

**PARENT/STUDENT HANDBOOK**  
**UNITY CHRISTIAN JUNIOR AND SENIOR HIGH SCHOOL**

Unity Christian School does not discriminate because of race, sex, color, age or nationality regarding student admission, education and/or activities.

**Truth & Grace**

You may have been with the school a long time, or you may be a newcomer, but the thread that binds all of us together is our faith in Jesus Christ. Working out that faith takes a lot of work as we seek to model truth and grace for our children.

Christians - board members, faculty members and parents developed this handbook. Yet it's only a written document made by fallible humans. The handbook and its policies are only as good as we make it. Unity's board and staff desire to honor Christ as we do our work on your behalf – we know you desire to do the same.

Jesus came in 'truth and grace'. May we be granted sufficient grace in accepting each other's weaknesses while speaking in truth to each other. This builds God's Kingdom in Unity. Romans 14 talks about the strong and weak parts of the body – it gives us the call to accept each other as we live out our faith in Christ. When we honor that call, Unity becomes stronger and God's Kingdom is blessed. The world, also, will see 'how we love one another' and be drawn to it. Thank you for walking and working with us as we all strive to follow the straight path to Christ. *Mr. Pluister*

## **TEXTBOOKS**

**Junior High and High School Textbooks** – Textbooks are distributed by the school.

1. Students must write their names on the inside cover in ink.
2. No writing in textbooks is permitted except the student's name.
3. All books will be turned in by the end of the year.
4. Fines will be assessed for damaged books.
5. Any unreturned or extensively damaged book will be replaced at the student's expense.
6. Teachers may require book covers.

## **GRADING**

### **Progress Reports**

1. Progress reports are intended to keep parents/guardians informed of their student's current course work progress.
2. Quarter progress reports will be mailed at the mid-point of each nine-week quarter. Normally reports will be mailed on Friday.
3. Staff members may communicate a student's performance to parents by phone, mail or e-mail at any time.
4. Progress reports act as weekly grades for academic eligibility. Any student receiving a failing grade on a progress report will be ineligible for the following week.

### **Report Cards**

1. First, second and third quarter report cards will be sent home with students.
2. Fourth quarter report cards may be picked up at the high school approximately one week from the closure of school.

3. Any student who receives a failing grade on a report card (quarter or semester) will be ineligible for the first 3 weeks of the following quarter.
4. Incomplete work policies vary according to individual teachers. Failure to comply with the teacher's policy will result in a zero for all incomplete work unless other arrangements have been made.
5. Any outstanding bills with the school must be paid before students will receive report cards.
6. Report cards will also be held until athletic uniforms have been turned in.

### **Parent-Teacher Conferences**

Conferences are scheduled after the first quarter of school. Formal scheduling is done for K-8 for fall and spring conferences. High school parents have the flexibility to visit as many teachers as possible and are expected to attend conferences. (Spring Conferences for High School students are designated as Spiritual Development conferences.) Teachers at the secondary limit their visits to 10 or 15 minutes to accommodate as many parents as possible. If you know your conference will exceed that time limit please make arrangements to meet with the teacher at an alternate time.

### **High School Exams**

1. Exams are conducted at the end of each semester. Each quarter percentage grade is 45% and exams percentage grade is 10% of a student's semester grade.

**NOTE: Final Exams could result in a student failing the semester.**

2. Administration and faculty will determine course examinations.
3. Second semester seniors are not required to take a final exam provided they achieve a 3.33 (B+) or an 89% for a second semester average in a particular course. They must also have a signed consent form from each teacher whose exam they are not required to take. **Seniors are not exempt from any classes on May exam review dates unless they are exempt from ALL exams.**
4. Jr. high exams are not required; testing is at the discretion of the instructor.

**Honor Roll** – Will be based on Transcript Grades. 4.00 – 3.67; 3.66 – 3.33; 3.32 – 3.00

1. A student must be enrolled in a minimum of 5 courses per semester to be named to an honor roll.
2. High school grades are calculated on the 4.0 scale.
3. Jr. high grades are calculated using an 11-point system.

#### **Grading Scale**

A	100 - 96
A-	95 - 92
B+	91 - 89
B	88 - 86
B-	85 - 83
C+	82 - 80

#### **Transcript Grades**

A	=	4.0
A-	=	3.67
B+	=	3.33
B	=	3.00
B-	=	2.67
C+	=	2.33

#### **11 Point Scale**

A	=	11
A-	=	10
B+	=	9
B	=	8
B-	=	7
C+	=	6

C	79 - 77	C	=	2.00	C	=	5
C-	76 - 74	C-	=	1.67	C-	=	4
D+	73 - 71	D+	=	1.33	D+	=	3
D	70 - 68	D	=	1.00	D	=	2
D-	67 - 65	D-	=	.67	D-	=	1
F	64 - 00	F	=	.00	F	=	0

## CLASS SCHEDULE

1. The first bell rings at 8:05; the tardy bell rings at 8:10. Anyone arriving at school after 8:10 must report to the office before entering class. Students taking a “zero hour course” begin their day at 7:15 rather than 8:10.
2. There are three minutes between classes. If a student is detained by a staff member, he or she must obtain a pass before entering his/her next class.
3. Students arriving before 7:45 a.m. or remaining after 3:30 must be in the multi-purpose room or in a classroom at the request of a teacher.

## GENERAL POLICIES

### ATTENDANCE AND ABSENCES

#### 1. Excused Absences

- A. If students must be absent from school, parents/guardians must notify the school office before 8:30 a.m.
- B. Students have one day to make up schoolwork for every day of absence. (i.e. illness, funeral, family emergency, family business, or vacations). **Assignments given before a planned long-term absence are due on the due date or on the date of the student’s return.**
- C. Work not turned in during allowed time will be given less than full credit as established by the classroom teacher.
- D. All students will be limited to (10) absences per class per quarter without penalty. More than 10 results in student probation and will be handled on an individual basis.
- E. If your child has been sick and is still on medication that we would need to administer here at school, **we need a signed, dated note from the parent/guardian stating the dosage and dispensing procedure.** Please keep your children at home for at least 24 hours after they have had a fever or have been vomiting.

