouraged and challenged to exemplify Christian behavior in all aspects of the school day. It is necessary our children feel safe and secure, in a loving and nurturing environment. Actions that jeopardize the safety and wellbeing of our children will be dealt with promptly.

All discipline will be based on Biblical principles, e.g., restitution, apologies (private and/or public), swift and appropriate action (corporal punishment will NEVER be administered by the tutor or the POD and is under parental discretion), restoration of fellowship, no lingering attitudes, etc. Parents will be made aware of concerns or warnings given to a student by a tutor, as well as any disciplinary action taken, at the discretion of a tutor through the use of a Communication Form or other means of communication. The tutor will facilitate the majority of the day-to-day discipline and will use the Communication Form policy as needed.

When applicable, the Communication Form policy will be followed; however, there are specific instances where a more severe and swift penalty is needed and the Communication Form Policy may not be followed. There are six basic offenses that will automatically necessitate immediate action. They are:

- Disrespect shown to a tutor or POD
- Continual or repeated disregard of any of the Student Rules of Conduct
- Dishonesty in any situation while in class including lying, cheating, and/or stealing
- Rebellion; i.e., outright disobedience in response to instructions given by tutor or POD
- Fighting; i.e., striking in anger with intent to harm another student, tutor or parent
- Obscene, vulgar, or profane language and/or taking the Lord's name in vain

If any or all of the above actions occur, a Communication Form may be administered. The parent will be called immediately and requested to remove the student for the remainder of the day. Further parental attendance during the school day/year with the child may be requested, and/or other measures deemed appropriate. **IMPORTANT: If any of the above offenses occur (includes, but are not limited to these offenses), and there is little or no change in the student's actions, the student may be expelled for the remainder of the year without going through the entire Communication/ Violation form process.**

***If student removal occurs, this may result in forfeit of tuition.**



Communication Form Policy

The purpose of Communication Forms is to alert both the family and the Board to any issues that may occur during cooperative hours. Issues may be major or minor and fall into the categories of behavior, uniform or medical issues. The Unitas Board is dedicated to carefully and prayerfully evaluating each issue. Our desire is to offer grace while a family corrects a problem, but also hold ourselves and each other to the standards to which we have committed.

- **Communication Form is issued by the tutor, POD, or board member** the tutor, POD or board member is to generate and copy their own form to ensure privacy. **A POD should not make a copy for the tutor.** The original form is placed in the family folder while the copy is placed into the Registrar's family folder. If it is not something that must be communicated immediately that day, please send the communication form by email to the family with a copy to the Registrar.
- **Discussion with family** – if a family receives **3** Communication Forms, a board member may discuss the issues with the family (this will depend on the reasons the forms were issued); this could be 3 forms for one child or 3 forms for one family involving multiple children
- **Violation issued** – if the Board determines that the issue(s) have not been resolved, or no effort has been made to make improvements, the family will be notified by a Violation letter, and a copy will be placed in their family folder
- **Review by the Board** – if a family receives 2 Violation letters, the board will again review their file and evaluate the family's enrollment status; depending on the amount of time left in the school year, a family may either be asked to leave or not return the following year

The Board reserves the right at any time, without following the Communication Form policy, to remove a student from Unitas if the student violates any of the 6 offenses listed on page 14 (includes, but not limited to these offenses) and/or we are not receiving cooperation from the student and/or parent regarding the issue of concern.

Additional Notes Regarding Discipline

- It is important to set a Godly example for our children, as they learn more from what they see us do than what they hear us say. For both ourselves and our children, we should be asking if the way we are thinking, speaking or acting follows the Biblical admonition of Phillipians 4:8. "Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable if anything is excellent or praiseworthy think about such things." We are also
- encouraged and reminded by Phillipians 2:14 that we are to do all things
- without grumbling or questioning. _____



- Notice our children displaying Godly character and give praise and encouragement for such behavior.

If you wish to speak with the tutor, please email or call to arrange an appropriate time to meet with the tutor. Please do not interrupt the classroom time for personal issues.

Electronics Policy

Unitas does not allow the use of any electronics for students on the grounds of Bay Area during co-op hours (8:30am-1:15pm). This includes, but is not limited to the use of cell phones, gaming devices, laptops, tablets, and readers.

There are two exceptions to the electronics policy:

- Logic and Rhetoric level students are permitted to use an electronic reader **in class for textbook or learning purposes only**; however, this must be pre-approved by the Unitas Board. If approved, the student and parents will be required to sign a contract consisting of terms and conditions of usage.
- Use for educational purposes under the direction and supervision of a tutor or POD. If an electronic device is being used by a student for any other reason, it will be removed and returned to the parent at the end of the day.

If for some reason you need to contact your child during the day, you may contact the PODs on duty. In addition, if your child needs you for any reason while at co-op, a POD will contact you via your emergency card. We do ask that at least one POD have a cell phone with them during each Unitas day. The POD schedule and all family member cell phone numbers are made available at the beginning of each academic year. If for some reason you cannot reach a POD, you may contact Unitas via the church office; however, this should be a last resort.

