



# Unity Christian High School Parent Student Policy Handbook

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## **5100 Academic**

### **5101 Philosophy of Education**

At Unity Christian High School, we believe that the Creator and Ruler of the universe makes Himself known through the creation, through history, and most clearly, through His infallible Word--the Bible. The Bible and the Reformed Confessional Standards drawn from the Bible provide the basis of our instruction.

The Bible teaches that God has established a special relationship or covenant with believers and their children. The connection between this covenantal relationship and education began when God gave parents the responsibility to train their children in the way of the Lord. As an extension of the home, we believe the responsibility of educating the total child is best achieved when the home, school, and church work in a dynamic partnership.

The Bible teaches that the heavens, the earth and all that is in them belong to the Lord. Although sin has spoiled everything He made, God has begun a grand project to restore and reclaim it all. Under the Lordship of Jesus Christ, we are an academic community dedicated to equipping students to be effective servants, disciples, and ambassadors for Him in His plan for redeeming the world.

### **5102 Student Learning Goals**

- All students will develop a redemptive, God-centered worldview.
- All students will cultivate spiritual discernment.
- All students, as image bearers of God living in community with others, will value and respect the individual.
- All students will be prepared for the stewardly application of life's vocational and educational opportunities.
- All students will be effective communicators.
- All students will learn how to think critically.
- All students will become life-long, self-directed learners.

### **5103 The Knight's Armor**

The Knight's Armor are 11 common language characteristics we infuse in our curriculum in the classroom and in all our school programs.

1. God-worshippers – those who offer up their entire, ordinary life to God as an act of worship and pursue a relationship with God and other believers through shared worship experiences.
2. Community-builders – those who pursue and build communal shalom and joy.
3. Servant-workers – those who humbly look for opportunities to serve God and others.
4. Justice-seekers – those who advocate for change on behalf of other image-bearers by identifying and responding to injustices.
5. Creation-caretakers – those who respond to God's call to be stewards of God's creation.
6. Beauty-creators – those who celebrate God's creation by creating and enjoying what is good and beautiful.
7. Truth-promoters – those who winsomely express the truth of a biblical worldview and identify the idols of our time.
8. Temple-respecters – those who cultivate minds, bodies, and spirits for continual growth as image bearers of God.
9. Prayer-intercessors – those who are committed to bringing praise, confession, thanksgiving and intercession before the Lord in all circumstances.
10. Vocation-cultivators – those who identify and refine their spiritual gifts while seeking and responding to God's call.
11. Order Discoverers – those who delight in discovering order, harmony and purposeful design in God's wise and diverse creation.

### **5104 Grading System**

On each grade report the nine weeks' grade will show for that marking period. The semester grade will be the average of the first and second nine week grades in addition to the exam grade for that semester. An incomplete is valued as an "F" in the grade point average (GPA). If an incomplete changes to a grade other than an "F", the GPA will reflect this in the next marking period. Unless other special arrangements are made with a teacher, it is understood that all incompletes will be made up within a two-week period from the Friday ending the nine week period. Failure to make up an incomplete within the assigned time will result in a failure and loss of credit for that course for that marking period.

Our marking periods are based on nine weeks of work completed. Live grades are on the parent JMC access on the website day-by-day.

Exams or summative projects will be given at the end of each semester. Exams weights differ according to each teacher, falling in the 12-15% range. Students are advised to keep daily notes and tests to be prepared for the semester exams.

### **5105 Grading Scale**

The faculty uses the following grading scale as a guideline for evaluating student work and tests:

100-96	A	83-81	B-	69-67	D+
95-92	A-	80-77	C+	66-63	D
91-88	B+	76-74	C	62-60	D-
87-84	B	73-70	C-		

### **5106 No Pass-No Play No Play/Performance for End of Semester – 20 Day**

If at the end of a semester a student is given a failing grade in any course for which credit is awarded on a transcript, the student is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the student is a contestant for 20 consecutive calendar days. Any students not passing four(4) subjects will forfeit play/performance for nine (9) weeks. Incomplete work becomes a final grade on the 4th day after the quarter ends. No Play or Performance begins on the 4th day of the next quarter.

