

UNITY CHRISTIAN HIGH SCHOOL



UNITY...
FAITH
EXCELLENCE
SERVICE



Student Handbook

2019 - 2020

Phone: (616) 669-1820
Fax (616) 669-5760
5900 48th Avenue
Hudsonville, MI 49426

TABLE OF CONTENTS

Schedule of School Day	i
Unity's Staff	ii
Welcome	iii
Student Government	iv
A. <u>Unity's Programs – Curricular and Co-Curricular</u>	1
1. Guidance/Development.....	1
2. Graduation Requirements.....	1
3. Curriculum.....	1
4. Schedule Changes.....	2
5. Grading System (Assessing of Your Learning and Reporting That Assessment).....	2
6. Tests.....	3
7. Co-Curricular Activities.....	3
8. Learning Commons.....	4
9. Textbooks.....	4
10. Computer Based Information Systems.....	4
11. Student Education Technology Acceptable Use & Safety.....	6
B. <u>Unity's School Day and School Year</u>	10
1. School Calendar (See Appendix I).....	10
2. Emergency Procedures.....	10
3. Student Bulletin.....	10
4. 2 nd Period/Chapel.....	10
5. Class Time.....	10
6. Lunch Period.....	11
7. Closed Campus.....	11
8. Study Period.....	11
C. <u>Unity's Students</u>	11
1. Discipline.....	12
2. Punishment.....	12
3. Residency.....	13
4. Building Use.....	13
5. Building Access During Athletic Events.....	13
6. Attendance.....	13
7. Excessive Absences.....	15
8. Lockers.....	15
9. Dress and Decorations.....	15
10. Inappropriate Conduct.....	16
11. Bullying Policy.....	17
12. Cheating.....	18
13. Smoking.....	18
14. Drugs, Alcohol.....	19
15. Vandalism, Stealing, and Harassing.....	19
16. Raising False Alarm of Fire.....	19
17. Smoke Bombs, Fire Crackers, Etc.....	20
18. Weapons.....	20
19. Student Misconduct Outside of School Related Activities.....	20
20. Cell Phones, iPods, iPads, etc.....	20
21. Automobiles and Parking.....	21
D. <u>Student Visitors/Guests</u>	22
E. <u>Student Eligibility for Co-Curricular Activities</u>	22
F. <u>Special Recognition</u>	25
G. <u>Scholarships</u>	26
H. <u>Student Records</u>	26
I. <u>Unity's Fight Song and Alma Mater</u>	26

Appendix I – School Calendar

Appendix II – Planned Absence Form

Back Covers – School Maps

CLASS SCHEDULE				
HOUR	MON. – THURS.		FRIDAY	
0-Period	6:50/6:55	7:50	6:50/6:55	7:50
0-Hour	7:20	7:45	7:20	7:45
Opening Bell	7:50		7:50	
1 st Period	7:55	8:40	7:55	8:41
CHAPEL	8:46	9:01	----	----
3 rd Period	9:07	9:52	8:46 w/ devo.	9:39
BREAK	9:52	10:02	9:39	9:49
4 th Period	10:07	10:52	9:54	10:41
5 th Period	10:57	11:42	10:46	11:33
Devotions	11:42	11:44	11:33	11:35
LUNCH	11:44	12:04	11:35	11:57
6 th Period	12:09	12:54	12:02	12:49
7 th Period	12:59	1:44	12:54	1:41
8 th Period	1:49	2:33	1:46	2:33
Devotions	2:33	2:35	2:33	2:35
Dismissal		2:35		2:35

Accelerated Schedule for Early Dismissal

6:50/6:55 - 7:50	0-Period
7:20 - 7:45	0-Hour
7:50 -	Opening Bell
7:55 - 8:28	1 st Period
8:33 - 9:06	3 rd Period w/devotions
9:11 - 9:44	4 th Period
9:44 - 9:54	Break
9:59 - 10:32	5 th Period
10:37 - 11:09	6 th Period
11:14 - 11:46	7 th Period
11:51 - 12:23	8 th Period
12:23 - 12:25	Devotions/dismissal

Accelerated Schedule for 2-Hr Delay

8:50/8:55 - 9:50	0-Period
9:20 - 9:45	0-Hour
9:50 -	Opening Bell
9:55 - 10:26	1 st Period
10:31 - 11:06	3 rd Period (10:55 TechCtr)
11:11 - 11:43	4 th Period
11:48 - 12:20	5 th Period
12:20 - 12:22	Devotions
12:22 - 12:42	Lunch
12:47 - 1:19	6 th Period
1:24 - 1:56	7 th Period
2:01 - 2:33	8 th Period
2:33 - 2:35	Devotions/dismissal

School Day. Our normal school day begins at 7:50 a.m. and ends at 2:35 p.m. It is an 8-period day including chapel. On Friday we have small group devotions during 3rd period and do not hold chapel. Each class meets every day according to the above schedule.

Unity's website is www.unitychristian.org. Much information can be obtained from the website, including the daily Student Bulletin, daily athletic information, Home Bulletin, school calendar, etc.

UNITY'S STAFF

ADMINISTRATION

Mr. Jerry DeGroot	Principal
Mr. Scott Soodsma	Dean of Students/Attendance
Mr. Bill Postma	Director of Instruction
Mr. Dan Landstra	Director for Spiritual Life
Mr. Jeff Engbers	Athletic Director
Mr. Doug VanderPloeg	Director of Transportation/ Associate Athletic Director

GUIDANCE

Mrs. Julie Essebaggers	Counselor
Mr. Randy Heethuis	Counselor
Mr. Dan Sanders	Counselor

EDUCATIONAL SUPPORT SERVICES

Mrs. Cyndi Post	Educator
Mr. Bill Lutke	Educator
Mrs. Melissa Bronson	Educator
Mrs. Pam Heethuis	Paraprofessional
Mrs. Jennifer Large	Paraprofessional
Mrs. Shelly Rylaarsdam	Paraprofessional

FACULTY

Mr. Chris Achterhof	U.S. History, AP Government, Student Council
Mr. Joe Baillargeon	Global Studies, Bible I
Mr. Bob Bakker	English III, English IV, AP English Literature
Mrs. Jill Bakker	PE 9; Health 10, Lifetime Sports & Fitness I, Racquet & Team Sports, Fitness
Mr. Matt Bakker	U.S. History, Global Studies, Economics
Mr. Ian Billin	Computers, Accounting
Mr. Tim Blamer	Bible III, Psychology, Bible I
Mr. Mark Bonner	Bible II, Intro to Bible, Global Studies, Personal Finance
Mr. Rob Bosma	Biology, Anatomy & Physiology I & II
Mr. Jim Brinks	Geometry, Basic Algebra II
Mrs. Kim Brinks	Culinary Arts, Photojournalism
Mrs. Melissa Bronson	Inclusive Education
Mrs. Loralee Bruxvoort	Spanish II, Spanish III
Mr. Dave DeMey	AP U.S. History, Government, Economics
Mrs. Julie Essebaggers	Counselor/International Students/Middle School
Mrs. Ashton Foreman	Girl's Chorus, Men's Choir, Adv. Women's Chorus, Adv. Chorale Ensemble, Chamber Singers
Mr. Steve Gruppen	Shop, Woods, General Metals, Home Maintenance, Construction, PE9
Mr. Randy Heethuis	Counselor
Mrs. Sara Jager	Concert Orchestra, Chamber Orchestra
Mr. Brian Knot	Concert Band, Symphonic Band
Mrs. Jennifer Koning	Earth Science, Introduction to Physics, Chemistry, Biology
Miss Katie Kooiman	English I, English III
Mr. Dan Landstra	Bible IV, Senior Faith Conferences, BILT
Mr. Bill Lutke	Education Support Teacher
Mr. Brian Mast	Chemistry, Chemistry Concepts, Environmental Science
Mr. Jason Nikkel	English II, English IV, AP English Language
Mrs. Cyndi Post	Educational Support Educator
Mr. Dan Sanders	Counselor/Tech Center
Mr. Mitch Sytsma	English II, English IV
Mr. Mark TeSlaa	FST (Functions, Stats, Trig.), Basic Geometry, Advanced Algebra I, Student Council
Mrs. Julie Thrower	Ceramics, Art Explorations, Painting, Drawing, AP Studio Art
Mr. Craig Tibbe	PE 9, Health (10), Speed, Strength & Flexibility Training
Mr. Josh Tubergen	Earth Science, Introduction to Physics, Physics, AP Physics I
Mr. Tom VanderLugt	AP Calculus, Geometry, Intro to Statistics, AP Statistics
Mrs. Sharon Veltema	Chapel Coordinator, Basic Algebra I, Algebra I
Mr. Dave Vruwink	CAD, Drafting, Graphic Design, Pre-Engineering I & II
Mr. Scott Wesseldyke	Spanish I, AP Spanish
Miss Christina Welch	Basic Algebra II, Advanced Algebra II
Mrs. Kristy Williamson	English I, English III, AP English Language

