

PARENT/STUDENT HANDBOOK

UNITY CHRISTIAN SCHOOL

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

Truth & Grace

The thread that binds all of us together is our faith in Jesus Christ. Living out that faith takes a lot of work as we seek to model truth and grace for our children. It is the desire of every member of Unity's faculty, staff and administration to serve Christ as King. You can help. Pray for us daily as we pray for you. Encourage us as we encourage you.

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. Please let us know how we can help. Talk to your teacher, staff member and Head of School when problems or concerns occur. Unity seeks to honor Christ's command in Matthew 18:15 "If your brother sins against (offends...hurts...confuses, etc.) you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over." In other words, go directly to the individual with whom you need to speak first, before you visit with the Head of School, board members or others.

God is honored when we honor His instructions for our lives. Jesus taught us to "Love one another," and when we do this well the world will take notice and be drawn to it. Thank you for walking and working with us as we all strive to follow the straight path to Christ!

Dr. Hollewell

GENERAL K-12 POLICIES

ATTENDANCE AND ABSENCES

Each student is expected to be in attendance every day school is in session. If unplanned circumstances make it necessary for a student to be absent, **a parent must call, text, or email the school office by 8:30 a.m.** to communicate the reason for the absence. The school requests that families provide written communication to the office informing the school of an upcoming planned absence (for any part of a day) at least two days prior to the absence. All students will be limited to (9) absences per class per semester without penalty. More than (9) results in a letter being sent home for notification and discussion. After (18) absences, the Head of School will investigate and make a recommendation to the board for disposition of the case. Numerous absences may affect a student's grade. For rules regarding Athletes and Absences, see the Activities Handbook

Class Schedule

7:45 a.m.	Bell to come in and go to classroom (This is the earliest students may be dropped off on school property.)
8:00 a.m.	7th-12th classes begin
8:10 a.m.	K-6th classes begin
3:05 p.m.	7th-12th students dismissed; 11:25 a.m. on early dismissal days
3:10 p.m.	4th-6th students dismissed; 11:30 a.m. on early dismissal days
3:20 p.m.	Only students in extra-curricular practices/events may be on school property, unless specific permission is given by faculty/staff for a specific reason.

Attendance & Absences

Each student is expected to be in attendance every day school is in session. If unplanned circumstances make it necessary for a student to be absent, **a parent must call, text, or email the school office by 8:30 a.m.** to communicate the reason for the absence.

Excused Absences

- a. An excused absence is:
 - i. Personal illness or injury
 - ii. Family emergency
 - iii. Death in the family
 - iv. Medical or dental appointments
 - v. Absences which have been arranged by the parent prior to the student's absence
- 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 the allowed time will be given credit per the classroom teacher's late work policy.
- d. If your student has been sick and is still on medication that would need to be administered at school, a signed, dated note from the parent/guardian stating the dosage and dispensing procedure must be submitted to the office.
 - i. Students must remain home for at least 24 hours after they have had a fever or have been vomiting.
 - ii. If a student is absent 3 or more days due to an illness, a doctor's note is required when he/she returns.

Unexcused Absences

- a. An unexcused absences is:
 - i. Any time a student is truant (skipping school)
 - ii. Oversleeping (including missing a ride and arriving after classes have started)
 - iii. A shopping trip
 - iv. A barber shop or beauty shop appointment
 - v. Leaving school to participate in any non-school-sponsored event (without prior approval)
 - vi. Leaving school without proper clearance from the office
 - vii. Failure to call in an absence
 - viii. Suspension
- b. Students who have an unexcused absence from class may be penalized. Papers, tests, projects, presentations, etc. 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 must attend. Failure to do so is an unexcused absence.

Closed Campus

- 1. Once a student has arrived at school, he/she is not allowed to leave the campus without the prior written permission of a parent, then signed off by all affected teachers and office staff the day of leaving early.
- 2. 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 the student's individual circumstances. (Work release involves an agreement developed by the guidance counselor and with the place of employment and is only for unpaid

internships. The internship mentor must be in communication with the school regarding days and times served by the student for attendance purposes.)

3. Student visitors are generally limited to prospective students and require advanced permission and a pass.
4. 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.
5. 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.
6. For security reasons, once school starts, students may only enter through the west front door. All other doors will be locked. Students may exit at the end of the day through any door except the doors in the gym.

Leaving Campus

1. The office must be informed before 8:10 a.m. if a student is to leave school early.
2. 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 early for any reason.
3. Prior to the end of the school day, parents or other parent-approved adults may only pick up a student at the school office. Do not go directly to a student's classroom.
4. Unity staff reserves the right to refuse permission for a student to leave with an unapproved person.
5. Prior to leaving campus early, students must sign out at the office and sign back in when they return.
6. Students may not transport other students in their vehicle during the school day.

Participation in Extracurricular Activities

1. Students must be in school by 8:30 a.m. to participate in athletic events and scholastic bowl contests that day.
2. 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.
3. 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.

Tardies

1. 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.)

2. UCS operates on a closed door policy. Once the bell rings, the door is closed to the classroom. Students not in class on time will need to get a pass from the office for admittance into the classroom.
3. The first three tardies in each quarter serve as warnings and are NOT penalized.
4. The 4th and 5th tardies result in lunch detentions.
5. The 6th tardy results in a 30 minute detention beginning at 7:30 a.m.
6. The 7th tardy results in a 1 hour detention beginning at 7:00 a.m.
7. The 8th and every subsequent tardy results in a Saturday detention assignment beginning at 8:00 a.m. Date and ending time will be specified according to the amount of tardies.

*No food or electronic devices are allowed during detentions. Additional instructions for detentions will be provided by the supervising staff member.

DRESS AND GENERAL APPEARANCE

Neatness, cleanliness, and appropriateness for school should mark the dress and appearance of the Christian student. Appearance that reflects unfavorably on the image of Christ and Christian values must be avoided. Students and parents are encouraged to purchase clothing that would be comfortable and give honor and dignity to our Lord Jesus.