#### 2. Unexcused Absences

- A. Definition: Any time a student is absent from a class or for the day without parental permission or notification qualifies as an unexcused absence.

- B. Students who have an unexcused absence from class will receive a 2% grade reduction for the quarter. Papers or tests missed due to an unexcused absence are due the very next day.
- C. When a class is scheduled for a field trip or other special event, all students in the class are required to be in attendance. These events are scheduled in advance and notification is given to students and/or home. Missing such a class without parental notification is an unexcused absence.
- D. Students who are required to be at school for make-up work or work arranged through teacher referral on days when other students may not be in school (due to exam schedule) must attend. Failure to do so is an unexcused absence.
- E. Rules regarding athletes and absences (see Activities Handbook)  
Students must be in school by 8:30 A.M. in order to participate in extracurricular activities that day. A parent/guardian must call the office in case of an emergency or to make special arrangements if a student cannot arrive by 8:30 A.M. Any student dismissed by the administration from school for the remainder of the day may not participate in or attend any school activities until the issue is resolved and/or suspension is served. Any practice or game missed will result in the athlete missing the next game/match unless it is due to an illness or family emergency.

Coaches have the option of making special arrangements with athletes and parents, but notification must be given at least 24 hours prior to missing a scheduled practice, game, or related activity. Even though a coach may excuse a player from a practice or game, playing time may still be affected or a player may be asked to make up the missed time.

### **3. Closed Campus**

- A. Students will not leave campus for employment. Seniors may apply for work release provided they comply with Unity's requirements. This may vary according to student's individual circumstances. (Work release involves an agreement developed by the guidance counselor with the place of employment and is only for unpaid internships.)
- B. Student visitors are generally limited to prospective students and require advanced permission and a pass.
- C. If a student is allowed to leave campus on school business, he/she must have office approval and sign out. Violations will be dealt with individually.
- D. Students leaving campus for lunch may only go to their own homes within walking distance. No vehicles may be driven. Students must sign out and sign in again before classes resume.
- E. For security reasons, once school starts, students may only enter through the west front door. All other doors will be locked. Students may exit through any door except the doors in the gym. High school and junior high bus students should exit through the east double glass door.

**4. Leaving Campus**

- A. If a student becomes ill, he/she must report to the office for permission to leave. Parents/guardians must give permission to office personnel before a student may leave campus.
- B. All parent/guardian notes must be turned into the office before 1<sup>st</sup> period.
- C. Prior to leaving campus, students must sign out at the office and sign back in when they return.
- D. Students may not transport other students in their vehicle during the school day.

**5. Participation in Extra Curricular Activities**

- A. Students must be in school by 8:30 a.m. to participate in extracurricular activities that day. This does not include daily academic courses.
- B. A parent/guardian must call the office in case of an emergency or to make special arrangements if a student cannot arrive by 8:30 a.m.
- C. Any student dismissed by administration for discipline from school for the remainder of the day may not participate in or attend any school activities until the issue is resolved and/or suspension is served.

**6. Tardies -** A tardy is given when a student arrives late to class or has to leave class after the bell to get required materials. (Exceptions would be granted to students who have an excuse from a staff member.)

- A. The first three tardies in each quarter are NOT penalized.
- B. The 4<sup>th</sup> and every subsequent tardy will result in the student earning a detention. No food or electronic devices will be allowed during this detention. Additional instructions for this detention will be provided by the supervising teacher.

**STUDENT TUTORS OR AIDES**

Students wishing to provide support for after school care of elementary students should see the high school principal. Students wishing to be a teacher's aide in lieu of a study hall must receive permission from the teacher they wish to aide for and the guidance counselor. There will be a section on their report card where the supervising teacher will mark a grade of Pass or Fail.

**LOCKERS**

- 1. Lockers are the property of the school and are on loan to students for use during the school year.
- 2. Unity assigns one to each student. (The student receives only one locker and may not use vacant lockers for storage. Items found in vacant lockers will go into Lost and Found.)
- 3. Lockers are to be cleaned regularly, kept orderly, and cleaned out at the end of the year. They will be inspected periodically and during homeroom by the homeroom teacher. Detentions may be given for excessive disorganization.

4. All decorations must be in good taste (discretion of faculty) and easily removed. Any adhesive is to be cleanly and completely removed.
5. Decorations on the outside of lockers are limited to Unity-related teams and organizations only. Birthday wishes may be displayed for 1 week only.
6. Lockers may be inspected any time with or without the student's knowledge or consent.
7. **No food**, pop, or other beverages should be opened beyond the multipurpose room other than water (pure, unflavored, unpropelled, no additives) in closed containers.
8. Any beverages stored in lockers must be sealed in a closed container.
9. All books, bags, and materials must be in or on top of the lockers. Tops must be cleaned off nightly. **NO bags allowed in the classroom** (book bags, back packs, purses or gym bags, etc.).
10. Padlocks for lockers must be school issued.

### **BEVERAGE MACHINES**

The pop machines provide income for the Student Council and student activities. Students may not purchase **anything** from the machines during the noon hour (federal law). Open beverage containers may not be stored in lockers. Students are encouraged to use the school's machines.

In accordance with federal nutritional guidelines, the machine that includes water is available at all times (except during lunch time). The machine that holds all other beverages is only accessible from 3:30 p.m. until 7:30 a.m.

### **HOT LUNCH**

Unity provides nutritious and delicious noon lunches for students at a nominal cost. Cost for students in grades 7-12 is \$2.65 (or 40¢ for reduced lunches) and \$2.75 for adults. Forms for free and reduced lunches are available in the office. Milk may be purchased for 45¢ if a student brings cold lunch. **Nothing may be purchased from the beverage machines** during lunchtime. Students may bring cold lunches to school, but they must be stored in the student refrigerator, not in lockers.

### **LOST and FOUND**

1. Located in the front hallway.
2. Occasionally all items will be taken to Bargain Bonanza.
3. A retrieval fee of .50 cents per item will be assessed by the office.