Testing Policy

For levels, GII and higher, Unitas will offer 3-4 quarterly tests during the academic year that are administered in class by the tutor. Kindergarten does not take quarterly tests and GI administers one a quarter. The tests will typically be assigned within a one or two weeks before or after the quarter ends; however, depending on the curriculum and schedule, a test could occur during the middle of a quarter. All other tests will typically be scheduled on a Friday and administered by the parent at home.



The purpose of all tests is for the students, parents and tutors to measure progress and provide insight into the effectiveness of our curriculum. Additionally, the quarterly in-class testing allows students the opportunity to learn valuable test-taking skills.

The material tested quarterly in class varies depending on the subject, level and curriculum. Some quarterly tests will be a review of the quarter, while others may be a weekly or unit test that is taken from the curriculum (i.e... Veritas Press, Shurley English). However, all information tested will be taken directly from the curriculum. Tutors are to use the tests provided by the curriculum and are not to create their own tests unless approved by the Curriculum Committee.

Reviews provided for the test are left up to the discretion of the tutor. All tests will be noted on the assignment sheets, and it is the parents' responsibility to know of an upcoming test by reading the assignment sheets.

Unitas does not encourage cramming for tests. Rather, we believe if your student continually reviews memory work, vocabulary, reading and/or review questions, they should know the test material. While the test scores alone are not used to determine grade advancement, if your child continues to produce low scores, the tutor and/or Board may call a meeting to discuss your child's progress.

Student Health Requirements

It is expected that students are sent to Unitas healthy, well rested and ready for class.

Students with fever, diarrhea, contagious viruses, severe colds, and the like will be sent home to avoid infecting others. They should remain home for at least 24 hours or until all symptoms have subsided.

Students who become ill at Unitas, are lethargic, tired and/or unable to do their class work will be placed with a POD to rest until a parent arrives to take the child home. If the parent cannot be contacted, the POD will contact the emergency person listed on the medical form.

A communicable disease may require exclusion from the classes during the active stage of the disease. Communicable diseases include, but are not limited to, chicken pox, measles, and mumps. Students with scabies, impetigo, conjunctivitis, ring worm, and strep throat will be re- admitted to classes based on the recommendations of your physician. (Usually 24-48 hours after initial treatment is administered.) **Students with lice, and all siblings in the home, must be lice and nit free before returning to class. Parents must communicate to the**



Board any communicable illness, **not including** the typical viruses such as colds. This will be anonymously and discreetly communicated to necessary parents/tutors.

Parents should provide Unitas with updated emergency numbers on the Student Medical Information form of a family member or friend who can pick up their sick child should they be unable to do so.



Uniform Guidelines

The following dress code has been implemented in the interest of harmony among students, parents and tutors to enhance the atmosphere of the classroom and orderliness of students. Please read these requirements as you prepare for the academic year. Keep in mind weather changes and growth spurts. Repeat offenders of the dress code will not be allowed to attend class until a parent brings them a proper uniform.

General Appearance

- Hair should be neat, clean, and a natural hair color.
- Young men's hair should be no longer than collar length.
- Hair clips, ribbons and headbands are allowed for the young ladies.
- Makeup and nail polish is to be light and natural looking.
- No excessive jewelry including tongue, nose or other piercings are permitted.
- No tattoos, permanent or otherwise, may be showing.

General Uniform Requirements

- All clothing is to be solid in color; no stripes or patterns are allowed.
- Uniform style clothing is required; no jeans.
- No written logos, writing, or decorations should be on any uniform clothing.
- Coats are not to be worn in the classroom. Sweaters, sweatshirts, including hooded sweatshirts, in solid colors (no logos) can be layered and worn in the class on cold days.
- Plan ahead for growth spurts as the length guideline for jumpers, skirts, shorts, and skorts will be monitored. By spring, your child may have grown too tall for an outfit that fit in September.

Shirts and Sweaters

- Students may wear a solid colored **white, tan, light/navy blue, gray, or black** turtleneck, basic uniform collared shirt or blouse, or Polo-style collared shirt. No T-shirt style tops are to be worn alone and are only permitted underneath sweaters or sweatshirts.
- Long or short sleeved shirts/blouses are accepted.
- Solid colored (no stripes) white, tan or light blue or navy blue sweaters and sweatshirts can be worn over the required shirt/blouse. This includes zippered sweatshirts; hoods are to be kept down in class.
- Shirts and turtlenecks must be tucked in at all times for both boys and girls. **However, for girls only, if the skirts have no belt loops, then the shirt may be un-tucked if it is an even seam on the bottom of the shirts.**

Shoes/Socks

1. Students may wear **white, brown/tan, navy blue, gray, or black** shoes or boots.



2. All shoes/boots may be two-toned in color, **but the majority of the colors must be the above color scheme.**
3. Sneakers allowed, but must follow the above color scheme.
4. Socks, leggings or tights are to be **white, navy, gray, or black**; they are to be one solid color.
5. No flashing lights or characters on shoes. No sandals, flip-flops, crocs or shoes with wheels are allowed.