DRESS CODE

- ☐ Shirts are to be either collared or crew neck. Sleeveless clothing will be allowed, but no cutoff clothing is allowed. (Crewneck is defined as a round neckline that is close-fitting to the neck.)
- ☐ No crop tops or spaghetti strap clothing is allowed to be worn alone.
- ☐ Underwear, skin around the waistline, and cleavage may not be exposed (sitting or active).
- ☐ No hats or hoods up (*as on sweatshirts*) in the building.
- ☐ No holes in pants, leggings, etc. that shows skin is permissible.
- ☐ No chains or words on pants.
- ☐ Pajamas may not be worn to school unless there is a declared “pajama day”.
- ☐ Dresses, skirts and shorts must be of modest length, mid-thigh or longer.
- ☐ 4th-12th grade students may only wear leggings if they are worn with shirts, dresses, skirts, or shorts that are mid-thigh or longer; leggings may not be worn alone.
- ☐ Clothing must be worn right side out.
- ☐ Any wording, images, or advertisements deemed offensive by staff, is not permissible.
- ☐ Footwear must be worn at all times.
- ☐ For the safety of our students, closed-toe footwear is recommended.
 1. K-6th grade students may wear sandals with a strap around the heel that firmly secures the shoe on their foot. Maximum heel height for elementary school students is 1 inch.

- ☐ Hair and body must be clean. Hair cannot obstruct the eyes of the individual or the teacher's view of eyes.
- ☐ Hair coloration must be of a natural shade with no overtly bold colors.
- ☐ Only earrings may be worn. No nose rings, etc. allowed.

Students' dress will be checked at the same time that attendance and lunch count are taken during the first period *and throughout the day*.

- **Questions about the appropriateness of a student's attire** will be dealt with on an individual basis, according to grade level.
- **Students are expected to comply with requests to change inappropriate dress** immediately and may be sent home to change or given clothing that must be washed, dried and returned to school.
- **Unity reserves the right** to request that students refrain from wearing or displaying a particular style of dress, make-up, or hairstyle that calls undue attention to the student and/or is judged to be inconsistent with standards that define the rules and policies of Unity. Modesty, moderation, cleanliness, neatness, and appropriate attire exemplify Unity's character.
- **Extracurricular Events** - Attire at required extracurricular events including band and choir performances must be modest and professional. The supervising teacher, director, or Head of School may remove a student's ability to represent Unity for inappropriate attire.
- **Warm Clothing** - Parents need to be aware that students who come to school without proper winter attire for outdoor activity during winter months will still be required to go outside. **Parents, please be sure your child is dressed appropriately for cold weather.**
 - A winter hat, coat, gloves, snow pants and boots will be needed when snow is on the ground in Fulton.
 - During wet conditions, boots and /or light coats are also required.

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. No adhesive is to be used on the lockers. Please use magnets for anything that is used as decoration.
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. Any food or beverages stored in lockers must be in a sealed container.
8. Tops of lockers must be cleaned off periodically.
9. All books, bags, and materials must be in or on top of the lockers. **NO bags allowed in the classroom** (book bags, backpacks, purses, gym bags, etc.).
10. Padlocks for lockers must be school issued.
11. Personal items are not to be stored in the locker room outside of PE class and sports practices; nothing is to be stored in the locker rooms during the school day.

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, 100% juice and sugar free beverages is available at all times (except during lunch time). The machine that holds sugared beverages is only accessible from 3:30 p.m. until 7:30 a.m.

HOT LUNCH

1. A nutritious daily hot lunch program is provided by the school.
2. The cost per pupil is decided at the beginning of each year— **K-6th - \$4.00, 7-12th - \$4.10, Adults - \$4.60.**
 - a. Juice for students with milk allergies is available with hot lunch when a physician's note is on file with the kitchen staff (*note must be filed annually*).
3. Free or reduced lunches are available to those who qualify. **Reduced lunch price \$4.00.**
 - a. Application forms for free/reduced lunches are available from the school office.
4. Milk is available for students bringing cold lunch.
 - a. The cost is determined at the beginning of each year - **\$0.50/carton.**

5. Students with specific food or milk allergies must submit physician documentation of such to the head cook by the beginning of each school year.
6. Elementary students **may not drink pop at any time during the school day**, including hot lunch and/or snack time unless the student has permission from the teacher.
7. Please note that those who bring a “cold” lunch to school may not have access to a refrigerator or microwave.

LOST and FOUND

1. Located by Mrs. Behr’s office.
2. Occasionally all items will be taken to Bargain Bonanza.
3. A retrieval fee of .50 cents per item may 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 TV stations KWQC Channel 6, WHBF Channel 4, and WQAD Channel 8 as early as possible. Email alerts, text messages, and social media options for disseminating closure information are also available. Two-hour late starts will begin at 10:00/10:10 a.m. (The secondary building will rotate classes on late start days.)

On delay days at Unity Christian Preschool and Childcare – Preschool will be canceled; day care will be 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 members.

ELECTRONIC DEVICES and CELL PHONES

1. Electronic devices (cell phones, smart watches, i-Pods, game systems, cameras, etc.) may not be used in school from 8:00 a.m. - 3:15 p.m.
2. If cell phones and other non-approved devices are found during the school day, the device will be confiscated and a parent may pick it up at the end of the day, and the student will serve a detention. For a second offense, the device will be confiscated and a parent may pick it up at the end of the day, and the student will serve an in-school detention. Subsequent offenses will be dealt with on an individual basis and may involve suspension and/or expulsion.