### **SCHOOL POSTPONEMENTS or CANCELLATIONS**

In case of school postponements/cancellations due to inclement weather or unforeseen circumstances, Unity will inform radio stations WDLM 89.3 FM; WCCI 100.3 FM; KROS 1340 AM; WSDR 1240 AM; and KCLN 1390 AM and TV stations KWQC Channel 6, WHBF Channel 4 and WQAD Channel 8 as early as possible. Email alerts and text message options for disseminating closure information are also available. Parents are advised to listen to these broadcasts if storms or inclement weather develop. Two-hour late start will begin at 10:15 a.m. (The secondary building will rotate classes on late start days.)

On delay days at Unity Christian Preschool and Childcare – preschool will be cancelled; day care will be open. (If no school due to bad weather, preschool is cancelled, day care is open)

In case of high incidence of illness in the student body the decision to cancel school will be made by members of the Executive Committee and the school board. Percentage of students absent will be only one factor taken into consideration for a cancellation.

### **OFFICE and TELEPHONE USE**

1. No students in the office without permission.
2. All office supplies must be requisitioned from a faculty/staff member.
3. Students may use a phone with permission from administration, faculty, or staff member.
4. No students in the faculty room unless given permission by a staff member.

### **ELECTRONIC DEVICES**

1. Electronic devices (i-pods, cd players, game systems, etc.) may not be used in school from 8:10-3:15.
2. If a student is found to be using one of these devices, it will be confiscated and kept in the office until the end of the school day unless the student has permission from the supervising teacher.

### **CELL PHONES**

1. Cell phones must be turned off between 8:10 (or 7:15 for 0 hour) and 3:15. The only exception is with permission from a staff member. (This includes texting or checking for messages during or between classes)
2. If a cell phone is found ON, the phone will be taken to the office and parents may pick it up **after 5 days**.
3. If parents need to get a message to their student, they need to call the office.
4. All students need to be aware of illegal use of cell phones and be prepared for both school and/or legal consequences if they choose to use phones illegally.

### **MEDIA CENTER/CHROMEBOOKS**

1. No student is to use a computer or Chromebook without faculty/staff supervision.
2. Students playing games without permission will have computer privileges removed until further notice.
3. Vandalism or theft of any hardware and software will result in immediate expulsion from the lab and other units throughout the facilities. Detentions will be issued. (see also Type I Behavior, #7, p. 20)
4. Fines may be assessed for extended damage and replacement costs.

5. Students will be allowed to use the Internet under direct supervision of a staff member. All students will have on file Unity Computer Use Agreement form for the use of the Internet. If parents want their student(s) restricted from Internet use, they need to indicate this on the form.
6. Students are restricted from accessing immorally offensive and inappropriate websites.
7. Students may not send/receive personal e-mail at school without teacher consent and supervision.
8. Students who access social networking sites may lose computer privileges for a period of time, depending on the circumstances.
9. School computers/Chromebooks are not for personal use.

### **STUDENT DRIVING**

1. Student drivers must park in designated areas immediately upon arriving at school.
2. No loitering in the parking areas during school hours.
3. Students may not move or use their cars during school hours without permission.
4. Exercise extreme caution when driving; failure to do so will result in discipline and possible loss of driving privileges.
5. Student drivers must register their vehicle with the school office. They must also provide proof of insurance.
6. Clinton police, Fulton police, and the Illinois State Police will ticket drivers who transport people in the back of a pick-up.
7. All cars must be parked on Unity's property. Student parking is located south of the bus barn or south of the playground; no students may park near the building during the school day.
8. Students are not to transport non-family members in their vehicles. Parent consent forms will be required in advance for students to leave school with another student (this includes athletic events.)

### **SCHOOL HOURS/AFTER SCHOOL SUPERVISION**

School hours are 8:10 a.m. to 3:15 p.m. Students should not be in the building before 7:45 a.m. or after 3:30 p.m. unless under the direct supervision of a faculty or staff member. Students who must stay after to wait for a ride or family are expected to make arrangements for a place to go after school hours.

All students must be out of the building (or with a teacher) by 3:30 unless we have received a written request from parents. In case of these special circumstances, students will be restricted to the Multi-Purpose room until their ride arrives.

### **INJURIES**

1. The school will file an injury report for any injury requiring treatment.
2. Report all athletic injuries; game injuries must be reported the next day.



## BUSING RULES

First and foremost, students and parents are asked to realize that the driver has a tremendous responsibility in transporting students to and from school. Driving a 65-passenger bus with students on board and trying to be alert to all road hazards and dangers is a huge undertaking.

A. It is for the above reasons we have the following rules for the bus:

1. Courtesy is to be extended to driver and to each other.
2. No open drink containers are to be on the bus. If drink items are transported they must have a cover/lid.
3. Personal listening devices with headsets are permitted but must not be played so others can hear what is being played.
3. Loud noises, such as screaming, yelling, or bag popping will not be permitted.
5. Students are to remain seated properly at all times while the bus is in motion.  
-Students may not switch seats during the route unless instructed to by the driver.
6. The individual bus driver shall determine the seating arrangements on the bus.
7. Throwing of any object is not permitted. All types of balls or items to be thrown are to be properly stored in a book or duffel bag while on the bus.
8. Guns, knives or items that are generally regarded as weapons are not to be transported on the bus. Pretending/playing guns & war games are not permitted.
9. No fighting on the bus.
10. No pets are to be transported on the bus.
11. Instruments must remain in case or backpacks and are not to be played on the bus.
12. Nothing goes out an open window and windows may only go down to designated line marked on each side of the window.
13. No rude gestures to be made at the window or to other students/ drivers.
14. Eating on the bus is at the discretion of the driver.
15. The bus driver will follow a progressive system of discipline which may ultimately lead to removal from the bus temporarily or permanently.

**NOTE:** Students who are being transported to or from athletic events may fall under greater restrictions as determined by the coaching staff of Unity.

## DRESS CODE

Clothing for the Christian student should be neat, clean and modest. In order to promote a clear understanding of our school's expectations regarding dress and appearance, the following guidelines are provided to help direct our choices:

1. Girls' shirts are to be either collared or crew neck. No cleavage is to be exposed.
2. No sleeveless outer shirts.
3. UCS apparel is permissible and encouraged. The only other wording that is permissible on clothing will be the following types of words on shirts/sweatshirts: Names of colleges or universities, names of college or professional sports teams, names of clothing stores, cities, or states, and appropriate scripture references. Any wording, images, or advertisements in addition to the above listed, is not permissible.
4. No hats or hoods up (as on sweatshirts) in the building.
5. No holes in pants, leggings, etc.; no chains or words on pants.