#### *No Play/Performance for End of 9 Week Quarter – 10 days*

If a student has an incomplete or a failure at the 9-week period, a 2-week period of academic probation will be given to change that to a passing mark. During that probation time the student may not play in a game or perform in a concert or show. Incomplete work becomes a final grade on the 4th day after the quarter ends. No Play or Performance begins on the first date of competition

The 14 day ineligibility period only applies if a failing grade is received at the end of the 1st or 3rd quarter in a school year. The 20 day ineligibility period applies at the end of each semester. A failing quarter grade at the end of the 2nd and 4th quarter will not result in an ineligibility period unless the student also fails the semester in which case the student would then be ineligible for 20 consecutive calendar days.

### **5107 Student Promotion and Retention**

Students in grades nine through twelve will be informed of the required coursework necessary to graduate each year. When it becomes evident that a student in these grades will be unable to meet the graduation requirements, the parents will be informed. It shall be within the sole discretion of the board to deny graduation to a student.

It shall be the responsibility of the Head of School, in conjunction with the counselor, to develop administrative regulations regarding this policy. In developing these administrative regulations, the procedures for promotion and retention shall be included.

### **5108 Credit Recovery Policy**

When a student fails a semester class, we generally recommend that the student retake the course in an upcoming semester.

A student may also recover a failed credit by taking a class online or through a local educational agency. Unity Christian High School partners with local colleges and online agencies to allow students to make-up lost credits from failed classes at Unity. The school must approve the course and agency that the parent and student are proposing. The school recommends that the family and student make arrangements and pays the third party organization separate from the school. Once a credit is recovered by taking a class a second time, both the failed grade and the newly earned passing grade will be listed on the school transcript. The two grades will average together along with all other transcript grades.

**5109 Alternative Credit Guidelines Policy**

There are a variety of options for students to earn academic credits while at Unity. These credit opportunities include online courses, off campus courses and blended learning courses. With increased options for students, we face the challenge of providing these new opportunities and blending them with existing programs.

## Current Alternative Credit Opportunities:

## College Course

Unity Christian offers students the opportunity to take college courses taught by professors on the campus of local colleges. Students may choose to attend courses from a community college or a four-year college.

## Concurrent Enrollment Courses

Concurrent Enrollment courses are college-level courses taught at Unity by qualified and approved Unity Christian faculty members. Students simultaneously receive both college and high school credit.

## Online College Course

Unity Christian allows students to take college courses that are offered online. Students may enroll in online courses through a community college or a four-year college. Students may work on online courses during a designated period in their schedule.

## Work Release

Unity Christian students are given the opportunity to utilize one period to gain additional training and experience in the workplace. Limit 2 periods per year.

## Internship

Internship allows Unity Christian students the chance to gain important vocational experience while in high school. Students in an internship program use a class period to work without pay for a company in a career area that they aspire to.

## Teacher Assistant (quarter credit)

Students help a teacher in the classroom, providing assistance for individual students or other work directed by the teacher.

## Independent Study

In some instances, pending administrative approval, students may choose to take an independent study class, supervised by the teacher of the content area.

**Alternative Credit Eligibility Rules and Guidelines**

The following guidelines provide structure, limitations and support to both current and future course options:

- Students must have junior or senior status. Sophomores who qualify for TAG are eligible.
- Limit of 2 Alternative Credit Opportunities per semester for seniors and juniors. College courses taught on our campus by our own staff do not count in this limit of 2.
- Trade classes that run for half the day count as the maximum of allowed alternative credit.
- Students must have a minimum GPA of 3.0 to take an online community college course and a minimum GPA of 3.3 to take an online 4 year college course. Online courses are not permitted if there is a face-to-face option provided in our building.
- Students cannot take a course off campus or online in the place of an existing Unity course requirement. In addition, Unity courses are prerequisites. For example, a student cannot take Psychology at Dordt, until they have taken Psychology here.
- Grades from college courses will not be calculated into the GPA and class rank of the student.
- Courses or workshops that are not offered by Unity or a college for college credit are not counted nor considered an alternative credit course. This category might include classes on academic or athletic improvement, preparing for the ACT/SAT, etc. We do not allow a second study hall for preparation.