STAFF SUPPORT

Mrs. April Arends	Food Court
Mrs. Krista Bosscher	Executive Admin. Asst.
Mrs. Sandy Bussis	Tuition Clerk
Mrs. Jennifer Byker	Receptionist/Student Services
Mrs. Michelle DeGroot	Athletic Admin. Asst.
Miss Amanda Felton	Athletic Trainer
Mr. Ken Koppenol	Business Assistant
Mrs. Mary Overweg	Finance and Office Manager
Mr. Tom VanHouten	Custodian
Mr. Jerry Victory	Head Custodian

DEVELOPMENT OFFICE

Mr. Jack Lutke	Director of Development
Mrs. Kathy Schellenberg	Administrative Assistant
Mrs. Deb Wieringa	Administrative Assistant



“UNITY... FAITH, EXCELLENCE, SERVICE”

5900 48th Avenue • Hudsonville, MI 49426
Ph. (616) 669-1820 • Fax (616) 669-5760

Development Office
Ph.(616) 662-4011 • Fax (616) 662-4006

August 19, 2019

Dear Students,

Welcome to Unity Christian! We look forward to and are excited you are joining us at Unity, and we pray this year is a blessing as you learn and grow in Christ. You make up a special community of believers and our desire is that your educational and spiritual needs are nurtured as you journey through the school year.

There are many others who have gone before you who are now serving God, and we hope your experience this year prepares you to join them. The staff at Unity knows each one of you has gifts and they hope to help you uncover and grow these gifts. Our prayer is as you discover your gifts you will use them to grow in Christ and follow Him for life.

We thank God for you, and trust God has a plan for your future. You are created in God’s image and you are valued as an individual. May you develop into the Christ follower God intended, and may you do that as part of the special community at Unity Christian. Love God, Love others, and Love yourself. May this be a great year of school for you!

We provide you with this handbook to orientate you to the responsibilities you have as a student so together we can have a Christian community for students and staff.

Together we serve a Great God!

Jerry DeGroot,
Principal

Scott Soodsma,
Dean of Students

2019-2020 STUDENT GOVERNMENT
STUDENT COUNCIL

EXECUTIVE COMMITTEE:

President	Emily Wolters (Service)
Vice-President	Jordan Bruckbauer (Winterfest)
Communicator	Cassidy Folkert (Dance)
Secretary	Lydia Wiersma (Events)

COMMITTEES:

Service:	Emily Wolters (Exec. Rep.)	Winterfest	Jordan Bruckbauer (Exec. Rep)
	Isaac TeSlaa		Jenna Levering
	Caleb LaClear		Lexi Schepers
	Mya VanderVliet		Marissa Stanton
			Freshman - TBD
Dance:	Cassidy Folkert (Exec. Rep.)	Events:	Lydia Wiersma (Exec. Rep.)
	Sam Meyer		Annaley Nienhuis
	Josie TeSlaa		Cam Andringa
	Freshman - TBD		Nichole DeBruin

Pop Can Recycling will be done as a group effort in which each committee will take week-long turns collecting and organizing the recycled items.

Student Council Advisers: Mr. Mark TeSlaa and Mr. Chris Achterhof

Student Council meets every day in Room 306 during 8th period.

A. **Unity's Programs—Curricular and Co-Curricular.**

Unity provides you with the opportunity to follow a course of study in Christian secondary education. The Unity diploma you earn will certify that you have satisfactorily completed the course of study prescribed by Unity. To help you in achieving this goal, Mr. Postma, Registrar and Director of Instruction; Mr. Heethuis, Mr. Sanders, and Mrs. Essebaggers, counselors, are eager to help you set up your program and schedule your classes.

1. **Guidance/Development.** Unity's staff is trained to help you plan a course of study which fits the interests, goals, and abilities God has given you. They will also help you discover your gifts and recognize how these gifts can be used to serve God and others.

The Guidance Office is open 7:35 a.m. – 2:50 p.m. when school is in session.

Counselors:

Mr. Randy Heethuis, Academic and Personal Counseling, college applications and scholarships.

Mr. Dan Sanders, Academic and Personal Counseling, college applications and tech center.

Mrs. Julie Essebaggers, Personal Counseling, International students, and middle schools.

The Principal and Dean of Students are also available to help with personal questions and concerns.

Counseling Assignments:

A – K Heethuis

L – Z Sanders

Int'l Students Essebaggers

2. **Graduation Requirements.** To earn a Unity diploma, you must attend high school full time for 8 semesters. During these 8 semesters you must earn a minimum of 22 units of credit to receive a diploma.

Transfer students. Graduation requirements, acceptance of credits, and grade point averages for transfer students will be determined by the Registrar and the Principal.

International students. The student must have attended and earned credits a minimum of the last two years at Unity or the last year at Unity and a year of credits from an American school accepted by Unity.

3. **Curriculum.** The program of study leading to earning a Unity diploma is listed and explained in the school's Programs Guide. Copies of the Programs Guide are available in the office and online.

4. **Schedule Changes.**

a. **Course Changes.**

- (1) You will be allowed to change courses before any semester.
- (2) Permission to change a schedule must be validated by:
 - a) Parent's signature; and
 - b) Registrar's or Counselor's signature (Mr. Postma, Mr. Heethuis, Mr. Sanders, or Mrs. Essebaggers).

b. **Dropping Courses.**

- 1)
 - a) You will be allowed to drop a class and enter a different class for up to 5 school days after the semester begins.
 - b) You may drop a class for a study period any time during the first 15 days of a semester.
- 2) Permission to drop must be validated by:
 - a) Parent's signature; and
 - b) Registrar's or Counselor's signature (Mr. Bill Postma, Mr. Heethuis, Mr. Sanders, or Mrs. Essebaggers).