6. Pajamas may not be worn to school unless there is a declared "pajama day".
  7. Boys must wear belts if pants or shorts have belt loops and underwear may not be exposed. Violators will be called to the office. If hands are extended over the head and underwear is exposed, a Discipline Form will be issued.
  8. Skirts and shorts are to be *no more than 3" above the knee*.
  9. No skin is to be exposed around the waistline; no undergarments showing (sitting or active).
  10. Footwear must be worn at all times.
  11. Hair must be clean. Boys' hair may be no longer than collar length. Hair coloration must be of a natural shade with no overtly bold colors.
  12. The only piercings allowed are in girls' ears.
  13. Clothing must be worn right side out.
  14. Students' dress will be checked at the same time that attendance and lunch count are taken during first period *and throughout the day*.
  15. Girls: leggings may never be worn alone. Skirts or shorts worn over leggings must be proper length.
- A. Questions concerning the appropriateness of a student's attire will be dealt with on an individual basis.
  - B. Students not conforming to Unity's dress code will be required to remove their shirt and either don a Unity T-shirt provided by the office or wear their own. Repeat offenders will receive a Discipline Form as well.
  - C. Unity reserves the right to request that students refrain from wearing or displaying a particular style of dress, make-up, or hair style that calls undue attention to the student and/or is judged to be inconsistent with the standards that define the rules and policies of Unity. Modesty, moderation, cleanliness, neatness, and appropriate attire exemplify Unity's character.
  - D. Attire at required extracurricular events including band and choir performances must be modest and professional. The supervising teacher, director, or principal may remove a student's ability to represent Unity for inappropriate attire.

## **HOMEROOM**

### **Junior High**

Each student must have an assignment notebook (provided by the school) and keep it up to date hour by hour. It is advisable for parents to check the notebook with their child especially if organizational skills need help.

Seventh graders will pick a theme for their class in the fall and develop this theme through their junior high years. The theme will be highlighted at the end of the eighth grade year in a special program.

Eighth graders will be honored with a certificate of completion and comments from the faculty affirming their gifts. There will also be special awards and certificates presented to eighth graders on this special night. Eighth graders will also perform in some special way on this night. Individual, ensembles, and large group presentations will be part of the evening with parents and friends.

Mrs. Behr serves as the class sponsor for seventh grade and Mrs. Readdy for eighth grade.

### High School

9<sup>th</sup> Grade sponsor – *Mrs. Hollewell*

10<sup>th</sup> Grade sponsor – *Mrs. Haas*

11<sup>th</sup> Grade sponsor – *Mr. Wessels*

12<sup>th</sup> Grade sponsor – *Mr. Kotman*

Sponsors will generally remain with a class for all four years, assist in election of officers yearly, assist in fundraisers, and arrange for supervision during school sponsored class events. All classes will have a maximum of two sales-related fundraisers. However, service-related fundraisers may be repeated.

- 9<sup>th</sup> Grade -- Select class verse or theme for high school career  
Elect president, vice president, and secretary/treasurer
- 10<sup>th</sup> Grade -- Elect president, vice president, and secretary/treasurer
- 11<sup>th</sup> Grade -- Jr./Sr. Banquet  
Elect president, vice president, and secretary/treasurer  
Families clean-up after high school graduation
- 12<sup>th</sup> Grade -- Senior class trip / supervision 1/10 ratio  
Elect president, vice president, and secretary/treasurer  
Graduation: arrange speaker, seating, flowers, and program  
Families decorate/ set-up for graduation

### CHAPEL and MORNING DEVOTIONS

A regular part of the student's life at Unity Christian is the twice-monthly Chapel service. Guest speakers, musical groups, films, drama presentations, as well as students and faculty members are featured in these services. Chapel is intended to promote and enhance spiritual growth, and to provide the opportunity to worship and praise God together with teachers and fellow students. Parents are invited and welcome to attend Chapel.

Each morning teachers and students lead devotions for their first class of the day. Part of those devotions is the recitation of "What does the Lord require of you? To act justly, to love mercy, and to walk humbly with our God." (Micah 6:8)

### 7-12 FALL RETREAT

The Unity Junior-Senior High School Retreat is an event that provides an excellent opportunity for students to become acquainted with each other and their teachers. It is held after the start of school on regular calendar days and provides students with a time to focus on fellowship, our relationship to God, and fun. The staff and board of Unity have placed a high premium on this activity. Since the retreat starts the school year all students are required to attend.

Students who are unable to attend due to a chronic and/or serious medical condition must have a doctor's excuse and will attend school on both days. These students will watch a related video at school on the first day, write a paper at school related to the retreat theme according to standards set by the supervising teacher, and do a 3-hour service project on the second day.

Students who are **excused by parents** due to serious illness or family emergency will watch a videotape and write a paper related to the theme and do a 4 hour service project on their own time.

Students who are **unexcused** will incur a one-day in-school suspension, receive a 2% reduction in grade in all subjects for the quarter, and will also be doing work related to the theme of the retreat.

Concerns related to attendance of the retreat should be directed to the high school principal.

## **9-12 STUDENT COUNCIL**

### **MISSION STATEMENT**

Unity Christian Student Council exists to give students at Unity the opportunity to facilitate Christian leadership skills in their lives.

### **Christian Leadership**

The ability to lead students by exhibiting and implementing Christian character qualities for the betterment of the student body.

Those qualities include such things as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. (Gal. 4:22)

### **PURPOSE**

1. Provide individual class representation in the planning and implementation of organized student activities.
2. Promote and encourage students to participate in school activities.
3. Provide a student voice in the recommendation and formation of policy as they relate to the student code of conduct at Unity Christian High.