3. Students that require a cell phone and/or smart watch at school will turn it into the appropriate teacher at the 8:00 a.m. bell. Students have the option to lock their phones in their car or leave them at home; they are not to be kept in lockers, bags, or in pockets.
 - a. K-6th students will turn in their device to their homeroom teacher.
 - b. 7th and 8th grade students will turn in their device to Mrs. Behr.
 - c. 9th-12th grade students will turn in their device to Mrs. Haas.
4. If parents need to get a message to their student, they need to call the office. Likewise, if students need to make a phone call, they need to use the office phone.
5. All students need to be aware of illegal use of cell phones and other electronic devices and be prepared for both school and/or legal consequences if they choose to use any electronic device illegally.

SCHOOL PROPERTY

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, listed below under Discipline)
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, K-12, 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 email at school without teacher consent and supervision.
8. Students who access social networking sites or gaming sites without receiving advance permission from their supervising teacher may lose computer privileges for a period of time.
9. School computers/Chromebooks/accounts are not for personal use.

Textbooks

1. Textbooks are distributed by the school.
2. Students must write their names on the inside cover in ink.
3. No writing in textbooks is permitted except the student's name.
4. All books will be turned in by the end of the year.
5. Fines will be assessed for damaged books.

6. Any unreturned or extensively damaged book will be replaced at the student's expense.
7. Teachers may require book covers.
8. **Lost** or **damaged** school books will be charged to the student's account at full cost of replacement.

School Equipment

- School equipment such as A/V equipment, copiers, scanners, boards, etc. are expensive items. No student is allowed to use these items unless he/she has obtained permission from the Head of School, office staff or teacher in charge of the equipment.

SCHOOL HOURS/AFTER SCHOOL SUPERVISION

School hours are 8:00/8:10 a.m. to 3:05/3:10 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 off of school property (or with a teacher) 15 minutes after they are dismissed 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

- The school will file an injury report for any injury requiring treatment, and parents/guardians will be notified by the office.
- All athletic injuries and/or game injuries must be reported the next day.

TRANSPORTATION RULES

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

1. Courtesy is to be extended to the driver and to each other.
2. No open drink containers are to be in the school vehicle. If drink items are transported, they must have a cover/lid.
3. Personal listening devices with headsets are permitted.
4. 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 vehicle is in motion. Students may not switch seats during the route unless instructed to by the driver.
6. Throwing of any object is not permitted. Balls, or other typically thrown sports items, are to be properly stored in a book or duffel bag while in the vehicle.

7. Guns, knives or items that are generally regarded as weapons are not to be transported in the school vehicle. Pretending/playing guns & war games are not permitted.
8. No fighting in the school vehicle.
9. No pets are to be transported in the school vehicle.
10. Instruments must remain in case or backpacks and are not to be played in the school vehicle.
11. No rude gestures to be made at the window or to other students/ drivers.
12. Eating In the school vehicle is at the discretion of the driver.
13. **NOTE:** Students who are being transported to or from athletic events may fall under greater restrictions as determined by the coaching staff of Unity.

GRADES AND GRADING

Lower Elementary Grading Scale (K-3rd)

E = Exceeds

M = Meets

A = Approaching

B = Below

NS = Needs Support

Upper Elementary Grading Scale (4th-6th)

A 100 - 93

A- 92 - 90

B+ 89 - 87

B 86 - 83

B- 82 - 80

C+ 79 - 77

C 76 - 73

C- 72 - 70

D+ 69 - 67

D 66 - 63

D- 62 - 60

F 59 - 0

Jr/Sr High School Grading Scale

<u>Grading Scale</u>			<u>Transcript Grades</u>		
A	100	- 96	A	=	4.0
A-	95	- 92	A-	=	3.67
B+	91	- 89	B+	=	3.33
B	88	- 86	B	=	3.00
B-	85	- 83	B-	=	2.67
C+	82	- 80	C+	=	2.33
C	79	- 77	C	=	2.00
C-	76	- 74	C-	=	1.67
D+	73	- 71	D+	=	1.33
D	70	- 68	D	=	1.00
D-	67	- 65	D-	=	.67
F	64	- 00	F	=	.00

Honor Roll

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

- A student must be enrolled in a minimum of 5 courses per semester to be named to an honor roll.
- Jr. high and high school grades are calculated on the 4.0 scale.

Progress Reports

1. Any time a student displays a significant drop in performance level, teachers will communicate such performance levels by a phone call or a note sent home to a student's parents.
2. Staff members may communicate a student's performance to parents by phone, mail or e-mail at any time.

7-12th Grades

3. Progress reports are intended to keep parents/guardians informed of their student's current course work progress.
4. Quarter progress reports will be emailed at the mid-point of each nine-week quarter. Normally, reports will be emailed on Friday.
5. Weekly reports act as grades for academic eligibility. Any student receiving a failing grade on a weekly report will be ineligible for extra-curricular activities for the following week.

Report Cards

1. First, second, third, and fourth quarter report cards will be emailed to parents.
2. Any secondary student who receives a failing grade on a report card (quarter or semester) will be ineligible to participate in extra-curricular activities for the first 3 weeks of the following quarter.
3. 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.

Academic Probation

Any 7th-12th grade student failing a class weekly will complete an Academic Probation form which will require a parent signature and need to be returned to the teacher the following day. Academic probation is not a punishment, rather it is a reminder to students and parents of the seriousness of school work. Parents and students are encouraged to utilize FACTS to monitor grades closely and to contact teachers regularly. Any student failing a class at the conclusion of the quarter will be subject to review and possible dismissal from UCS.

Parent-Teacher Conferences

1. Fall Conferences are scheduled after the first quarter of school.
2. Spring Conferences are designated as Spiritual Development conferences.
3. Formal scheduling is done for K-8 for fall and spring conferences.
4. High school parents have the flexibility to visit as many teachers as possible for fall conferences; spring conferences are formally scheduled.
5. Conferences are limited to 10-15 minutes to accommodate as many parents as possible. If you know a conference will exceed that time limit, please make arrangements to meet with the teacher at an alternate time.