5. **Grading System (Assessing Your Learning and Reporting That Assessment).** As our school year proceeds, you may expect to receive reports on your semester progress as follows:

- a. After six weeks have passed, a progress report will be mailed home.
- b. A week later, parent-teacher conferences will be held to discuss the progress reports.
- c. After twelve weeks, a progress report will be mailed home.
- d. At the end of the semester, your semester grade will be determined and mailed home. It is the semester grade that becomes part of your official Unity transcript and is used to determine your grade point average (gpa).
- e. Online access to your progress reports and assessment grades are available through Unity's "Parent Connect" with a password issued at the beginning of the year.
- f. The same procedure, as outlined above, is used for both first and second semester.
- g. You will receive the credit for a course when:
 - 1) All course assessments have been completed satisfactorily. Incompletes are finished within two (2) weeks of the end of the semester;
and
 - 2) You have not skipped (truant) class more than two times;
and
 - 3) You have no outstanding fines or debts and no outstanding zero hours or Saturday schools.

6. **Tests.** You should not have to take more than two tests during any one school day. Please inform the teacher scheduling the third test immediately so you can make appropriate arrangements.
7. **Co-Curricular Activities.** In addition to the curriculum, Unity offers co-curricular activities.

Tryouts, meetings, etc. are announced in the daily Student Bulletin, which will be made available to view on TVs in areas around school and classrooms during 4th period. If you would like more information about an activity, please come to the office and ask one of the office secretaries.

Productions

Musical – Fall
 Play – Winter
 Play – Spring

Teams/Clubs

Equestrian Club - Fall
 Robotics - Fall
 Science Olympiad – Winter

Student Leadership

BILT – All year
 Student Council – All year

Service

Many opportunities to serve others in the name of Jesus Christ are made available to all students. Announcements will be made when these opportunities arise.

Athletic Teams

BOYS

Cross Country
 Football – Var.
 Football – JV
 Football – Fr.
 Soccer – Var.
 Soccer – JV
 Tennis – Var.
 Tennis – JV

GIRLS

Fall

Cross Country
 Golf
 Swimming
 Volleyball – Var.
 Volleyball - JV
 Volleyball – Fr.

Winter

Basketball – Var.
 Basketball – JV
 Basketball – Fr.
 Bowling
 Swimming
 Wrestling

Basketball – Var.
 Basketball – JV
 Basketball – Fr.
 Bowling

Spring

Baseball – Var.
 Baseball – JV
 Baseball – Fr.
 Golf – Var.
 Golf – JV
 Track
 Lacrosse

Soccer – Var.
 Soccer – JV
 Softball – Var.
 Softball – JV
 Tennis – Var.
 Tennis – JV
 Track
 Lacrosse

8. **Learning Commons.**

The Learning Commons Hours:

- a. The Learning Commons will be open from 7:15 a.m. to 3:00 p.m.
- b. The Learning Commons will be open every period each school day.

9. **Textbooks.**

- a. Students will receive their textbook in class. Books will be collected at the end of the semester prior to taking the final assessment. Each student will be provided a book that is numbered and will need to put their name in the book assigned to them. Students are responsible for the care and upkeep of their book and must return the book that was originally given to them.
- b. Parents/Students will be charged the replacement value of the book if it is lost or unusable.
- c. Parents/Students will be charged 50% of the replacement value of the book if it is severely damaged.
- d. Books will be assessed at the end of the school year. All fines must be received prior to a student taking their final or able to receive their senior packet.

10. **Computer Based Information Systems.**

Unity Christian High School provides computer based information systems for the sole purpose of supporting student learning aligned with the school's mission and the stated course outcomes. All uses of computer based equipment must further the educational purpose of Unity Christian High School.

"The mission of Unity Christian High School is to develop followers of Jesus with the knowledge and skills to be leaders in all aspects of life."

The following guidelines define the boundaries within which the equipment and the resources are accessible and how the equipment must be used. Each person who wishes to use Unity's electronic information systems must follow these guidelines.

a. **ETHICAL PRINCIPLES**

These guidelines are based upon the core principle of Christian ethics:

- **Love your neighbor as you love yourself**
 - Respect your neighbor's personal integrity – reputation and right to safety.
 - Respect your neighbor's property rights – personal and intellectual.
 - Practice personal integrity – keep actions in line with the intent of the agreements and the relationships established with this document.

b. **PRIVILEGES**

Those who agree to abide by the guidelines for the use of computer based information systems at UCHS are accorded the following privileges:

- Use of all hardware and software for which they have received the necessary training and/or clearance.
- Access to appropriate Internet and other on-line resources, using accounts assigned to UCHS and its staff.
 - You are expected to use personal accounts for personal access at home.
 - You may not use personal accounts on Unity's equipment.
 - Staff members who have been issued accounts may use these accounts off site.

c. RESPONSIBILITIES

- 1) Those who agree to abide by the guidelines for the use of computer based information systems at UCHS assume responsibilities. These responsibilities fall within the boundaries of general school policy and this document. Users are to:
 - Use the equipment for the purpose of supporting the educational mission of UCHS.
 - Properly use and care for the equipment, both hardware and software.
 - Adhere to the rules that may be unique to a particular laboratory, station, or network.
 - Prevent the introduction of computer viruses onto school equipment.
 - Only software licensed to UCHS is to be installed on school equipment.
 - No disks or other media are to be transferred into or out of UCHS unless they are screened by the technology department.
 - Software licensed to UCHS is to be installed only as authorized by Unity's technology department.
 - Maintain the privacy of passwords and accounts.
 - Use Internet accounts and resources properly (i.e. only for purposes which align with the UCHS mission and course outcomes.)
 - Adhere to copyright laws and the posted limitation pertaining to Internet resources.
 - Properly acknowledge materials collected from Internet sources (no plagiarism)
 - Use electronic mail only for purposes directly related to the mission and outcomes of UCHS (not for personal use).

- 2) YOU MAY NOT
 - Open another person's e-mail.
 - Use the Internet to view or obtain indecent/pornographic material.
 - Use listserves, newsgroups, or chat rooms unless specifically and explicitly authorized to do so in writing.
 - Post material designed to injure another person's reputation (libel), harass someone, or be broadly derogatory, vulgar or obscene.

- 3) YOU MUST
 - Keep a log of all on-line services used; date, time, site, address, material downloaded.
 - Abide by the following priority for use
 - Class work assigned and supervised by a teacher.
 - Class work specifically assigned but independently conducted.
 - Training on the use of computers or on-line services.

- All other uses must be specifically and explicitly authorized by the supervisor each time.

d. CONSEQUENCES OF MISUSE

Those who abuse privileges and/or fail to act responsibly:

- Will be required to pay for all expenses incurred as a result of such misuse.
- Will be required to pay for all expenses for damages to hardware, software, or systems caused by misuse.
- May be denied further use of the school's equipment.
- Will be subject to disciplinary action up to and including expulsion from school.
- May be subject to investigation and prosecution by local, state, and federal officials.

11. Student Education Technology Acceptable Use & Safety.

Students are authorized to use Unity Christian High School's computers, laptops, tablets, personal communication devices, network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech") for educational purposes. Use of the Education Technology is a privilege, not a right. When using the Ed-Tech, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Ed-Tech, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Ed-Tech, students and parents of minor students must sign the Student Education Technology Acceptable Use and Safety Agreement. Parents are encouraged to discuss their values with their children and encourage students to make decisions regarding their use of the Ed-Tech that is in accord with their personal and family values, in addition to Unity Christian's standards.

Smooth operation of Unity Christian Education Technology relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- a. Students are responsible for their behavior and communication using the Education Technology. All use of the Education Technology must be consistent with the educational mission and goals of Unity Christian High School.
- b. Students may only access and use the Education Technology by using their assigned account and may only send school-related electronic communications using their Unity-assigned email addresses. Use of another person's account/email address/password is prohibited. Students may not allow other users to utilize their account/email address/password. Students may not go beyond their authorized access. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers/laptops/tablets/personal communication devices when leaving them unattended.
- c. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on Unity's Network. Students may not intentionally disable any security features of the Education Technology.