### **Organizational structure:**

Student Council members and selection

- A. Each class will have two representatives, except classes of 20 or more students which will have three. (The class with the President gets 1 additional rep. but not more than 3 total counting the President.)
- B. President
  1. Shall be elected from either the junior or senior class.
  2. The President will be a non-voting member of the Council and shall only cast a vote in case of a tie.
  3. Shall be elected by the student body in general (grades 9-12)
  4. The President candidate shall write a statement that is posted for the student body prior to the election and state reasons why they would make a good leader and what they would propose to do as President of the student body.
  5. Election of President shall normally take place no later than two weeks before the end of the school year.
  6. The President shall set the agenda and run the meeting of the Council. Normally the President will meet with the advisor before the general meeting of the Council.
- C. The positions of Vice President, Treasurer and Secretary of the Student Council will be filled by the Council members after their appointment.
  1. Vice President: Shall assume the duties of the President in his or her absence
  2. Secretary: Shall be responsible to note the discussion items and the action items made by the Council members.
  3. Treasurer: Shall be responsible to communicate the exact funds available in the Student Council account in the Activity Fund of the school. He or she will be responsible to collect all bills and receipts from any Student Council activities.
- D. Selection to Council members at large
  1. Those interested in being on the council shall complete an application and submit it for review by the elected President, Student Council advisor and building Principal.
    - a. After review of the submitted applications, and the reasons for wanting to be on the Council are deemed appropriate, the written statement shall be posted for the student body to read.

- b. Each class will vote on the two individuals to represent them.
- E. In order to be elected to any position, a simple majority of those students voting is necessary. If 51% is not received, the person receiving no votes and/or the lowest number of votes is removed from the ballot and the class votes again on the remaining candidates.

Student Council Advisor:

- A. Shall be responsible for the activities of the Student Council.
- B. Any action taken or recommended by the Student Council must be approved by the Principal.
- C. Is not to direct or run the meetings of the Council.
- D. Shall oversee the minutes and finances of the Student Council.
- E. Reserves the right to dismiss any member who does not meet the behavioral or academic expectations required as a class representative.

Activities Generally Handled by Student Council:

1. Fall retreat (August)
2. See You at the Pole (September)
3. Thanksgiving / Christmas project
4. Christmas tree and decorations
5. Christmas party
6. Homecoming activities (January or December)
7. Blood drives
8. Pop machines
9. Fundraisers *when necessary*

*Student Council Representatives for 2018-19 are:*

*President: Haley Bickelhaupt*

*Senior Class Representatives: Trevor Bickelhaupt and Caleb Hirl*

*Junior Class Representatives: Emily Hinrichs and Nathan Hopkins*

*Sophomore Class Representative: Sophia Scott*

*Freshman Class Representatives: Maizie Wicklund and Ty Bickelhaupt*

*Faculty Advisor: Mrs. Behr*

**AWARDS ASSEMBLIES / SPECIAL EVENTS**

Annually the staff of Unity Christian High selects students to be honored for their outstanding academic/athletic performance and efforts. This is normally done near the completion of the academic year. All students and their families are encouraged to attend this time of recognition. Semi-formal dress is recommended.

At the Academic Awards Night the following awards will be given:

1. UHS induction (Unity Honor Society)
2. Academic awards
3. Scholarships and other awards/recognition
4. 3.5 Club
5. Scholastic Bowl
6. Individual class awards as determined by teachers

At Athletic Awards Nights the following awards will be given:

1. Individual participation certificates awarded
2. Northern Illinois Christian Conference Awards

### 3. Individual sport recognition

#### **Unity Honor Society**

The following criteria shall be used in selecting members of the Unity Honor Society Chapter for Unity Christian.

1. Candidates must be full time students and shall have spent at least one semester at Unity Christian High.
2. All candidates shall be members of the sophomore, junior, or senior class.
3. The minimum cumulative grade point average in order to qualify is 3.33
  - a. This scholastic level will remain fixed, and shall be for this chapter the required standard for admission to candidacy for membership in the chapter, and all pupils who rise to or above this standard will be admitted to candidacy for selection to membership.
  - b. Members must maintain a minimum of a 3.33 cumulative GPA.
4. Upon being admitted into candidacy, a candidate's eligibility shall then be considered on Scholarship, Service, Leadership, Character.

Staff Evaluation Guidelines (Faculty Council) established by the National Honor Society Council.

The staff will evaluate the qualified candidates and vote on each individual.

#### **3.5 Club Qualifications**

1. Full-time students whose cumulative GPA is 3.5 or higher will have their name recognized.
2. The cumulative 3.5 will be determined by the fall semester averages and will be calculated prior to our awards night.
3. Individuals will receive a certificate for their recognition.
4. Only sophomores through seniors will be eligible for this recognition.

#### **Music (These optional awards are announced at the concert in May.)**

1. John Philip Sousa Music Award – Outstanding instrumentalist, reserved for seniors
2. National School Choral Award – Outstanding male and female senior choral students
3. Instrumentalist Magazine Award – Outstanding instrumental students
4. Plus any additional awards the director(s) may offer

#### **Bradley J. Holesinger Memorial Extra-Curricular Award**

1. One male and one female selected by the staff of Unity Christian.
2. Qualifications:
  - a. top 50% of the senior class
  - b. must have attended Unity for two or more years
  - c. actively involved in extra-curricular activities for two or more years

#### **SERVICE HOURS**

“The Spirit of the Lord is upon me  
 because he has anointed me  
 to preach good news to the poor.  
 He has sent me to proclaim freedom for the prisoners  
 And recovery of sight for the blind,  
 To release the oppressed,  
 To proclaim the year of the Lord's favor.”  
 Luke 4:18,19

All students at Unity Christian High School will complete a service hour requirement. The primary intent of this requirement is to encourage our students to bring healing and blessing to brokenness in this world as the hands and feet of Jesus Christ.

## Guidelines

1. The service year runs from the first day of summer vacation through May 15 at which time all hours must be submitted to the office; late hours will be cut in half but will be allowed up to the day before graduation.
2. All hours must be submitted on the Service Hour form, signed by the party for whom the service was performed and given to the administrative assistant.
3. No hours may be performed for pay or for family members and relatives
4. When donated hours exceed a year's requirement, they cannot be applied to subsequent year(s).
5. All hours must be submitted to the administrative assistant on the Service Hour form with appropriate signatures.
6. The service hour requirement is 5 hours for freshman, 10 for sophomores, 15 for juniors, and 15 for seniors.
7. One-half of the total hours can come from service in any of Unity's facilities, outside of the official school day. Service hours may not double dip as HEART hours.
8. Transfer students will have previous years waived.
9. Students will not receive a diploma if they have not met service hour requirements.
10. Hours not completed in a year are doubled and added to the following year.
11. Report cards will not be released at the end of the year if service hours have not been submitted by the last day of the 4<sup>th</sup> quarter.