**5110 Student Progress Reports and Conferences**

Students will receive a progress report at the end of each nine-week grading period. Parents of students who are doing poorly are notified daily through our JMC grading system in order to have an opportunity to improve their grade.

Parent-teacher conferences will be held at Unity Christian High School in the fall to keep the parents informed. Conferences are scheduled by parents online, days leading up to conferences.

Parents, teachers, or Head of School may request a conference for students in grades nine through twelve in addition to the scheduled conference time. Parents and students are encouraged to discuss the student's progress or other matters with the student's teacher.

**5111 Programs for Students at Risk**

The Board recognizes some students require additional assistance in order to graduate from the regular education program. The school shall provide a program to encourage and provide an opportunity for students at risk to achieve their potential and obtain their high school diploma.

It shall be the responsibility of the Head of School, school counselor, TAG coordinator and Academic Support Director to develop and maintain a program for students at risk.

It shall also be the responsibility of the Head of School and school counselor to develop administrative regulations for identifying students, for program evaluation, and for the training of school personnel.

**5112 Academic Support Center**

All students, particularly freshmen, are taught organizational and study skills. General education courses apply differentiated strategies to meet the needs of all learners in the classroom. Some students are assisted daily with organizational skills and test preparation. These students are provided with specific interventions for specific skills and content work.

Students in need of further intervention receive modifications in the Academic Support Center. Projects and other assistive opportunities are provided to accommodate needs and enrich their learning.

**5113 The Academic Support Program****What is the Academic Support program?**

At Unity Christian we believe that all students can learn and desire to be academically successful. To assist in those desires, we have created an Academic Support program that serves students and supports individual students' learning process.

We assist students in becoming academically successful in the following ways:

- Guided Study Environment - a smaller study hall located in the Academic Support Room where students receive individualized support one period of the school day.
- Cooperative Classroom - where an instructional strategist works with the classroom teacher by managing small groups of students as the lesson is unfolding.
- Afterschool Program - an after school work time where the student can stay after school for additional tutoring and completion of missing work.
- Work Life training - for some students, part of the day may include job skill development in off site work environments. We support State agencies in planning and preparing some students for the work environment.

**Who Serves in Our Academic Support Program****Director of Academic Support**

The Director of Academic Support is responsible for scheduling, 504 Plans, parent communication, and student placement into the appropriate level of support. This person is also charged with writing and modifying curriculum for tier 3 students. There are 2 administrative periods a day set aside for these duties.

**Instructional Strategist**

The instructional strategist manages 504 student plans and instructs students in a guided study hall or in a cooperative classroom setting.

**Para-professional**

Depending on the needs of 1-2 students, the school will employ para-professionals to work in one on one settings with students who are in need of this support.

**Who is served by the Academic Support Program?****Tier 3 Students - 504 Plans and Individual Education Plans (IEPs)**

Some students at Unity are on what is called a 504 Plan. This is a documented plan for students who consistently experience medical, academic, or behavioral struggles that impact their ability to be successful in the general education classroom. These students would have modifications of curriculum or school policy. These modifications alter expectations or curricular content. Students on 504 Plans meet with school officials and parents annually to review their plan. These students are classified as Tier 3 students. Most Tier 3 students are on a 504 Plan all four years of their time at Unity. Parents are required to attend an annual 504 meeting to evaluate the 504 plan.

**Tier 2 Students**

Some students desire and require additional academic support through accommodations. These accommodations are implemented so that the student can complete the required work at grade level without altering or lowering expectations or content. These students are not on a 504 plan but still require assistance organizing assignments and preparing for tests. All Tier 2 students are placed in a guided study hall where they receive more assistance. Tier 2 students in freshman or sophomore classes are also a priority when determining which classes are cooperatively taught. Depending on the accommodation, these students may test in the academic support room. Tier 2 students benefit from the structured support in their study hall, specific test preparation provided, organizational assistance, and adaptive response to instruction. Preferably, our goal is to create independence and see our Tier 2 students graduate out of the Academic Support Program by their junior or senior year.

**Criteria for Placement in the Academic Support Program**

Placement of students into the Program will be determined by the following criteria.