- d. Students may not use the Education Technology to engage in "hacking" or other unlawful activities.
- 1) Students shall not use the Education Technology to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, age, height, weight, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.
 - 2) Use of the Education Technology to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites), to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)]

Cyberbullying includes, but is not limited to the following:
 - posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
 - sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
 - using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
 - posting misleading or fake photographs of students on websites.
- e. Transmission of any material in violation of any State or Federal law or regulation, or Unity policy is prohibited.
- f. Any use of the Education Technology for commercial purposes, advertising, or political lobbying is prohibited.
- g. Students are expected to abide by the following generally-accepted rules of online etiquette:
- 1) Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.

- 2) Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Education Technology.
 - 3.) Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - 4) Never agree to get together with someone you "meet" on-line without prior parent approval.
 - 5) Students should promptly disclose to their teacher or administration any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by a staff member.
- h. Use of Education Technology to access, process, distribute, display or print pornography and other material that is obscene, objectionable, inappropriate and/or harmful in nature is prohibited. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of Unity's computers/network (e.g., viruses) are also prohibited.
 - i. Malicious use of the Education Technology to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not engage in vandalism or use the Education Technology in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or Unity's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify the administration or teaching staff if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access (hacking).
 - j. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
 - k. If a student transfers a file or software program that infects Unity's Education Technology with a virus and causes damage, the student will be liable for any and all repair costs to make the Education Technology once again fully operational.
 - l. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by Unity. Students may only use their school-assigned accounts/email addresses when accessing, using or participating in real-time electronic communications for education purposes.

- m. Privacy in communication over the Internet and through Unity's Education Technology is not guaranteed. To ensure compliance with these guidelines, Unity reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using Unity's Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Users have no right or expectation to privacy when using the Education Technology. Unity reserves the right to access and inspect any facet of the Education Technology, including, but not limited to, computers, laptops, tablets, personal communication devices, networks or Internet connections, online educational services e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein.

A student's use of the Education Technology constitutes his/her waiver of any right to privacy in anything he/she creates, stores, sends, transmits, uploads, downloads or receives on or through the Education Technology and related storage medium and equipment.

Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Unity policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Unity policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails and records.

- n. Use of the Education Technology and any information procured from the Internet is at the student's own risk. Unity is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Unity is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- o. Disclosure, use and/or dissemination of personally identifiable information of minors via the Education Technology is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Education Technology Acceptable Use and Safety Agreement Form."
- p. Proprietary rights in the design of web sites hosted on Unity-owned or leased servers remains at all times with Unity.
- q. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of Unity's users will be fully investigated and disciplinary action will be taken as appropriate.

Any individual who is aware of a violation of the Unity Christian policy or this guideline, including inappropriate on-line contact, content, or conduct, such as sexting, harassment or cyberbullying, should bring it to the attention of the school administration immediately.

B. **Unity's School Day and School Year.**

1. **School Calendar** – “Unity and Tech Center.” (See Appendix I)

2. **Emergency Procedures.**

a. Closing of school will be announced through the **GRAIL** network, which includes the following: WOTV-TV 8, WZZM-TV 13, and FOX-17.

b. Tornado drills, Lockdown drills, and Fire drills will be held. Plans for emergency situations and building diagrams are posted at each classroom exit for each drill situation.

c. Severe weather:

◆ Tornado watch: When school is in session, school will continue and dismiss as normal. Watch = “*conditions are such that a tornado could occur.*”

No new activities will be convened during a tornado watch.

◆ Tornado warning: Students will be directed by their teacher to the safest area in the building. Warning = “*a tornado is occurring or spotted by radar.*”

Students will be detained in the safest area until the warning is lifted, even if that means that students must stay beyond the normal dismissal time.

3. **Student Bulletin.** The Student Bulletin will be made available to view on TVs in areas around school and in classrooms during 4th period.

4. **Student Life.** The bulletin board in the lower commons displays student news, events, or planned activities. All items placed on the bulletin board must be approved by the Dean of Students.

5. **2nd Period/Chapel.** We, staff and students, gather as “one” for devotions. Chapel time provides opportunity for prayer, praise, meditation, and encouragement. These activities nurture our relationship with God and our relationships with each other.

Chapel times are planned and led by students and faculty.

6. **Class Time.** You are expected to be in your assigned class for the entire period.

There are ample and appropriate times set aside for students to nourish their bodies with food and drink, namely before and after school, passing time between classes, and during break and lunch. We ask that students not eat in the classroom and focus on learning. There may be times that food is allowed in the classroom at the teacher’s discretion and students should ask permission of their teacher to eat any food in the classroom.

While Unity has drinking fountains and a food court that supplies beverages, we understand students do carry containers that hold water, pop, or coffee. While there is plenty of time to drink beverages outside of class, we ask that if you need to carry a beverage into class, it must be in a non-

spill screw-on top or rubber sealed non-spill mug or container. Store purchased beverages without a screw-on top are not allowed in class.

You must have permission from your teacher to be in the hallway when classes are in session. If you are in the hallways during class time, you must be quiet.

7. **Lunch Period.**

a. **End of 5th Period**

- 1) A two-minute period for lunchtime prayer.
- 2) You may leave your classroom only at the second bell.

b. **Lunch Time:**

- 1) You may eat your lunch in the upper or lower commons or in the courtyard.

*Exception: Students may eat in classrooms during scheduled lunch meetings under the supervision of a teacher/coach.
- 2) The Food Court is open during lunch & break. A weekly menu of available sandwich/food items is published in the Student Bulletin.

Note: You may not leave campus nor be in the parking lots during lunch or snack times. If you must go to your car, you must be granted permission and you will receive a zero hour.

8. **Closed Campus.** Unity has a closed campus. This means that once you arrive at school you may not leave school grounds while school is in session unless:

- a. You have received permission from the office and have signed out.

Please note

- 1) Unity requires a written or telephone request from your parent/guardian to give you permission to sign out.
- 2) When you return, you must stop at the office and sign in.

- b. You are leaving school because you have tech center, co-op, or released time.

9. **Study Period.** This is a period in your daily schedule for individual study in the Learning Commons. A quiet study atmosphere will be maintained.

C. **Unity's Students.**

You attend Unity to learn to be followers of Jesus in all aspects of life. To accomplish this, you assumed responsibilities when your parents or guardians enrolled you. These responsibilities, agreed to with enrollment, are:

- *I will be in attendance and prepared to learn whenever Unity is in session.*
- *I will be a student in good standing and will strive to meet and exceed Unity's standards for behavior and academics.*

- *I recognize Unity exists to encourage me to be a follower of Jesus Christ, and that my attitude, speech, behavior, and dress are to promote a Christian community.*
- *I will show respect for God, for others, and for property.*

Learning to be a follower of Jesus requires some discipline—by self and by others. Discipline is part of the discipling or learning process at Unity.

1. **Discipline:** When we discipline, we aim to help you recognize the wrong, seek and experience forgiveness, and commit to changing behavior. This is our biblical model.
2. **Punishment:** Sometimes punishment is needed in discipline; i.e., needed to help create a change of behavior.

Forms of punishment used at Unity include:

- a. **Zero Hour.** A zero hour can be assigned for things such as being tardy, skipping class, or other inappropriate behaviors.
 - You must appear for zero hour (7:25 a.m. - 7:50 a.m.) or for two zero hours (7:00 a.m. - 7:50 a.m.) on the date assigned.
 - Zero hour meets Monday-Wednesday-Friday in designated area.
- b. **Excessive zero hours.** Every zero hour assigned to you beginning with the ninth (9th) during a semester will be served in one (1) clock-hour of Saturday school.
- c. **Saturday School.** Saturday School is for those students who
 - accumulate eight or more zero-hours in a semester
 - accumulate five or more lates to school during a semester.
 - skip chapel or study period beginning with the second time,
 - skip a class
 - other

Saturday school is assigned by the Dean of Students or the Principal.