**The following projects are examples that qualify for any of the 45 required hours (including, but not limited to):**

Any mission trip	Victory Center	Aspect Foundation
Any nursing home project	Mercy Hospital	Pregnancy Center
Big Brother / Big Sister	Rock River Christian Camp	Food Pantry
Habitat for Humanity	Thrift Store	Youth Group Leader
Soup kitchens	Tutoring in other schools	Camp counselor
Vietnam Wall project	Nursery or ushering in church	Raising funds for a ministry
Shut-in, elderly support	Humane Society	Sound system at church
Power point at church	VBS	Mississippi Valley Regional Blood Center
Praise band at church (worship time only, not practice or the whole service)		
Outside of school time donated in any of Unity's facilities		

## EDUCATION REQUIREMENTS

Minimum Requirements		College Preparatory	
English	4 units	English	4 units
Math	3 units	Math	3 units
Science	2 units	Science	3 units
Social. St.	3.5 units	Social. St.	3.5 units
Bible	2 units	Bible	2 units
Physical Ed.	2 units	Physical Ed.	2 units
Computers	1 unit	Computers	1 unit
Consumer Ed.	.5 unit	Consumer Ed.	.5 unit
Fine Arts	1 unit	Fine Arts	1 unit
Speech	.5 unit	Speech	.5 unit
Health	.5 unit	Health	.5 unit
Electives	5 units +	Electives	3 units
		Foreign Lang.	2 units
<hr/>		<hr/>	
Total	25 units	Total	26 units

A. The definition of a full time student is one who is enrolled normally in six courses per semester, starting and ending instructional days with school-designated hours.

B. Eight Semester Program: Ordinarily no exceptions to a full eight-semester high school program will be allowed regardless of the total number of units accumulated. The Board at the recommendation of the Superintendent will consider individual requests.

C. Diplomas

- ❖ Will be awarded to full-time students complying with academic requirements
- ❖ Will be withheld in case of outstanding debt to the school
- ❖ Will be withheld when all academic requirements, including service projects, have not been met
- ❖ Will be withheld for 5 days if student misses required graduation practice.

D. Driver Education is not required or offered at Unity Christian. However, Driver Education will be granted .5 units of elective credit and may be applied to the 5 units of elective credit required.

E. Community Service – see Service Hours

F. Work Release – See your guidance counselor or work experience coordinator for details. (Work release involves an agreement developed by the guidance counselor or work experience coordinator with the place of employment and is only for unpaid internships.) There will be an evaluation process for any student on a work release program.

## **STANDARDIZED TESTS**

Unity administers standardized tests to 7<sup>th</sup> and 8<sup>th</sup> grade students, the PSAT to all Juniors, and recommends that all students take the ACT at least once (beginning at the end of their Junior year).

## **ACADEMIC SUPPORT CENTER**

### **Criteria for Acceptance:**

In order for any 7-12th grade student to be accepted to the ASC program s/he must meet one of the following criteria:

1. The student must be recommended for the ASC program by a faculty member at Unity Christian Elementary School, or
2. The student must demonstrate an inability to function successfully in one or more classes at Unity Christian Junior or High School, in which case the teacher(s) of the class(es) must complete the ASC Faculty Recommendation form, or
3. The student must transfer to Unity Christian Junior or Senior High School from another school district with an IEP, Accommodation Plan, or 504 Plan, or
4. The student must have exhibited a history of requiring academic support or receiving low grades.

Final determination for acceptance will be made by the administrator and faculty at Unity Christian School with parent consultation.



**Courses Offered in the ASC:**

Upon acceptance into the ASC program, a student may be placed in any or all of the following classes:

- Historical Themes
- Literacy Essentials
- Applications of Science
- Practical Math
- Academic Support Class (Resource) – (Pass/Fail)

Classes offered in the ASC will be similar in scope and sequence to the mainstream courses offered at Unity Christian High School, but taught at a level more appropriate to the ability of the student.

**Transcripts:**

There will be no delineation noted on the report cards or progress reports that indicate a student received academic support other than the title of the courses in which s/he was enrolled.

**Grades 7-12 Honor Roll:**

As soon as a core class (Math, Science, History, or English) is replaced with an academic class in the ASC (Practical Math, Applications of Science, Historical Themes, or Literacy Essentials) that student will not be eligible for the honor roll that semester. If the only academic support s/he receives is the Resource Class and s/he does not take an academic class in the ASC, that student will still be eligible to be named on the honor roll.

**Grades 9-12 Class Rank:**

As soon as a core class (Math, Science, History, or English) is replaced with an academic class in the ASC (Practical Math, Applications of Science, Historical Themes, or Literacy Essentials) that student's class rank will be placed beneath those students who have not received modified classes. A student enrolled in academic classes in the ASC will have his/her GPA based on grades received in those classes. If the only academic support a student receives is the Resource Class and s/he does not take an academic class in the ASC, that student's class rank will not be affected.

**Grades 9-12 Unity Honor Society:**

As soon as a core class (Math, Science, History, or English) is replaced with an academic class in the ASC (Practical Math, Applications of Science, Historical Themes, or Literacy Essentials) that student will be removed from UHS eligibility. If the only academic support a student receives is the Resource Class and s/he does not take an academic class in the ASC, that student will still be eligible for UHS.

**Grades 9-12 Graduation Requirements:**

Students who qualify for the ASC program must meet the same minimum requirements as any other student at Unity Christian High School in order to receive a diploma.

- Literacy Essentials can be counted as an English Credit
- Practical Math can be counted as a Math credit
- Applications of Science can be counted as a Science Credit
- Historical Themes can be counted as a Social Studies Credit
- Resource Class will only be worth .25 credits per semester and can be counted as elective credits (Credit will only be given to students who are scheduled to be in Resource Class 5 days per week)

**Graduation/Removal from the ASC Program**

The goals of this program are to either give students the skills they need to return to the mainstream of classes or to accommodate needs that cannot be met in mainstream classes. When a student who has qualified for ASC services no longer needs them, s/he will be monitored for the following school year to ensure that s/he is functioning at an adequate level, but there will not be a formal removal. That student will simply continue their education at Unity Christian High School as any other student until graduation.