- Prior feeder school recommendations as students enter our school.
- The number of 504 students in the Academic Support Room during a given period.
- The number of staff available in the Academic Support Room during a given period.
- A demonstrated pattern of poor academic performance by a student.
- An agreed upon need determined by teachers, Academic Support, and Head of School.
- Previous efforts of working with the classroom teacher ( see teacher request form)
- The class that the student is struggling in. Classes considered college prep are not served in the Academic Support program.

Using the above guidelines, the Head of School and Director of Academic Support will make a final decision on placement into or graduation from the Academic Support Program before each semester begins.

**What other options exist for students who are not Tier 2 or Tier 3 to be supported academically?****Conversation with the General Education teacher**

Any time a student or a parent expresses concern for a student's academic ability, the general education teacher must be included in the conversation of possible solutions. The student must work with the general education teacher at least 2 separate and individualized times before academic support becomes involved.

**Homework Recovery**

Students who are struggling with academic content may stay after school Monday through Thursday from 3:30 to 4:30pm. Students who struggle in class may need to pursue this option prior to consideration for being placed in a Guided Study Hall.



Tutoring

We can arrange for college students who are studying to be teachers to tutor students after school Monday through Thursday from 3:30 to 4:30pm.

Students on IEP and Graduation Requirements

Unity in conjunction with the District who manages a student IEP has "decision-making authority" on the manner in which students who receive special education services may meet the 4-3-3-3 requirements. Iowa Code Section 256.7(26) uses the term 'years' to define the amount of time a student will be engaged in learning core content standards for each subject. It does not specify Carnegie Units or specific course work. The District, in consultation with Unity, may establish policies and procedures that permit students receiving special education services to complete 4-3-3-3 requirements in unique, individualized manners which will be reflected on the Unity report cards and transcripts.

**5114 After School Program**

Students who do not get homework turned in are required to attend an after-school homework recovery time on Tuesday or Thursday to complete the work. If a student fails to attend an assigned homework recovery session without any prior communication, a discipline hour will be assigned. At Unity, our goal is student learning and success in the classroom. Because of this, the after school program is also available for any student who desires academic assistance and/or concept review.

**5115 Peer Tutoring**

An opportunity to assist students and classmates who require academic support. Training for the supervision is provided.

**5116 Study Hall Period**

Most students will be assigned a study hall period. Students in a study hall period stay in one place for the entire period. A student may be excused from a study hall only if s(he) has permission from a teacher. Study hall supervisors and administration will list other expectations.

Guidelines for Study Period:

1. The purpose of the study hall is for students to work independently on homework.
2. Students must work alone unless the teacher makes arrangements for assistance by another student.
3. All materials (books, pencils, etc.) must be brought at the beginning of the period. . Students are expected to be on time. Tardies will be recorded.
4. No student will be excused from study hall until the attendance has been recorded.
5. Students may be allowed to go to another part of the school pending communication has taken place between the study hall teacher and the teacher the student is reporting to.
6. Good use of time is expected.
7. Games, cards, and other non-study activities are not permitted.
8. Cell phones are allowed to be used as long as they are not a distraction to other students.

**5117 Graduation Requirements**

To receive a diploma, you need to earn 24.75 total units of credit with passing grades in all required courses. A unit of credit is earned by a student who successfully completes a course pursued for one school year. Of the 24.75 total units, 19 units must be earned in the areas listed below:

English	4.0
History	3.5
Bible	2.5
Mathematics	3.0
Science	3.0
PE/Health	2.0
Tech Communications	0.5
Music	0.5
Music or Art	0.5
Senior Capstone	0.25

Special course arrangements are considered for students desiring joint college or technical school enrolment, or for seniors who wish to participate in the Work Release Program.

After a course begins, you have five school days to make course changes. After the first two weeks, any changes will be placed on the student's transcript. A dropped course will result in an "F" on the student transcript.

Exams are scheduled at the end of each semester, except for second semester seniors. Grade reports are issued quarterly on the 4th week-day after the end of the quarter.

A certificate of attendance in lieu of a diploma will be given to students who attain fewer than 24.25 units but more than 16 units.