Pants or Shorts

- Students may wear navy blue, khaki/tan, grey, or black dress pants, uniform pants or shorts.
- Poly blend, cotton twill and corduroy are all acceptable, **but no jean material** pants or shorts are allowed.
- Belts must be worn at all times. However, **for girls only, if the skirts** have no belt loops and **if it is an even seam on the bottom of the shirt**, then no belt or tuck-in is necessary.
- Shorts for boys and girls must measure no more than three inches from top of knee to the bottom of the shorts.
- No jean material is allowed.
- Boys in GI and above should only have pants/shorts with belt loops and wear a belt.
- Students in **Logic III and above** may wear nice jeans as pants, in addition to uniform pants or skirts. Jeans must not have holes or rips. Uniform required shirts must still be worn with jeans.

Young Ladies

- In addition to pants and shorts, girls may also wear jumpers, skorts, capris, skirts or a polo style dress.
- They are to be navy blue, light blue, khaki/tan, grey, or black in color and a uniform style.
- Material should be poly blend, cotton twill, or corduroy.
- No jean material is allowed.
- The jumpers, skorts, skirts or dress must measure **no more than three inches from the top of the knee to the bottom of the jumper, skorts, skirts or dress.** Please plan for growth spurts.

Out of uniform day guidelines

- No tight, low fitting jeans
- No holes in jeans
- No tank tops
- No offensive wording on shirts

RECOMMENDATION FOR PURCHASING

K-Mart, Wal-Mart, Target, Kohl's, Old Navy, and Children's Place all have sections in their children's department devoted to school uniforms.



FREQUENTLY ASKED QUESTIONS

Does Unitas provide the students' curriculum?

No, Unitas provides parents a curriculum listing for each class prior to the start of the academic year. It is the responsibility of the parent to ensure the student has access to all the required texts prior to the start of classes.

What do I do if my child will be absent from class?

If the absence is known in advance arrangements can be made to obtain the child's assignment from the tutor prior to the absence. However, the weekly assignment sheets are posted on the website. You can obtain them from there. This is the responsibility of the parent.

Does Unitas provide the students uniforms?

No, parents should use the Uniform Guidelines to assist in selecting appropriate dress for their children. (See pages 19 & 20)

What does the registration fee cover?

Registration Fee covers tutor training, tutor curriculum, tutor web access, and cooperative administrative costs.

Are there any other additional costs besides those found on the financial contract?

There may be additional costs for special in---class projects or field trips. The tutor or the class parent will send information to the families should additional costs be required.

How will Unitas communicate with the cooperative families?

The primary means of communication will be through email. Information may also be placed in the family folders located at the POD table. Parents should check their folder when dropping off or picking up their children each day. There will also be monthly parent meetings held during the tutoring hours to announce upcoming events, arrange for special events and allow committees time to meet. It is **required** that at least one parent from each family attend. They are typically held the first Monday of every month.

Is Unitas an umbrella group for the county?

No, we are not an umbrella group. There are many in our area and Unitas families belong to a variety of these groups. If you choose not to enroll with an umbrella group, you need to report directly to your county representative.

Besides the subjects that Unitas covers, what other subjects do we need to teach?

Your umbrella or county representative should give you a list of the subjects that you are required to cover in the academic year. Some of which (but not limited to) are: Math (**there is a math lab**



option after co-op hours), Health, Spelling (after GII), Handwriting (after GI), Bible, Music, Art, Physical Education...

Does Unitas require prior homeschooling experience?

No, we carefully outline the expectations of the cooperative in the family interview process. We also test students carefully to determine whether or not they are sufficiently prepared to meet the challenges of the curriculum that we utilize. We do feel that it is very important for parents to carefully consider the task of taking on the responsibility of their child's education. This is not a job to be taken lightly. Unitas exists to assist families in their endeavor to educate and prepare their child to serve the Lord with excellence in everything they do. As long as families appreciate the commitment they are entering into, and their children test into the grade levels desired, they will be welcome to become part of our cooperative, despite lack of prior home school experience.

Current Board Members and their roles:

Curriculum and Tutor Committee: Jen Beilman jenbeilman@gmail.com

- *Teaching procedures, schedule, assignment sheets, subs, quarterly tests, progress reports*
- *Curriculum questions or concerns*

Finance & Facility and Tutor Committee: Kelsey Hayes kelsey.hayes@verizon.net

- *Pay Checks, taxes, sick days, personal leave*
- *Facility questions or concerns*

Family & Registration Committee: Lauren Burleigh laurenburleigh@gmail.com

- *Student conduct or academic questions or concerns*
- *Family Relations*
- *Prospective Family Tours*

Special Events Committee: Sarah Harrigan slowens421@aol.com

- *Scheduling a Class Event*
- *Holiday Parties*
- *Celebration Night*

Administration and POD Committee: Jennifer Rivers joshandjenr@yahoo.com

- *Supply needs*



- *POD questions or concerns*
- *Website questions*
- *Phone Tree, Fire Drill, Medical cards for students*