- d. **Suspension.** You will be suspended by the Dean of Students or the Principal when your behavior or attitude necessitates your removal from your classes, school activities, and the school's building and grounds for the entirety of the suspension. A suspension includes not coming onto school property or attending school activities, home or away.

You and your parents will be made aware of the reasons for the suspension and the criteria for re-entry into school and class.
3. **Residency.** You are expected to be living and sleeping at your home or at a home approved by your parents and approved by the Dean of Students or Principal.
 4. **Building Use.** Student use of the building when school is not in session requires a faculty sponsor or adult supervisor approved by the administration. This includes before and after school, evenings, Saturdays, and vacation times.
 5. **Building Access During Athletic Events.** The price of admission or using a Unity pass to an athletic event admits a student one time only. If you leave the building or facility, you will not be readmitted unless you purchase a ticket.

6. **Attendance.** Being a Unity student is a full-time commitment and is your primary responsibility when school is in session. You are expected to be in attendance, on time and prepared to learn whenever your classes are meeting.

a. **ARRIVING LATE:** School starts at 7:50 a.m. First period begins at 7:55 a.m. If you arrive after 7:55 a.m., you must sign in at the office.

- Arriving late up to 8:10 a.m. is considered tardy.
- Arriving late after 8:10 a.m. is considered an unexcused absence.

1) 1st period tardies:

a) Each student will receive three (3) first period tardies without consequence per semester.

b) The 4th tardy, unless excused by a parent, will result in a before-school zero hour.

c) The 5th tardy, unless excused by a parent, and every tardy after that during the semester will result in one (1) clock hour of Saturday school.

2) 2nd period - 8th period tardies: You are tardy when you are not in your classroom by the time the tardy bell rings. The penalty for being tardy is a before school zero hour.

b. **ABSENT:** We realize that there may be times you will be absent from school.

Your absence must be explained by a parent with a phone call or note. Emails are not accepted as excused absences.

1) Parents, please call the office (669-1820) the morning of a student's absence. We can begin taking calls at 7:00 a.m. and throughout the day until 3:30 p.m. If you are unable to call the day of the student's absence, you can call the next day or have the student bring a note from you when he/she returns.

2) Students who submit bogus notes, make calls or have calls made that impersonate a parent, or in any manner impersonate a parent or guardian, will be subject to disciplinary action up to and including suspension and/or expulsion from school.

3) Absences are **Excused, Unexcused, or Truant**. The Dean of Students (or in his absence, the Principal) will determine which absence category is appropriate.

a) EXCUSED absences:

(1) Your absence is excused if it is one full day or less and it is excused by a parent.

- (2) Your absence of more than one day is excused if you submit a Planned Absence Request to the Dean of Students at least two days prior to the absence.

Forms are available in the office, and a sample form is included in Appendix II of this handbook. Examples of Planned Absence Requests include family vacations, family outings, etc.

- b) UNEXCUSED absences: An absence is unexcused if you do not meet the requirements for an excused absence as described above.

The penalty for unexcused absences is as follows:

- First unexcused absence = zero hour
- Second unexcused absence = two zero hours
- Third unexcused absence = one (1) clock hour of Saturday School
- Fourth and each unexcused absence after the fourth = one (1) truancy (see TRUANT ABSENCES)

- c) TRUANT ABSENCES: Your absence is **truant** (skip) if you are absent from school or class without parental knowledge or permission. The penalty for truantries will be:

- (1) Truant (skipping) class:

You must “make up time” during the next Saturday School(s) as follows:

- ◆ First truancy = one clock hour of Saturday School for each class period skipped.
- ◆ Second truancy = two clock hours of Saturday School for each class period skipped.
- ◆ Third truancy from the same class period will result in removal from the class, a failing grade, and no credit.

- (2) Truant (skipping chapel or study period):

(a) First skip: One zero hour.

(b) Second skip: Two zero hours.

(c) Third skip: Three hours of Saturday school.

- c. Saturday School for truancy/skipping: You must serve your Saturday School hours on the day assigned by the Dean of Students, or in his absence, the Principal.

Note: Saturday School for Truantries:

- 1) You must serve Saturday School hours for a truancy violation on the next Saturday School.

- 2) Failure to serve Saturday School hours on the next Saturday School will result in one additional hour. The truancy violation hours plus one additional hour must be served on the second Saturday School following the violation.
 - 3) Failure to serve Saturday School hours for truancy by the second Saturday School following the violation will result in suspension from school.
- d. Leaving School. Anytime you need to leave school while school is in session whether it is due to illness or some other valid reason, you must sign-out through the office.

Unity will not release you from school **without parental/guardian permission**. Permission may be granted through written or verbal request. Email requests are not accepted.

You may be assigned zero hours for leaving without permission or without signing out.

7. **Excessive Absences:**

a. Mental Health.

If the student is seeing a school counselor and absences are increasing, the counselor will make the Dean of Students aware and parents/guardian will be contacted. (Note: this contact could be made prior to 10 absences from school or classes)

Parental Contact Protocol:

- 1) Parents will be asked to meet with administration and counselors to determine a plan for getting their student back in school/class.
- 2) If continued absences occur, Unity will require the student to seek outside counseling and sign a release of information to a Unity counselor with the outside counselor.
- 3) If the student is unable to attend class, Unity will require written documentation from a mental health professional. The mental health professional will also work with Unity to assist the student in moving forward with the goal of returning to class.

b. Physical Health/Other Non-Health Absences.

When a student is absent from school or specific classes of not more than 10 days/classes, the Dean of Students will contact parent/guardian.

8. **Lockers:** Unity will provide you with a locker where you can store books, coats, and lunches.

- a. The dress and decorations code also hold true for your locker, books, and book bag decorations - no pictures, advertising, or promotions of alcohol/drugs, tobacco, musical groups, or slogans with sexual connotations. No writing on lockers.
- b. Lockers are school property and are subject to inspection by school staff and by non-staff with administration permission.

9. **Dress and Decorations:** "In good taste and appropriate for work—schoolwork."

Unity students are expected to dress appropriately for schoolwork and consistent with promoting a wholesome Christian learning community.

The Unity dress code identifies wear that we have determined is appropriate and not appropriate for student schoolwork. Schoolwork includes getting in and out of desks, working at lab tables, walking upstairs, standing, sitting, etc. Schoolwork is to be carried out without having clothing (lack of clothing or writing on clothing) be distracting, inappropriate, or restricting.

Unity reserves the right to change its dress code as cultural styles change to ensure appropriate clothing for school. The administration's decision as to what is appropriate or not appropriate for school and school work is final.