Participation in this program is a privilege. Failure to comply with the Student Handbook rules and mission statement of Unity Christian School by parents or students may result in the student's removal from the program.

## **HOMEWORK HELPERS**

Homework Helpers is a program designed to help all students. From 3:15-4:00 on regular school days there will be a teacher assigned to the Homework Helpers' room. This is available for all 7-12 grade students who would like to get started on their homework, ask for help, or need computer access for school-related projects. While this is intended as an area of extra support, students may be required by their parents/guardians or any one of their teachers to attend Homework Helpers due to poor grades or incomplete assignments.

## **HOME-SCHOOL STUDENTS**

Unity Christian School allows home-schooled students to enroll part time in the high school. Students must enroll in a minimum of four credited classes at Unity for one year to be eligible for participation in athletics. Rules and instruction of home-schooled students are the same as those enrolled full time. The office will do its best to communicate with the home regarding schedule changes.

Unity strives to be home-school friendly, but at the same time must follow state guidelines for graduation requirements to receive a diploma.

All part time students and those not meeting the requirements for graduation will be allowed to go through the graduation ceremony, but will receive a certificate of attendance instead of a diploma.

Only full time students will be eligible to receive academic awards, school sponsored scholarships and induction into the Honor Society. The definition of a full time student is a student who is enrolled normally in six courses per semester starting and ending instructional days with school-designated hours.

## **DISCIPLINE RATIONALE FOR STUDENTS**

Why does Unity Christian maintain a code of conduct for its students?

Since Unity Christian School bears the name of Christ and is dedicated to His honor and glory, all of us must represent our school with behavior and attitudes that are pleasing to Christ and further the cause of His kingdom. Our conduct and speech should always seek to follow God's directive to "love God above all and our neighbor as ourselves". Our conduct will be a major factor in making Unity Christian a "light" in the Gateway area.

In order to direct our behavior down the path that God sets before us in the Bible, the following guidelines have been established:

- |                     |   |
|---------------------|---|
| <b>Respect:</b>     | Act in such a way that you demonstrate proper respect for God, school authorities, school rules and policies, school property, the feelings and rights of the students, and yourself. |
| <b>Honesty:</b>     | Be honest in all school situations, including the taking of tests, the completion of homework, and in the interrelationships that are a part of daily school life.                    |
| <b>Integrity:</b>   | Use language and display character that is properly moral and Christ-like.  |
| <b>Cooperation:</b> | Cooperate with the faculty and staff in achieving the goals of Unity Christian regarding conduct, performance, and attitude.  |

Student misconduct is divided into two categories: Type I Behavior, which is considered serious, and Type II Behavior, which is less serious but still inappropriate and unacceptable. Students who violate standards in either category will be subject to discipline as deemed appropriate by the administration.

**Type I Behavior:** may result in suspension and/or expulsion, and potential reporting to the proper authorities.

**Type I Behaviors** are prohibited and include the following:

1. **Smoking, inhaling, or consumption of foreign substances** – The use, possession, transfer, delivery, or sale of products or paraphernalia containing tobacco, nicotine, or foreign vapors of any kind on school property or at any school related event.
2. **Drugs and Alcohol** – The use or possession of drugs, alcohol, or illegal substances on school property or at school-sponsored events. Students are also prohibited from the excessive use of prescribed or over-the-counter medications.
3. **Fighting/Physical Attack** – Any act involving hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship.
4. **Theft** – Disregarding the rights and property of others by taking something that does not belong to you on school property or at school-related events.
5. **Weapons** – The transportation to school and/or possession of items on school property or at school-related events that may pose a threatening, harmful, or life threatening situation to fellow students or staff is strictly prohibited.
6. **Excessive** detentions or behavior problems.
7. **Vandalism** – Destruction or damage of others' property while on school grounds or at a school-related event.

**Conviction of a crime** – If a student is convicted or found guilty of a crime committed off school property, the school may take disciplinary action based on the nature of the offense, past record of offenses, and student attitude.

**Type II Behavior** will result in reprimand, work assignment, detention, suspension or other form of disciplinary action. **Type II Behavior** rules include the following:

1. Inappropriate conduct on school property / at school events
2. Classroom/school disturbances/disrespect/insubordination
3. Dress code violations
4. Inappropriate physical contact between students or public display of affection
5. Miscellaneous violations deemed unacceptable by administration, faculty, and staff
6. Obscene, profane, or vulgar speech
7. Use of any electronic devices
8. Cheating, falsification, forgery (Zero "0" on all falsified assignments)
9. Harassment

Unity administration, faculty, and staff reserves the right to issue an **automatic detention** for infractions in this area if the student exhibits disregard for guidelines in any of the foregoing areas. In extreme cases, other measures may be necessary.

**Student Responsibility:** As members of a Christian community, concerned for one another, students are expected to follow guidelines of our Lord Jesus Christ when aware of violations of the school standards.

**Teachers' Responsibility:** As members of the Christian community, teachers have the responsibility to maintain a safe and positive environment. Persistent violations will be handled in cooperation with administration. Infractions will be documented and put on file.

**Parents'/Guardians' Responsibility:** As members of the Christian community, parents/guardians share in the responsibility of supporting a safe and positive environment at Unity. In the case of detention or suspension, administration will contact the student's parents/guardian.

**Discipline Contracts:** A Discipline Contract is a written agreement developed to address necessary improvements in a student's attitude, behavior, or academic performance. Contracts will be developed by the Unity faculty and administration. The student, parent(s), principal, and representation from the faculty will meet to review the contract.

**Detention:** One-hour detainment before or after school. Students will serve detentions as the schedule permits. **Failure to Serve Detention:** results in an additional 1-hour detention. Detentions take precedence over work or athletic obligations.