Eligibility for receiving a gold cord at graduation (UCHS Honor Society) is a grade point average of 3.50.

### **5118 Basic Instruction Program**

The basic instruction program shall include the courses required for each grade level by the board.

The basic instruction program for students enrolled in grades nine through twelve shall include Bible, English-language arts, social studies, mathematics, science, health, physical education, fine arts, foreign language, and vocational education.

The board may, at its discretion, offer additional courses in the education program.

Each instructional program shall be carefully planned for the optimal benefit taking into consideration the budget of the school and other factors deemed relevant by the board or the principal. Each instructional program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation.

It shall be the responsibility of the Head of School to develop administrative regulations for the required courses and optional courses for grades nine through twelve.

### **5119 Health Education**

Students in grade levels nine through twelve shall receive, as part of their health education, instruction about personal health, food and nutrition, environmental health, consumer health, family life, substance use and nonuse--including the effects of alcohol, tobacco, drugs and poisons on the human body--emotional and social health, health resources, prevention and control of disease--including characteristics of communicable disease. Characteristics of communicable disease shall include information about sexually transmitted diseases.

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request shall include a proposed alternate activity or study acceptable to the Head of School. He /She shall have the final authority to determine the alternate activity or study.

### **5120 Physical Education**

Students in grades nine through twelve shall be required to participate in physical education courses unless they are excused by the Head of School and school counselor. Students in grade twelve may also be excused when the student is enrolled in another education program authorized by the school which requires the student's absence from the school building for the day or when the student is enrolled in an academic course not otherwise available.

Students who will not participate in physical education must have a written request or statement from their parents. The written request shall include a proposed alternate activity or study acceptable to the Head of School. The Head of School shall have the final authority to determine the alternate activity or study.

### **5121 Career Education**

Preparing students for careers is one goal of the education program. Career education will be infused into the education program for grades nine through twelve. This education shall include, but not be limited to, awareness of self in relation

to others and the needs of society, exploration of employment opportunities, experiences in personal decision-making, and experiences of integrating work values and work skills into their lives.

It shall be the responsibility of the principal to assist certified personnel in finding ways to provide career education in most courses. Special attention should be given to courses of vocational education nature. The board, in its review of the curriculum, shall review the means in which career education is combined with other instructional programs.

#### **5122 Global Education**

Because of our growing interdependence with other nations in the world, global education shall be incorporated into the education program for grades nine through twelve so students have the opportunity to acquire a perspective on world issues, problems, and prospects for an awareness of the relationship between an individual's self-interest and the concerns of people elsewhere in the world. Global education, in the education program, is the lifelong growth in understanding, through study and participation, of the world community and the interdependence of its people and systems--social, cultural, racial, economic, linguistic, technological, and ecological.

#### **5123 Multicultural and Gender Education**

It is the policy of Unity Christian High School to provide an equal opportunity for a quality education without discrimination, regardless of their race, color, sex, marital status, national or ethnic origin or disability in its educational program, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

The board promotes and requires that our curriculum materials and program policies reflect an approach that acknowledges our world to be multicultural and global in its scope and that we are gender fair in our presentation of the pluralistic society in which we live and learn.

#### **5124 Citizenship**

Being a citizen of the United States, of Iowa and of the Unity Christian High School community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students will have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

#### **5125 Technology and Instructional Materials**

The board supports the use of innovative methods and the use of technology in the delivery of the education program. The board encourages school personnel to investigate efficient and effective ways to utilize innovative instructional materials and other technological advances as a part of the curriculum.

#### **5126 Talented and Gifted (TAG) Program**

The board recognizes some students require qualitative differentiated programming beyond the regular education program. The school shall identify students with special abilities and provide educational programming.

It shall be the responsibility of the Head of School, school counselor, and TAG coordinator to develop and maintain a talented and gifted program.

It shall also be the responsibility of the Head of School and school counselor to develop administrative regulations for identifying students, for program evaluation, and for training of school personnel.