- a. Clothing, jewelry, and personal grooming must not be distracting, disruptive, restricting, suggestive, offensive, or denigrating.
 - ◆ Shirts and tops for girls may be sleeveless if straps are 3 inches in width from neckline to the sleeve edge. Off the shoulder shirts and open back shirts are not allowed. Sheer tops may be worn if they have a shirt with a three-inch strap underneath. Boys must wear shirts with sleeves.
 - ◆ Skirts and dresses must extend to mid-thigh and you must wear leggings or spandex underneath. (School is not the place for short dresses and skirts without leggings or spandex. Going in and out of desks, walking up stairs to the 2nd floor, and other school activities make dresses and skirts without leggings or spandex inappropriate.)
 - ◆ No bare midriffs while standing or walking.
 - ◆ No cleavage while standing, walking, or sitting.
 - ◆ No underwear showing.
 - ◆ No offensive or suggestive words, pictures, etc. on clothing - shirts, coats, pants, etc.
 - ◆ No advertisement of tobacco, alcohol, drugs, or music groups on clothing.
 - ◆ No ripped or torn clothing in trunk area that reveals skin or undergarments or underwear.
 - ◆ No hats worn in school
- b. When you violate the dress code, you will be subject to the following:
 1. For the first offense, you will be given a warning and may be asked to change.
 2. For the second offense, you may be required to change and you will be given a zero hour.
 3. For the third offense and continued violations of the school's dress code, you will be assigned an hour of Saturday school. If you miss any class time in order to make a clothing change, you will be assigned an additional hour of Saturday school for class time missed, and your parents will be notified.

If you habitually and continually violate the school's Dress Code, you will be suspended and subject to disciplinary action up to and including expulsion from Unity.

10. **Inappropriate Conduct:**

a. PURPOSE OF POLICY

- 1) To ensure a standard which is consistent with our belief that school employees and students model relationships and behaviors as taught in God's Word; and
- 2) To ensure a safe environment for students, employees, and volunteers.

b. THE POLICY

Inappropriate conducts of students by other students or by employees of Unity Christian High School is unlawful and contrary to our religious beliefs and the commitment of this school to provide a wholesome learning and working environment. School authorities will not tolerate any inappropriate conduct of students.

It is the policy of this school that all contact between students, teachers, and other adult employees be in keeping with respect for the individual students, be of a nature which does not make a student feel uncomfortable, and be conducive to creating a stable environment.

Inappropriate conduct includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments or innuendo, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

If a student has concerns about the nature of any conduct or physical contact by an adult employed by this school, by a fellow student, or by a member of the public, the student should immediately report this concern to an administrator or counselor, as well as discuss this concern with the student's parent or guardian.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a wholesome learning environment.

All such reports will be investigated immediately by school administrators. Criminal charges will be handled by civil authorities. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student, termination from employment if they are an employee, and/or criminal charges if they are filed.

All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that this school is required by law to report child abuse to the appropriate social agency that protects the rights of individuals in such cases.

11. **Bullying Policy.** In living out Unity Christian's vision of educational excellence in the Christian school, we expect all administrators, staff, faculty, parents, volunteers, and students to act as a Christian community is called to do. Unity Christian must provide an environment where no offensive kind of behavior is accepted. Any conduct which subjects another person to unwarranted or unwanted comments or actions due to race, sex, or physical characteristics is strictly forbidden and will not be tolerated.

Definition: Bullying is intentional harmful behavior initiated by one or more persons and directed toward another person. This could take place in the school building, on school property, on school field trips, or with use of school owned technology. Bullying can be physical, verbal, psychological, technological, or a combination of the four.

For example:

- Verbal: Name calling, put downs, racists remarks, teasing, spreading rumors.
- Physical: Hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, rude gestures, unwelcome physical contact.
- Psychological: Acts that instill a sense of fear or anxiety, etc., where there is distress, reluctance to attend school, a decline in work standards, or problem behaviors.
- Technological: Sending inappropriate (violent, sexual, etc.) notes or pictures in any medium that causes an actual or substantial detrimental effect or intentional harm.

Note: All social media incidents involving Unity students will include parental contact with the parent having primary responsibility in handling these concerns.

Reporting:

- Any bullying must be reported to a teacher, counselor, dean of students, or principal.
- The bullying issue will be addressed by an administrator in a prompt and thorough manner.
- There will be an attempt at restorative justice, but at the same time it could involve discipline up to or including suspension or expulsion. If criminal in nature is involved, the law enforcement may be notified.

12. **Cheating.** If a teacher suspects cheating, he/she will report the situation to the Dean of Students immediately.

a. **First Offense:**

- Retake Test with 1 hour of Saturday school.
- Call home to parents.

b. **Second Offense:**

- Retake test with 3 hours of Saturday school.
- Call home to parents.

c. **Third Offense:**

- You will be suspended and subject to disciplinary action up to and including expulsion from Unity.

13. **Smoking/Vaping.** Unity has chosen to enforce the Tobacco-Free School Law.

If you are in possession of tobacco and/or e-cigarette/vaping products in school or on school property at Unity or any of its elementary schools,

or

If you use tobacco and/or e-cigarette/vaping products, smoke in school, on school property, or at off-campus school-sponsored events, you will be:

- a. Fined \$25 for the first offense.
- b. Fined \$50 for the second offense.
- c. Suspended indefinitely for the 3rd offense with student status to be determined.

NOTE:

- Tobacco and e-cigarette/vaping products will be confiscated by school officials.
- This rule is enforced before school, during school hours, after school, and during all school activities.
- If you are suspected of using or possessing any tobacco or e-cigarette/vaping products, school officials will search all belongings and person.
- Following any violation, parents will be contacted and be presented with options for treatment of addiction.
 - First two violations of the policy a parent can choose to pursue treatment or not. Treatment is mandatory following a third violation.
 - If you are involved in a co-curricular activity, see guidelines that will be followed regarding eligibility.
- If a student self-reports to a Unity counselor, teacher, administrator without being “caught,” parents will not be immediately notified. School staff will work with the individual to determine level of dependency they are experiencing, provide strategies to quit, while encouraging communication between student/parent.
- Fines must be paid within five days. If the fine is not paid within five days, the student will be suspended until the fine is paid.
- The fine money will be forwarded as a contribution to the Tuition Assistance Fund at Unity Christian.

14. **Drugs, Alcohol.** The distribution, use, possession, or being under the influence of alcohol and/or drugs at school or any school activity will result in your immediate suspension and being subject to disciplinary action up to and including expulsion from school.

Note: Prescription drugs for anyone other than for whom the prescription is prescribed is considered a violation of this policy.

15. **Vandalizing, Stealing, and Harassing.**

Acts of vandalism, (whether malicious or ignorant destruction of property), stealing, and harassment are serious offenses.

- a. If you are apprehended for vandalizing or stealing school property or the property of school personnel, including teachers, administrators, students, Board members, custodians, or secretaries; or harassing school personnel or their families, you will be suspended.
- b. If you are found guilty of vandalism, stealing, or harassment, you will be suspended and subject to disciplinary action up to and including expulsion from school, a fine (minimum of \$20 for vandalism), and full restitution of anything vandalized and/or stolen.

<p><u>Note:</u> Local law enforcement agencies help Unity provide a safe and orderly environment. Unity and/or the agencies may choose to prosecute.</p>
--

16. **Raising a False Alarm of Fire:**

Any person who shall knowingly and willfully commit any one or more of the following actions shall be guilty of false alarm of fire:

- Raise a false alarm of fire at a gathering or in any public place.
- Ring any bell or operate any mechanical apparatus, electrical apparatus, or combination thereof for the purpose of creating a false alarm of fire.
- Raise a false alarm of fire orally, by telephone, or in person.

If you are apprehended for raising false alarm of fire, you will be suspended and subject to disciplinary action up to and including fines and expulsion from school.

◆ *Unity reports violations of this policy with Ottawa County Sheriff's Dept.*

17. **Smoke Bombs, Fire Crackers, Etc.** The use, possession and/or distribution of smoke bombs, fire crackers, or any other explosive, smoke-causing, disruptive device at school or any school activity will result in your immediate suspension and being subject to disciplinary action up to and including fines (minimum \$25) and expulsion from school.