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, Head of School, 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.

HARASSMENT/BULLYING

Harassment and bullying 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 Head of School 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. Warranted 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 medical 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).

LIVING ARRANGEMENTS

Students must be living with a Unity family and agree to abide by that family's rules as well as Unity Christian's policies.

SCHOOL PUBLICATIONS

- The Knight Light – This is a bi-weekly publication of Unity Christian School and Unity Christian Preschool/Child Care. It is emailed to all parents, is available online at www.unitychristian.com and at the offices of both facilities. Any parents who do not have access to the internet may request a physical copy of the Knight Light. The Knight Light, monthly calendar, and hot lunch menu are posted on Unity's website.

- Unity website – information about Unity is accessible on the Internet at www.unitychristian.com. A variety of links provides information about different aspects of Unity’s educational program.

FIELD TRIPS and INSURANCE

Students will be asked to pay for any field trips or class trips taken throughout the school year. If parents are asked to volunteer as drivers for the field trips, they will need to submit a copy of a current insurance card and driver’s license to the office prior to the trip.

Field trips are intended to be age-appropriate for the grade going on the trip. Teachers will contact parents if chaperones are needed.

NOTE: *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. All students in cars must wear seat belts and be in booster seats according to Illinois law.*

EMERGENCY PROCEDURES

1. **Lockdown 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.
2. **Active Threat/Shooter** - In case of an active threat or shooter on campus, students will be directed by staff to *Run, Hide, or Fight*. Specific details are outlined in the Crisis Management Plan.
3. **Severe Weather/Tornado Drill Procedure** - Severe Weather/Tornado drills are conducted at least 1 time per year. During a tornado drill, administration will announce to proceed to severe weather shelter, and all students will follow their exit plan to the locker rooms for safety. Attendance for all K-12 students will be checked in both the boys’ and girls’ locker rooms.
4. **Fire Drill Procedure** - Fire Drills are conducted a minimum of 3 times per school year. During a fire drill the bell will be rung in a continual ring, until the building has been “checked” and then the bell will be turned off. All students will go with their class following their designated exit procedure and head toward the bus barn. While at the bus barn each teacher will account for their students and the Head of School will ask each teacher if all students are present. After the building has been “checked” students will return to class as normal.

ELEMENTARY
(K-6)

DISCIPLINE RATIONALE FOR K-6 STUDENTS

DISCIPLINE PROCEDURES - Appropriate and acceptable behaviors are God-honoring and allow students to grow in favor with God and men (Luke 2:52). Parents and students can refer to Galatians 5:22-23, Matthew 22:37-39, Colossians 3:12-14 and Philippians 2:3. Compassion, kindness, humility, gentleness, patience, forgiveness and self-control are examples of desired behaviors. Ultimately, our purpose is to develop students with a heart for God who grow as Jesus did in wisdom, stature and favor with God and men.

Student conduct at the K-6 level is divided into two categories - Tier I and Tier II. Tier I behaviors are serious but can often be corrected through discipline and guidance from teachers, counselors, parents, and administrators. Tier II behaviors are considered serious because they threaten the safety and security of others within the school community. Students who violate standards in either category will be subject to discipline as deemed appropriate by the administration.

- **WARNING:** Many student behaviors can be addressed through conversations between teachers and students in which warnings are issued, expectations are clarified, and students are coached on appropriate behaviors as Christ followers. These are mentoring in nature and may include the teacher, parent, school administrators, and school board members. Warnings are recorded to track patterns of behavior. If the behavior continues after several warnings, a detention will be issued and parents will be notified.

- ❑ Three (3) warnings in one day = 1 detention. A detention will be served the next day during lunch/lunch recess.

- ❑ Five (5) warnings in one week = 1 detention. A detention will be served the next day during lunch/lunch recess.

- **DETENTION:** Detentions may be used as a consequence for misbehavior or for repeated failure to complete assignments. Work duties may be assigned during a detention. Detentions may be served over recess or at a designated time after school. Parents will be contacted and will need to sign the detention slip.

- ❑ Three (3) detentions = student/parent/teacher conference.

- ❑ Five (5) detentions = 1 day Out of School Suspension (OSS). After OSS is served, a student/parent/teacher/administration conference is scheduled to set up a Behavior Plan.

- ❑ Eight (8) detentions = 2 days Out Of School Suspension(OSS). Behavior Probation Status is initiated.

- Behavior consequences reset after each quarter.

- **PROBATION:**

- **BEHAVIOR PROBATION** - Students who repeatedly violate the behavior expectations will be placed on Behavior Probation for one semester. Specific terms of probation are determined by Administration and classroom teacher and may include loss of leadership roles as well as other privileges such as attendance on field trips,

participating in Track and Field Day etc. Students who do not meet the terms of probation may not be invited to return for the following semester.

- ACADEMIC PROBATION - Students who have poor grades (D or F) in more than one subject at the end of a quarter will be placed on Academic Probation for one semester. Specific terms of probation are determined by Administration. Students who do not meet the terms of probation will not be invited to return for the following semester.

- OUT OF SCHOOL SUSPENSION - Students are removed from school property while conversations take place about whether or not they may return. Any work missed during OSS may be made up for full credit and is due the day the student returns to class after the suspension.

- EXPULSION - Administration may, at any time, determine a student (or family) is not in covenant with Unity Christian School and recommend expulsion to Administration and School Board. The Administration's and School Board's decision is final.

TIER I BEHAVIORS

In general, the following would result in a warning from faculty or staff before progressing to detentions and further disciplinary action; however, administration reserves the right to assign consequences they deem appropriate based on student and family responses to warnings.

- Attendance Concerns
- Excessive Tardies
- Dress Code Violations
- Inappropriate Use of Technology
- Loud, Boisterous Conduct including tantrums, yelling in the school, running in hallways
- Disobeying Classroom Rules
- Lying
- Failure to complete Classroom Assignments/Homework
- This list is not all-inclusive. Administration and the classroom teacher will handle other types of discipline problems as they arise.