### **5127 Senior Capstone**

A Senior Capstone is required for graduation. This presentation will take the place of second semester senior exams and will be comprised of three parts:

- a collection of work that has been placed in the student's digital portfolio (documents, projects, essays, artwork, certificates, creative writing, etc., that display the student's unique skills, achievements and experiences during his/her years at Unity) throughout his/her high school career.
- a 3-5 page reflection paper/statement of faith.
- a 15-20 minute presentation with a teacher/mentor present as well as other adults of the student's choice. This presentation may take a variety of forms, but must address such common themes such as: How has God led you throughout your years at Unity? What have been your greatest blessings/struggles, and how has God used these for your good? How has your high school experience prepared you for your post-high plans? Explain your worldview, your deepest beliefs and commitments, and how this has affected your decisions about your life and your future.

Seniors will be assigned a teacher to serve as a mentor throughout their senior year. Mentors will work with the student as they prepare for their presentations and meet certain deadlines. More information regarding the Senior Capstone is available on the Unity web page.

Underclassmen will be encouraged to make regular additions to their portfolios. A minimum of one contribution per semester will be required.

Freshmen will be introduced to the concept of student portfolios in the Digital Life course.

### **5128 Academic Integrity Policy**

Unity Christian High School is committed to developing a community of Christian students who accept the responsibility of practicing personal and academic integrity in obedience to biblical teaching. For students, this means not lying, cheating, or stealing others' work to gain academic advantage; it also means opposing academic dishonesty.

Academic dishonesty at Unity Christian High School includes, but is not limited to, the following behaviors:

- **Stealing/Plagiarizing:** copying another's work or ideas and creating the impression that they are one's own by failing to give proper credit or citation. This includes reading or hearing another's work or ideas and using them as one's own; quoting, paraphrasing, or condensing another's work without giving proper credit; purchasing or receiving another's work and using, handling, or submitting it as one's own work. This additionally includes Chat GPT and other AI generated works.

At Unity we identify three kinds of plagiarism:

- **Spot** plagiarism is stealing key words and phrases without giving credit to the source.
- **Idea** plagiarism is stealing an idea or concept from another source. Anything that is not a student's original idea must be cited.
- **Word for word** plagiarism is taking a full paragraph or more from another source.

**Spot** plagiarism and **idea** plagiarism may be treated with less disciplinary consequences than **word for word** plagiarism.

- **Cheating:** unauthorized use of any study aids, equipment, or another's work during an academic task. This includes using unauthorized aids or other equipment during an examination; copying or looking at another individual's work; taking or passing information to another individual during or after a test / examination; taking a

test/ examination for another individual; allowing another individual to take one's test/ examination; stealing tests/ examinations.

- All graded academic tasks are expected to be performed on an individual basis unless otherwise stated by the instructor.
- An academic task may not be submitted by a student for course credit in more than one course without the permission of all instructors.
  
- **Lying/Fabricating:** the intentional, unauthorized falsification or invention of any information or citation during an academic task. This includes changing or adding an answer on an examination and re-submitting it to change the grade; inventing data for a laboratory exercise or report.
  
- **Facilitating Academic Dishonesty:** knowingly allowing or helping another individual to plagiarize, cheat, or fabricate information.

### **Academic and Character Consequences**

The following stages are cumulative over one academic year. If they reach the third offense, students will also have a carry over probation from one academic year to the next year.

First Offense: The student will receive the lowest score of either a 59% or the final grade they earned. For a smaller assignment the student will receive a 0%. The student will be given the opportunity to either keep the "F" or re-do the assignment or project correctly and receive an average of the two grades. In the case of a test or quiz, the student will not be allowed to make up the grade. Parents are contacted and the student receives a discipline hour.

Second Offense: the student receives a 0% on the assignment and must do it over. In the case of a test or quiz, the student will automatically get a 0 % on the test or quiz. Parents are contacted and the student receives a discipline hour.

Third Offense: the student will fail the 9 week quarter of the class where the student committed this third offense in this academic dishonesty policy. The student will also be placed on academic probation for the remainder of the year. Parents are contacted and the student receives an in school suspension.

Fourth Offense: The student will be dismissed from Unity, until the Board decides on expulsion or continued enrollment. Expulsion will last one full semester.