In addition to the disciplinary action taken by Unity, students who violate this policy are also subject to criminal charges. Ordinances of the City of Hudsonville classify the use, possession, and/or distribution of fire crackers and fire works as a misdemeanor.

◆ *Unity reports violations of this policy with Ottawa County Sheriff's Dept.*

18. **Weapons.**

The possession of any weapon is not allowed in or around school or at any school activity.

Any object, including facsimiles of weapons, used to threaten or otherwise create concern in the school community will be treated as if the object were a weapon.

Violations of this policy may result in your immediate suspension and being subject to disciplinary action up to and including expulsion from school.

Definition of a Weapon

- Dagger, dirk, stiletto - no minimum length
- Knife – no knife of any length is allowed on school property (pocket knives included)
- Throwing “stars”
- Iron bar
- Brass Knuckles
- Firearm - any weapon, including a starter gun
- Firearm ammunition

◆ *Unity reports violations of this policy with Ottawa County Sheriff's Dept.*

19. **Student Misconduct Outside of School Related Activities:** Student misconduct which occurs outside of school related activities, whether or not it results in criminal charges or conviction, will be

addressed through school-administered discipline up to and including suspension or expulsion from school if, in the judgment of the administration, the misconduct poses...

- a. a direct or immediate threat to the general safety and welfare of the students or staff,
or
- b. a concern that disrupts the Unity learning environment.

20. **Cell Phones, iPods, iPads, etc.** are helpful electronic devices. However, they must not be the cause for a disruption or distraction during any class, chapel, study period, or otherwise instructional or study time. During these instructional and study times, students are expected to give their undivided attention to the tasks at hand.

- a. Electronic devices may be used during class time at the discretion of the teacher.
- b. Mobile phones will be stored in the classroom container at the discretion of the teacher.
- c. Electronic devices may not be used during chapel time or in any locker room or bathroom.
- d. Consequences: Each individual teacher will determine use and misuse of electronic devices. When an issue of misuse arises, the discipline can be determined by the teacher or turned over to the Dean of Students.

Note: Electronic devices used improperly may result in disciplinary action up to and including expulsion from school.

21. **Automobiles and Parking.**

a. Transportation:

Bus transportation is available to all Unity Christian students. You are encouraged to use it.

However, you are allowed to drive your automobile to school—remember this is a privilege.

b. Parking:

1) A parking permit will be issued to each junior and senior student. Sophomores must get their parking permit from the school office. Parking permits must be placed in the lower front driver's side front window.

If you lose your parking permit, another one can be issued in the office for \$1.

2) Students may park in the designated student parking areas (Parking Lots 1, 2, & 3).

3) Do not park in the spaces marked "Staff."

4) Do display the appropriate sticker or have a state-licensed plate in order for you to park in the "Handicap Parking" spaces.

5) Unless you are leaving school, do not enter the parking areas, your car, or anyone else's car at any time during the school day, unless you obtain permission from the office or the teacher on duty for that area.

- 6) Minor Infraction – No sticker or parking in unauthorized area
 - 1st Offense: warning
 - 2nd Offense: \$5.00 fine
 - 3rd Offense: \$10.00 fine
 - 4th Offense: Drive privileges revoked

c. Speeding:

Any excessive speeding as determined by the parking lot attendants and administration.

- 1st Offense: warning
- 2nd Offense: \$5.00 fine
- 3rd Offense: \$10.00 fine
- 4th Offense: Drive privileges revoked

- d. Misusing your vehicle will be addressed through school administered discipline. This will include being suspended and subject to further disciplinary action up to and including expulsion from school, a fine (minimum of \$20), full restitution of anything damaged, and restrictions of driving privileges and/or parking privileges.

Misuse of vehicles includes, but is not limited to

- driving on the school's sidewalks or any grass area
- burning out
- squealing tires on the school parking lots or on the streets in the vicinity

- e. Careerline Tech Center: Bus transportation is provided to and from the Tech Center. You must ride the bus both ways.

- 1) Students may drive their vehicle only with prior permission from the Dean of Students, or in his absence, the Principal.

To receive permission to drive to the Tech Center,

- a) you must come with a driving request form from the Tech Center,
- b) the form must bear the signature of your parent/guardian, and
- c) the form must be submitted to the Dean of Students for his approval before the bus leaves on the day you wish to drive.
- d) Please check with the Dean of Students about getting a **year-round driving permit** to and from Careerline Tech Center.

- 2) Reported misuse of vehicles driving to and from Tech Center will result in loss of driving privileges, the length of which will be at the discretion of the administration.

- 3) Driving or riding without permission will result in disciplinary action.

Please note: A student may be removed from the Tech Center program for negative attitudes or acts of defiance. Examples: Bus misbehavior, driving and/or riding without permission, misuse of vehicle, etc.

D. Student Visitors/Guests.

1. All visitors must report to Unity’s office. Unity is a closed campus and therefore no visitors will be allowed into the building during school hours. Unity alumni are allowed to visit during break and lunch.
2. Classroom guest requests will be denied with the following exceptions:
 - The student guest is a prospective student and the student’s parents have made the request.
 - The adult guest has been requested by a teacher and approved by the Principal, Dean of Students, or Director of Instruction.

E. Student Eligibility for Co-Curricular Activities.

If you desire to participate and to represent Unity in co-curricular activities, you must meet basic academic, Christian citizenship, and (in the case of athletics) athletic training standards.

Eligibility standards apply to all students in co-curricular activities.

The following are given as examples and may not include all Unity co-curricular activities.

<u>Non-athletic Activities</u>		<u>Athletics</u>
Members of plays or musicals	Student Council Members	Team Members
Pep Band	Science Olympiad	Statisticians
Class Officers	Michigan Youth in Government	Managers

1. **Academic.** *“A student shall meet satisfactory academic achievement standards in curricular courses.*
 - a. A student is ineligible for the next progress report period (six weeks) if he/she is not passing 66% of full credit load.

Progress reports are issued at the sixth-week (6) and twelfth-week (12) of each semester. A final grade is issued at the end of eighteen weeks (18) of each semester.

Upon reviewing the student’s progress in each class and determining that the student is meeting academic standards, the student may be declared eligible by the Principal.
 - b. A student is ineligible for the next semester if he/she does not have credit for at least 66% of full credit load for previous semester.
 - c. A student may be declared ineligible if the student’s attendance pattern indicates that co-curricular activities are keeping the student from regular class attendance or from satisfactory academic achievement.
2. **Christian Citizenship.** *“A student shall uphold Christian ideals.”*
 - a. A student in non-athletic co-curricular activities:

- ◆ The possession, use, or distribution of alcohol, drugs, prescription drugs not prescribed for the student, and non-prescription drugs misused are violations of this eligibility standard.
- ◆ This is an in-season commitment for the student.

Violation consequences:

- 1) Each time a student violates this eligibility rule, he/she will be ineligible for four (4) weeks.
- 2) First violation consideration: A student who has violated this rule may have his/her ineligibility period waived for the first violation providing the student (a) enrolls in a drug/alcohol assessment and completes the prescribed program and (b) serves six Saturday school hours at discretion of Dean of Students.

The Dean of Students and Principal must approve the prescribed program prior to enrollment, will waive the ineligibility period upon enrollment, and will monitor the student's progress in completing the prescribed program. They have a list of recommended programs.