TIER II BEHAVIORS

The following may result in immediate detention, suspension, and/or expulsion -

- Bullying/Harassment
- Destruction of Property/Defacing Property
- Defiance (Purposeful Disobedience or Refusal)
- Cheating/Plagiarism
- Theft
- Physical Aggression toward another adult/student
- Fighting

- Use of Profanity
- Excessive Discipline which includes repeated office referrals, for inappropriate behavior, in school suspensions or other repeated behavior related to behavior expectations.
- This list is not all-inclusive. The administration, classroom teacher, and school board will handle other types of discipline problems as they arise.

PLAYGROUND RULES

1. Boundaries – Students must stay near the playground, north of the fence and parking lot. They may not go near the road to the north or east. No students may be in or east of the pine trees on the east end of the property; some students may play on the field east of the bus barn with teacher permission and supervision. Otherwise, students are not to go east of the bus barn. Students are required to stay off of any areas with gravel.
2. Playground equipment rules will be made by the faculty and at their discretion. Students need to ask permission from playground teacher to get a ball when it rolls into the street. Students must have teacher permission to leave the playground, i.e. to cross the street or to use the restroom.
3. Winter Rules – Boots and snow pants must be worn to play in the snow. During inclement weather, students who are not appropriately dressed will be restricted to a certain area of the playground. Students may not throw snow, no king of the hill, no sliding toward obstructions or the parking lot.
4. Weather - Students will be kept inside when the temperature or wind-chill is below zero or if it is raining. The supervising teacher may keep the students in if the temperature or wind chill drops below ten degrees above zero.
5. Shoes – **No** flip-flops or backless sandals.
6. After School-Once students are dismissed by the teacher to their parents, they should not come back into the building unsupervised, nor are they allowed to take school-playground equipment outside.

SCHOOL-SPONSORED ATHLETICS

Philosophy

It is Unity Christian's philosophy that at the elementary level we try to create a learning environment where all students are encouraged to succeed in competitive situations by having an opportunity to compete in each athletic contest.

1. Practices are to be held on a regularly scheduled basis.
2. At the 5/6th level, students who attend practices and demonstrate a cooperative spirit shall be given an opportunity to compete in each game. At the 7/8 grade level, coaches should make a concerted effort to allow each athlete an opportunity to compete in each scheduled contest.

3. If a 5/6th student misses a scheduled practice, the coach does not have to play the child in the next scheduled event. Absences from a practice session need to be cleared directly with the coaching staff via a note or phone call from the parents.
4. Unexcused absences from a practice session will result in the athlete being suspended from at least one quarter of the next scheduled contest. Unexcused absences are those situations where the coach was not consulted before practice was held. (This would include situations where an athlete had a doctor's appointment but did not notify the coach.)

Eligibility

5th - 6th grade:

- Eligibility will be determined by the parent or guardian in conjunction with the individual classroom teacher. All cases will be dealt with on an individual basis.
- The coaching staff reserves the right to suspend a player from play or practices for disciplinary reasons.

Girls Sports

5th - 8th grade Volleyball

5th - 8th grade Basketball

5th - 8th grade Track

Boys Sports

5th - 8th grade Basketball

5th - 8th grade Track

DUTCH DAYS

Fulton's Dutch Days celebration is an opportunity for Unity to continue to demonstrate its part in this historical community event. **K-6th grade students are encouraged** to march in the parade with the elementary or participate in the street scrubbing (kindergarten). We send a LOUD message to Fulton by our presence and our absence. If students are participating in other units in the parade, send a signed note from a parent to the elementary office two weeks in advance. Unity will be doing all it can to put on the best show it can by participating in this event.

CHAPEL

Chapel meets weekly on Wednesday in the gym at 8:20. Parents, grandparents, and loved ones are encouraged to attend.

STANDARDIZED TESTING

Most years Unity provides standardized testing for its students.

DAILY PROGRAM AND PROCEDURES**Injuries**

All injuries should be reported immediately to the supervising teacher and the office. Serious injuries including head injuries and those that require medical attention will be written up on an accident report and the family notified as soon as possible.

Transportation

- Students must be picked up by the individual(s) established at the beginning of the year. Any changes (i.e. going home with a friend or walking somewhere) must be cleared through the office each day.
- Students must be picked up within 15 minutes of dismissal or go to the daycare.
- Parents who will not be picking their child up within 15 minutes of dismissal time may contact the school office to let the school know if anyone other than a parent will be picking them up or if the school needs to transport them to the after-school care facility (provided the child has been registered for after school care). All school, after school, and transportation rules apply to each student until they are picked up.

JUNIOR HIGH/HIGH SCHOOL
(7-12)

DISCIPLINE RATIONALE FOR 7-12 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 our community.

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

- Respect:** 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.
- Honesty:** 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.
- Integrity:** Use language and display character that is properly moral and Christ-like.
- Cooperation:** Cooperate with the faculty and staff in achieving the goals of Unity Christian regarding conduct, performance, and attitude.

It is a privilege to attend Unity Christian School. The Board of Directors may deny that privilege or take other disciplinary action with any student whose conduct does not conform to acceptable Christian standards.

Discipline will first be handled by the individual teachers. The Head of School will become involved should a serious offense occur. Teachers will keep parents informed when situations requiring discipline arise. Some situations require immediate and/or greater consequences (i.e. suspensions).

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. 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.