**Suspension:** A student may be suspended for up to 10 days for Type I or Type II behavior violations. When possible, in-school suspensions will be used. Students must be on time and have enough academic work to occupy the student's time for the day. The suspended student's absences will be counted as unexcused, resulting in a 2% reduction in all quarter grades for each suspension.

Suspension days begin at 7:30 a.m. and conclude at midnight, thereby excluding the student from any participation or attendance at **any** extracurricular activity or school function.

Each student will be handled on an individual basis. The administrator will confer with faculty and staff in an effort to determine the length and nature of the suspension. Factors affecting this decision are:

- Nature of the offense
- Past record of offenses
- Student attitude

**NOTE:** Any student dismissed by administration from school for the remainder of the day may not participate in or attend any school activity until the issue is resolved and/or suspension is served. Tests missed during suspension must be made up the day of return.

**Expulsion:** Unity will do everything within the confines of its policies to help students develop to their fullest potential. However, if a student consistently demonstrates unwillingness to adhere to school policies or a discipline contract by failing to respect students, staff, or property, the school board will consider expulsion as the ultimate result.

When a student is expelled from Unity it means that the behavior or attitude demonstrated had become a detriment or threat to the desired school climate. Once expelled the student may not reenroll for a period of one complete semester.

## **STUDENT PREGNANCY POLICY**

If a student becomes pregnant or is legally confirmed to have fathered a child, she / he will meet with her or his parents, principal, and a subcommittee of the faculty and board to determine the best course of action. Efforts will be made to allow the student to continue her or his education with Unity either at home or at school, depending on the circumstances and/or attitudes of those involved. A suspension and expulsion are potential consequences in these circumstances.

### **School Activities**

The school activities of the student(s) shall be restricted to practices (if medically advised) and other activities of school groups, such as drama, music, athletics, etc., without participation in interscholastic or public performances. This restriction shall be in place for the duration of the pregnancy, and, pending the attitude of the male or female student(s), possibly longer.

## **LIVING ARRANGEMENTS**

Students who are 18 years of age or older must be living with a Unity family and agree to abide by that family's rules as well as Unity Christian's policies.

## **HARASSMENT**

Harassment of any sort, including sexual harassment by other students or staff, is unlawful and contrary to our religious beliefs and the commitment of the school to provide a stable Christian learning and working environment. School authorities will not tolerate any harassment of students or staff.

Any unwelcome sexual advances, engaging in improper physical contact or making improper sexual comments will not be tolerated. Concerns related to this matter should be immediately reported to the appropriate administrator or counselor. Students are encouraged to report any conduct or contact that makes them feel uncomfortable or that is bothersome or contrary to a stable learning environment. Reported incidences of sexual harassment will be forwarded to the police, and violating students will be subject to civil penalties.

Students who create an intimidating, hostile, or offensive educational learning environment, will be disciplined. All students and staff are expected to conduct themselves with respect for the dignity of others.

## **CHILD ABUSE**

Students are reminded that Unity Christian is bound by law to report any cases of suspected child abuse to the appropriate authorities to protect the rights of individuals in such cases.

## **PERMISSION FORMS**

Each student must have on file a permission form signed by the student and parents or guardians that includes insurance and other emergency information. These will be kept on file for the entire school year and will serve as permission for any field trip, athletic events, etc. (except for multi-day extended tours).

## **SCHOOL PUBLICATIONS**

- ❖ The Knight Light – This is a bi-weekly publication of Unity Christian School and Unity Christian Preschool/Child Care. We send it in email to all parents every other Thursday and make it available online at [www.unitychristian.com](http://www.unitychristian.com) and at the offices. Hard copies are available if requested by the parents who do not have internet access. The Knight Light, monthly calendar and hot lunch menus are posted on Unity's website.
  
- ❖ Web Site – information about Unity is accessible on the Internet at [www.unitychristian.com](http://www.unitychristian.com). A variety of links provides information about different aspects of Unity's educational program.

## **FIELD TRIPS and INSURANCE**

The driver of a car transporting Unity students for the purpose of a field trip must have adequate insurance coverage and provide proof thereof to the office. The driver's insurance holds primary coverage in case of an accident. Unity's insurance holds secondary coverage, that is, when the liability limit is reached with the primary insurance holder (driver), Unity's coverage takes over. Field trips are intended to be age-appropriate for the grade going on the trip. Parents/chaperones may not bring siblings or visitors on a field trip without prior consent from administration. Seat belts must be worn by all passengers at all times.

## **EMERGENCY PROCEDURE**

In case of an emergency wherein students' lives or well-being is jeopardized, students will remain at school under the supervision of their teacher or Unity staff until they can be transported to a safer location, by bus to home, or picked up by the parent and/or designated guardian. Students will not be released from the school premises without the knowledge and permission of the administrative staff.

### STUDENT DRIVING / PARKING PERMIT

1. Student drivers must park in designated areas immediately upon arriving at school.
2. No loitering in the parking areas during school hours.
3. Students may not move or use their cars during school hours without permission.
4. Exercise extreme caution when driving; failure to do so will result in discipline and possible loss of driving privileges.
5. Student drivers must register their vehicle with the school office.

6. **\*\*A copy of proof of vehicle insurance must be attached to the student driving permit.**

7. All vehicles must be parked on Unity's property. (South of the bus barn or playground)
8. Clinton police and Illinois State Police will ticket drivers who transport people in the back of a pick-up.

Student Name \_\_\_\_\_

**Car #1:**

Make of Car \_\_\_\_\_ Model \_\_\_\_\_  
Color \_\_\_\_\_ Year \_\_\_\_\_  
License Plate Number \_\_\_\_\_

Owner of Car \_\_\_\_\_

**Car # 2:**

Make of Car \_\_\_\_\_ Model \_\_\_\_\_  
Color \_\_\_\_\_ Year \_\_\_\_\_  
License Plate Number \_\_\_\_\_

Owner of Car \_\_\_\_\_

**Car # 3:**

Make of Car \_\_\_\_\_ Model \_\_\_\_\_  
Color \_\_\_\_\_ Year \_\_\_\_\_  
License Plate Number \_\_\_\_\_

Owner of Car \_\_\_\_\_

**Student's signature** \_\_\_\_\_

**Parent's signature** \_\_\_\_\_

**Date** \_\_\_\_\_