The student who does not follow the prescribed program which was approved by the Dean of Students and Principal will be ineligible immediately as defined under section 2.a.1) above and will be subject to additional disciplinary action if in their judgment the student purposely took advantage of the reduced eligibility option.

b. A student in **athletic** co-curricular activities:

- ◆ The possession, use or distribution of tobacco and/or e-cigarette/vaping products, alcohol, drugs, prescription drugs not prescribed for the student-athlete, and non-prescription drugs misused are violations of this eligibility standard.
- ◆ This is an in-season commitment for the student-athlete, as the student-athlete is to be committed to maintaining excellent physical health for his/her athletic training.

Violation consequences:

- 1) Each time a student-athlete violates this eligibility rule, he/she will be ineligible for one third (1/3 or the next whole number) of the contests scheduled for the first sport in which the athlete participates.
- 2) 1st violation consideration: A student-athlete who has violated this rule may have his/her ineligibility period waived for the first violation providing the student-athlete (a) enrolls in a tobacco/e-cigarette/vaping/drug/alcohol assessment, completes the prescribed program, and (b) serves six Saturday school hours during the next Saturday school session.

The Athletic Director and Principal must approve the prescribed program prior to enrollment, will waive the ineligibility period upon enrollment, and will monitor the student-athlete's progress in completing the prescribed program. The Athletic Director and Principal have a list of available programs.

A student-athlete who does not follow the prescribed program approved by the Athletic Director and Principal will be ineligible immediately as defined under section 2.b.1) above and is subject to additional disciplinary action if in the judgment of Athletic Director and Principal the student-athlete purposefully took advantage of the waived eligibility option.

- ◆ Physical exams are required of all student-athletes at Unity before they may participate in sports. You may use the MHSAA physical exam cards, which are available in the school office, or a card provided by your doctor.

You must present the card to your coach, the school office, trainer, or the athletic director, prior to the first pre-season practice.

- c. When, due to a student's medical condition, participation in an athletic activity could create a risk of harm to the student or others, the student must disclose this immediately to his or her coach and athletic trainer. If the student desires to participate in an athletic activity, the student will be asked to submit a doctor's note verifying that he or she can safely participate in the athletic activity.

A female or male student involved in a pregnancy must disclose this to the Principal. In the case of the female, she must submit a doctor's note verifying that she can safely participate in the athletic activity.

- d. A student who conducts himself in a manner that discredits him, others, or the school may be declared ineligible. Examples include but are not limited to: negative attitude toward school (staff or students), theft, vandalism, swearing, poor sportsmanship, violation of civil and/or criminal law, school smoking violations, trancies, etc.

3. Some general rules regarding eligibility

- a. A suspended student may not participate in any co-curricular activity (practice or contest) during the time of his/her suspension. A suspended student may not be on school grounds or at school activities.
- b. An ineligible student may try out for, practice with, and be a member of a co-curricular group, but may not participate in a contest or performance.

After the ineligible period has been completed, an ineligible student must meet with the Principal to be declared eligible.

F. Special Recognition.

- 1. Honor Roll. You have earned Honor Roll status when you have attained a 3.3 (B+) average in one semester.
- 2. Academic Award. You are entitled to an Academic Award if you meet one of the following criteria:
 - a. You received a 3.3 GPA for three (3) semesters and you have earned a minimum of 7.5 credit hours during those three (3) semesters.
 - b. You graduate with a 3.3 GPA.

- c. You maintain a 3.5 GPA in your senior year.
3. Awards. Student accomplishments are recognized in many different ways. These include notes in school publications, articles in community newspapers, exhibits in school, and public presentations of various types.
- a. Honor Student—Seniors who have a 3.3 (B+) academic average or better for 7 semesters of high school work.
- Honor students are recognized at three levels:
- Summa Cum Laude (3.800 – 4.000 plus)
 - Magna Cum Laude (3.600-3.799)
 - Cum Laude (3.300 – 3.599)
- b. Michigan Math Prize Award is given to math students who become finalists in Michigan Math Prize competition.
- c. Arion Band and John Phillip Sousa Awards are given to seniors who have displayed outstanding work and rendered excellent performance in band.
- d. Five Letter Awards are given to seniors who have participated in varsity athletics and have earned a minimum of five varsity letters at Unity with at least one letter being in the senior year.
- e. Scholar/Athlete Awards are given to seniors who have at least a 3.50 g.p.a. and four varsity athletic seasons at Unity with at least one letter being in the senior year.
- f. Distinguished Athlete Awards are given to seniors who have been recognized as “All Conference” or “Honorable Mention” athlete at least three times during their career at Unity. Two must be as 1st team All Conference.
- g. Huizinga/Elling Athletic Awards are given to seniors who have participated in varsity athletics and have earned seven or more varsity letters.
- h. Triple Crown Awards are given to seniors who have earned varsity letters in three different sport seasons in their senior year.
- i. Other awards in areas such as leadership, music, photojournalism, service, Tech Center performance, and others are given to seniors at the end-of-year Awards Night.

G. Scholarships:

1. College scholarships are awarded according to criteria developed by the college. Consideration for scholarships is normally triggered by inquiry and/or application to the college. Colleges also administer the awarding of Michigan Higher Education Assistance Scholarships. See Mr. Heethuis for more information.
2. There are also businesses and groups who provide scholarships to employees or members (and their children) only. Get information from employers, clubs, and service organizations; or see Mr. Heethuis for information on scholarships for which you may qualify.

See Mr. Heethuis and check the Student Bulletin.

3. We are eager to assist you with the admission process to college including applying for financial aid, scholarships, etc. Please be sure to see them...the sooner the better.

H. Student Records.

The office files contain an individual, permanent record of each student. Parents, legal guardians, and students of age 18 may request that information from these records be provided to colleges, prospective employers, etc. at no cost.

I. Unity's Songs.

1. Fight Song.
Let's cheer for Unity, Onward to Vic'try
Hail to the Blue and White
Our team will win tonight. Fight! Fight! Fight!
Let's raise our voices high, for the Crusaders,
We'll take the vic'try for Unity.
(repeat)
2. Alma Mater.
How joyfully we blend in song
To pledge our loyalty,
And promise to defend the name
Unity, Unity.

Unity, Unity. We will be true to thee.
Unity, Unity. We will be true to thee.

APPENDIX I – Tech Center Calendar

PLANNED ABSENCE REQUEST

NAME OF STUDENT _____

NAME OF PARENT(S) _____

DATE(S)/HOUR(S) OF PLANNED ABSENCE: _____

PURPOSE FOR PLANNED ABSENCE: _____

PLANNED ABSENCE AGREEMENT

A. We, parent and student, acknowledge the following regarding this planned absence:

1. Being a Unity student means being in attendance and prepared to learn whenever school is in session.
2. Being a Unity student is a full-time commitment and a student’s primary responsibility.
3. A student’s absence from class results in a natural loss of learning and usually results in lower scores on assessments. These lower scores may affect the final course grade, which becomes part of the student’s permanent record and grade point average.

B. We, parent and student, agree to follow the procedures:

1. This Planned Absence Request must be filed with the Dean of Students at least two days before the absence occurs in order to be considered a planned (excused) absence of more than one (1) day.
2. The student is responsible for his/her learning and therefore responsible to contact his/her teachers before and after the planned absence.
 - The teacher will inform the student what needs to be learned.
 - The teacher will suggest learning activities, which may be given to the student before or after the absence.
 - The assignments, assessments, etc., must be completed as soon as is feasible; the maximum time allowed is two weeks from the day of return from the planned absence.
 - The student should not expect teachers to use class time for catch-up work. Unity’s teachers are available before school, after school, and any other non-class time which can be arranged.

Date of request: _____

Signature of student: _____

Signature of parent/guardian: _____

Approval granted by Mr. Soodsma (or Mr. DeGroot)

Date

Map – 2nd floor