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 during school sponsored transportation, 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.
8. **Inappropriate or illegal use of social media** or electronic devices.
9. **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 Behaviors 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

Progression of Punishment within each semester is as follows:

1. Detentions are progressive in length.
 - a. First Detention = 30 minutes
 - b. Second Detention = 45 minutes
 - c. Third Detention = 60 minutes with a parent meeting

2. The 4th Detention will result in a detention being served along with a 1-day out of school suspension. A parent meeting will be held and a behavior contract drafted.
3. The 5th Detention will result in the detention being served along with a 3-day out of school suspension. A parent meeting will be held to discuss revisions to the current behavior contract.
4. The 6th Detention will result in the detention being served along with a 5-day out of school suspension. The Faculty/Staff will review the behavior contract and punishments and form a recommendation concerning possible expulsion to the school board.

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), Head of School, 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 and may include suspension/expulsion. Detentions take precedence over employment or athletic obligations.

Suspension: A student may be suspended for up to 10 days for Type I or Type II behavior violations. Extended suspensions beyond 10 days require board approval.

- 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 Head of School 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 re-enroll for a period of one complete semester.

STUDENT TUTORS OR AIDES

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

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 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.)

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 verse for their class in the fall and utilize it as a guide through their junior high and high school years.
- 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.

High School

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. Classes may not ask business for sponsorships, and all fundraisers must be approved through Mrs. Behr and the office.

9th Grade – Elect president, vice president, and secretary/treasurer
1 service fundraiser per year

10th Grade -- Elect president, vice president, and secretary/treasurer
1 service fundraiser per year

11th Grade -- Jr./Sr. Banquet
Elect president, vice president, and secretary/treasurer
Families clean-up after High School graduation
1 service and 1 selling fundraiser per year

12th Grade -- Senior class trip / supervision 1/10 ratio

Elect president, vice president, and secretary/treasurer
 Graduation: arrange speaker, flowers, and program
 Families decorate/ set-up for graduation
 1 service and 1 selling fundraiser per year

CHAPEL and MORNING DEVOTIONS

A regular part of the student's life at Unity Christian is the Wednesday Chapels. 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 welcomed 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, may 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 Head of School.

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.

Academic Awards Night the following awards will be given:

- UHS induction (Unity Honor Society)
- Academic Awards
- Scholarships and other awards/recognition
- 3.5 Club
- Scholastic Bowl
- Individual class awards as determined by teachers

Athletic Awards Nights the following awards will be given:

- Individual participation certificates awarded
- Individual sport recognition

Unity Honor Society

The following criteria shall be used in selecting members of the Unity Honor Society for UCHS

- Candidates must be full time students and shall have spent at least one semester at Unity Christian High School.
- All candidates shall be members of the sophomore, junior, or senior class.
- The minimum cumulative grade point average in order to qualify is 3.33
 - 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.
 - Members must maintain a minimum of a 3.33 cumulative GPA.
- Upon being admitted into candidacy, a candidate's eligibility shall then be considered on Scholarship, Service, Leadership, Character.
- Staff Evaluation Guidelines (Faculty Council) are established by the National Honor Society Council.
- The staff will evaluate the qualified candidates and vote on each individual.

3.5 Club Qualifications

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

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

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

Bradley J. Holesinger Memorial Extra-Curricular Award

One male and one female selected by the staff of Unity Christian.

Qualifications:

1. Top 50% of the senior class
2. Must have attended Unity for two or more years
3. Actively involved in extracurricular activities for two or more years

9-12 STUDENT COUNCIL & CLASS OFFICERS

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

1. Each class will have three representatives.
2. President
 - a. Shall be elected from either the junior or senior class.
 - b. The President will be a non-voting member of the Council and shall only cast a vote in case of a tie.
 - c. Shall be elected by the student body in general (grades 9-12)
 - d. 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.
3. Election of President shall normally take place no later than two weeks before the end of the school year.
4. 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.
5. The positions of Vice President, Treasurer and Secretary of the Student Council will be filled by the Council members after their appointment.
 - a. Vice President: Shall assume the duties of the President in his or her absence
 - b. Secretary: Shall be responsible to note the discussion items and the action items made by the Council members.

- c. 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.
- 6. Selection to Council members at large
 - a. Those interested in being on the council shall complete an application and submit it for review by the elected President, Student Council advisor and Head of School.
 - i. 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.
 - ii. Each class will vote on the two individuals to represent them.
- 7. 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:

- 1. Shall be responsible for the activities of the Student Council.
- 2. Any action taken or recommended by the Stu Co must be approved by the Head of School.
- 3. Is not to direct or run the meetings of the Council.
- 4. Shall oversee the minutes and finances of the Student Council.
- 5. 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

CLASS OFFICERS

Election of Class Officers:

For classes with 7 or more students, students desiring to run for an officer position will have priority over elected student council representatives.

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

- 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.
- 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.
- No hours may be performed for pay or for family members and relatives.
- When donated hours exceed a year’s requirement, they cannot be applied to subsequent year(s).
- All hours must be submitted to the administrative assistant on the Service Hour form with appropriate signatures. Relatives may not sign the form.
- The service hour requirement is 5 hours for freshmen, 10 for sophomores, 15 for juniors, and 15 for seniors.
- Service hours may not double dip as HEART hours.
- Transfer students will have previous years waived.
- Students will not receive a diploma if they have not met service hour requirements.
- Hours not completed in a year are doubled and added to the following year.

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
MercyOne Hospital	Pregnancy Center	Food Pantry	Big Brother/Big Sister
Bargain Bonanza	Youth Group Leader	Soup Kitchen	Rock River Christian Camp
Camp Counselor	MVR Blood Center	VBS	Vietnam Wall Project
Church Volunteering (worship, sound, nursery, elderly, ushering, etc)			Habitat for Humanity

9-12 EDUCATION REQUIREMENTS

Minimum Requirements		College Preparatory	
English	4 units	English	4 units
Math	3 units	Math	3 units
Science	2 units	Science	2 units
Social Studies	3.5 units	Social Studies	3.5 units
Bible	2 units	Bible	2 units
Physical Education	2 units	Physical Education	2 units
Computers	1 unit	Computers	1 unit
Consumer Education	.5 unit	Consumer Education	.5 unit
Fine Arts	2 units	Fine Arts	2 units
Speech	.5 unit	Speech	.5 unit
Health	.5 unit	Health	.5 unit
Electives	4 units +	Foreign Language	2 units
		Electives	2 units
Total	25 units	Total	25 units

- 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.
- 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 Head of School will consider individual requests.
- 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.
- Community Service – see Service Hours
- 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.

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 a student misses the required graduation practice

STANDARDIZED TESTS

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

HOMESCHOOL STUDENTS

- Unity Christian School allows homeschooled students, homeschooled for 3+ years, to participate in our high school athletic programs.
- All rosters are filled first with full-time UCS students. Homeschool athletes may try out for remaining spots. Homeschool students may attend one week of practice as their tryout. Skill is important, but cultural fit is paramount. We are looking for qualities such as humility, coachability, encouragement, and respect.
- Accepted homeschool athletes must complete admission forms and pay the \$150 registration fee within 5 days of team announcements. Parents are required to submit grades and sign an Academic Eligibility Verification Form each eligibility period.
- Homeschool athletes are required to attend chapel weekly, participate in athletic fundraising, and meet HEART hour requirements. Athletic fundraising requirements are per athlete while HEART hours are per family.
- Homeschool athletes must abide by all codes of conduct and are expected to represent Christ and Unity with integrity on and off the field/court.

- 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.

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:

- The student must be recommended for the ASC program by a faculty member at Unity Christian Elementary School, or
- 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
- 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
- The student must have exhibited a history of requiring academic support or receiving low grades.

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

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 ASC class, 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 ASC class, 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 ASC class, that student will be removed from NHS 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.

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 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.

STUDENT 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. All vehicles must be parked on Unity's property. (South of the bus barn or playground)

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

Student's Name _____

Vehicle 1	
Make:	Model:
Color:	Year:
License Plate:	
Owner of Vehicle:	

Vehicle 2		Vehicle 3	
Make	Model	Make	Model
Color	Year	Color	Year
License Plate		License Plate	
Owner		Owner	

Student's signature _____

Parent's signature _____

Date _____

Activities Handbook

UNITY CHRISTIAN SCHOOL

PHILOSOPHY

At Unity, extra-curricular activities are an extension of the total curriculum, providing an educational experience beyond the classroom. The activities provide a time of growth between the coaching staff and the teams through practice, travel, competition, and personal relationships. The coaches and athletes contribute to this philosophy by living according to the fruit of the Spirit. The indwelling of the Holy Spirit in all of us produces Christian character and virtues.

Galatians 5:22, “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.”

Our athletic program must teach competition from a Christian perspective. By participating, the athlete will develop physically, emotionally, and spiritually; displaying good character, sportsmanship, cooperation, and concern for all team members.

SPORTSMANSHIP

Christian conduct demands good sportsmanship. Ethical behavior, integrity, moral behavior, good citizenship, respect, courtesy, and character are all values of good sportsmanship. Our reaction to competition should always be Christ-like. We must demonstrate that we are Christians. During practice, in competition, in the stands or in the community we are all responsible for strong Christian witness, portraying the philosophy of treating others the way we want to be treated.

Ephesians 4:29, “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”

Unity Christian Sporting Creed

The Athlete

1. Plays hard and never gives up.
2. Participates out of a love for the game alone.
3. Builds the team concept and not individual.
4. Respects coaches and officials and accepts the decisions made.
5. Gives God the glory for all they are.
6. Never forgets that they represent their God, school family, and self.

The Coach

1. Inspires his/her athletes to perfect the skills with which God has blessed them.
2. Promotes and models the goal of fair play and honesty.
3. Leads the players and spectators in showing respect to the officials.
4. Strives to be the type of person the athlete would want to be.
5. Never forgets that their actions are a direct reflection on the Lord and their school.

The Spectator

1. Shows respect for players, coaches, and officials.
2. Appreciates good play, no matter who makes it.
3. Understands their actions are directly reflected on their Lord and their school.
4. Supports and promotes all athletes.

GENERAL INFORMATION**Academic Eligibility**

1. All 7th-12th grade athletes must meet the standards set by the IHSA and Unity Christian School.
2. Weekly monitoring of cumulative GPA for 7th-12th grade athletes throughout each quarter. Wherever one F occurs in any subject, the 7th-12th grade athlete is ineligible to participate (in games) for the coming week (Monday - Saturday).
 - a. 7th- 12th Grade athletes, families, and coaches will be notified on or before Monday if they are ineligible.
 - b. Ineligibility will run from Monday 12:00 p.m. to the following Monday 12:00 p.m.
 - c. Athletes ruled ineligible:
 - i. may not suit up for or participate in interscholastic events.
 1. 7th-12th grade athletes may not attend away interscholastic events while ineligible.
 - ii. 7th-12th grade athletes will complete an Academic Probation Practice form for each class in which they are failing. Athletes must have a signed form from the instructor of the class in which they have been declared ineligible in order to attend practices.
 1. Practice forms will be issued by the Athletic Director.
3. 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.
4. Any student who receives a failing grade on a report card (quarter or semester) will be ineligible for the first three weeks of the following quarter.
5. All enrolled courses count toward academic eligibility.
6. Incoming freshmen are automatically eligible for one semester.

7. Transfer students to Unity are subject to IHSA rules concerning the previous semester's academic work.

Behavioral Eligibility

1. 7th-12th grade students who demonstrate consistent behavioral problems are subject to suspension from all extra-curricular activities as specified in a disciplinary contract.
2. Students who have been suspended from school for disciplinary reasons will be ineligible until all school suspensions are completed.
3. Detentions given by Unity staff will take priority over all practice and game obligations.
 - a. Athletes must be aware that there will be additional consequences for missing part or all of a practice or game session.
 - b. If an athlete misses an entire practice/game session because of disciplinary measures, it will be an unexcused absence and result in the player missing the next game/match.
 - c. The Head of School may review individual cases.

Practice / Game Rules and Eligibility

1. 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.
2. Coaches have the option of making special arrangements with athletes and parents, but notification must be given 24 hours prior to missing a scheduled activity. **NOTE:** 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. Practices may be held in the morning, after school, or on Saturdays. Due to gym demands, practice hours may vary.
4. Any participant who quits without written consent of the head coach will become ineligible for any extra-curricular activity until the start of that season the following year.
5. Athletes are to remain on the premises until all teams are finished playing. Students are expected to follow host school rules. Any non-compliance may result in suspension from the team.
6. In an extraordinary event, parents wishing to take their child home early must provide written consent and speak directly to the head coach prior to leaving. (This also includes all Jr. High activities.)
7. Injured players are expected to attend all team practices and contests.

Alcohol / Drugs / Tobacco Products

1. Any confirmed use of drugs, alcohol, or tobacco products will result in the immediate suspension of the athlete for the remainder of the sports season.
2. Second offense in the same school year will result in a one-year suspension from extra-curricular activities.

3. Confirmation must come from law enforcement, administration, or Unity staff.

Athletic Awards

1. Each participant will receive a certificate listing the sports in which they participated.
2. Each varsity letter winner will receive a pin or bar representing each sport in which they achieved varsity status.
3. Varsity members who complete a full season of varsity competition and participate in 50% of the scheduled events will receive an 8" varsity letter "U" at the awards night.
4. Individual recognition will be given at coaches' discretion.
 - a. Coaches make the final award decision, but may choose to have team members' vote.
 - b. Coaches may give "Co" awards when they feel it's appropriate.
5. Seniors will receive an award listing all their extra-curricular activities for their years in high school.

Annual Sports Meetings

It is suggested that each Head Coach conduct a parents' meeting prior to the start of the season. Coaches will cover expectations, coaching policies, and procedures for that specific sport.

College Visits

1. Must be pre-planned and approved.
2. Players must submit written notification to Unity from the college several days prior to the visit.
3. If a player decides to visit a college and miss a game/match, it will impact playing time for the following game/match.
4. If a player misses practice, there are no extended ramifications unless it affects regional, sectional, or state competition.
5. We look to our players to recognize that their absences affect all team members.

Concessions

Parents of Unity athletes (5th-12th) will be assigned to concession duties in the sport(s) that require such personnel. Lists of concession assignments will be provided as soon as possible at the beginning of any athletic season. If parents are unable to meet an assigned night, they are expected to contact a replacement and inform the athletic director of the change.

Concession sales are essential to maintaining the boosters' funds. Therefore purchasing food through the boosters' concession is encouraged. Bringing outside food into the all-purpose room or gym during an athletic event at Unity is prohibited.

Daily Attendance

Students must be in school by 8:30 a.m. in order to participate in extracurricular activities that day. A parent or guardian must call the office in case of an emergency or to make special arrangements if a students 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.

Dress Code

Athletes must observe the school dress code during the school day. Coaches have the option of requesting athletes to dress up or wear team shirts to school provided the attire is within the confines of the school dress code.

Dual Participation

If an athlete is participating in more than one sport during a season, in most circumstances, games will take precedence over practice. However, the coaches will communicate with each other when there is a conflict and determine what activity the student will participate in for that situation.

Fund-raiser Participation

Athletes are expected to participate in athletic booster fundraisers in order to support the athletic program. High school athletes will be given a requirement to fulfill each year. If the requirement is not met a fine will be assessed.

Locker Rooms

Athletes are to pick up the locker rooms after all practices and contests, both home and away. Any items left in the locker rooms will be put in the lost and found. A per item fee will be assessed to the students when claimed. No items can be kept in the locker room during school hours.

Parental Consent Participation Forms

The Unity Christian School Parental Consent Form must be completed and returned to school before students can participate in athletics or other school events. This form should give

the school permission to seek medical assistance if necessary. Coaches will have these forms available at all times.

Any other forms required will be distributed and collected by the Athletic Director.

Physicals

All high school athletes are required to have on file with the school office a physical examination form showing they are cleared to participate **before** the first practice. Failure to do so will affect playing time. Missed practices will be considered unexcused.

Scheduling

1. Under normal circumstances the athletic department will have all practices completed before 6:30 p.m. on Wednesday evenings for family/church night.
2. League games may be played on Wednesday nights only if every opportunity has been exhausted to play on another evening. (IHSA state tournament series may be played on Wednesdays.)

Transportation

1. Parents of the participants will transport Junior High athletes.
2. Parents of participants will transport High School athletes.
3. Athletes may not transport other athletes to scheduled competition unless a permission consent form is complete and on file ahead of the event.
4. Athletes may transport themselves in extraordinary situations only if they have **written permission** (not a text message) from a parent/guardian, coaches' knowledge, and administrative permission.
5. Athletes are expected to ride school provided transportation **to and from** athletic contests.

Exceptions:

- a. Players may ride home with their parents after the competition. Communicating this to the coach before leaving is required.
- b. **Parents must provide the head coach a written request ahead of time if their child is to ride home, after competition, with a different parent than the school provided. A text message is NOT acceptable. Please plan ahead.**
- c. **Only athletes and managers are allowed to leave school and ride with the team to the competition. Siblings are the only exception. Other spectators must find their own transportation.**

Uniforms and Equipment

Coaches are responsible for issuing, collecting, and tracking uniforms and equipment during the season. **NO school issued uniform is to be worn at any time other than school contests.**

A uniform lease agreement form must be completed at the beginning of each season to note the condition of the uniform. Any uniform returned late or damaged (stains, dirty, tears, etc.) will have fines assessed. At the end of each season all uniforms must be returned. Failure to do so will result in the athlete providing replacement costs, or progress reports/report cards may be held until all items are returned.