## **5200 Attendance**

### **5201 Attendance**

Educators and parents both believe that Christian education is a necessary part of growth and maturity. It is imperative, then, that students take every opportunity to insure the privilege of being in class each day. Absence means that not only the student misses out on education, but that they are not being very good stewards of the blessings God permits them to have. Why should the school be so concerned about student attendance? Because that, too, is part of education. Teaching a student to be prompt, to be dependable, and to be present when they are expected are all important ingredients of a quality education.

School attendance is compulsory in the state of Iowa. According to state code 299.1: "The parent, guardian, or legal or actual custodian of a child, who is of compulsory attendance age, shall cause the child to attend a school during the school year. The board of directors of a school shall set the number of days of required attendance for the school under its control."

According to Iowa act SF 2435 (2024), students who are absent from school 10% of total hours in a semester are considered "chronically absent". Once 10% has been reached, the school must notify parents and the County Attorney. The County Attorney will then follow up with families.

As defined by SF 2435 (2024), truancy is any individual who "has been absent from school, for any reason, for at least 20% of the days or hours in the grading period." Students considered truant have willfully failed to attend school regularly even though the student is required to attend.

Excused: An absence which has been called in by a parent or previously arranged with the Dean of Students or the front office. Students must make arrangements to make up work missed; the burden of make-up work is entirely upon the student. All assignments are posted on the school's online learning platform. Failure to maintain a positive attendance record will jeopardize the student's opportunity to exercise this privilege.

Unexcused: An unexcused absence is when a parent does not authorize their child to miss school, and the student is not present in class. Students will not be permitted to make up graded work missed; appropriate discipline will be assigned; and the time missed must be made up. Generally speaking, the following guidelines will be used as a response to unexcused absences:

Students will serve one discipline hour for each unexcused class period up to two periods.

For two or more unexcused absences in a day, a Saturday school will be assigned.

### **5202 Attendance Protocols**

Right now, school is the student's main calling. It is their responsibility to be at school.

1. Any time a student is absent, even if for only a partial day, please notify the school by **9:00 a.m.** so we know where the student is.
2. An EXCUSED absence is given for absences which have been called in by the parent or guardian. The communication must state the reason for the absence. Pre-planned absences such as family vacations or medical procedures which last three or more school days, will be excused with PRIOR communication between the parents/guardians and office. The student is expected to meet with the Dean of Students to receive a pre-planned absence form of expectation of work due upon return.
3. All arrangements to do make-up work due to an excused absence will usually be done on the first day of the student's return to school. It will be the responsibility of the student to contact the teacher and make arrangements for the make-up work or any test missed at the teacher's discretion. Work missed during a pre-planned extended absence will require advanced communication between the student and the teacher.
  - a. Tests/quizzes should be completed as much as possible during study halls and before or after school so that more class time is not missed.
4. If a student misses more than 10 minutes of a class period, that student is considered absent.
5. A record of absences is kept in the office to insure that a student conforms to state and school requirements. A student who misses **11** or more classes in a semester will receive no credit for the course. Consideration will be given in cases of serious and prolonged illness or injury with a doctor's note or prolonged mental health that

requires regular appointments with a doctor's note. Absences for school events and bereavement are not counted.

- a. After five absences in a semester, an email will be sent to parents, and after nine absences, an additional email and follow-up phone call will be made to parents.
  - b. All appeals regarding attendance must be brought to the Education Committee prior to the end of the semester. These appeals must be written and signed by both student and parent.
6. Students who wish to participate in school-sponsored activities must attend school four out of eight class periods the day of the activity unless permission has been given by the Head of School for the student to be absent.

### **5203 Tardiness**

A tardy is defined as not being in the classroom or at the appropriate station without the expected and needed materials when the bell rings. Excused tardies may be assigned for tardiness excused by a guardian or staff member for appointments or school related events; unexcused tardies, however, do not have excuse. There is ample time scheduled for everyone to arrive on time. Tardies are recorded electronically by the staff and/or office personnel. After the 3rd unexcused tardy or 5th accumulated tardy for all classes during a nine-week period, the office will take appropriate action. Continuing offenses will result in discipline as described below and could result in the student being removed from class and receiving no credit for a particular class. A tardy may also be assigned to students who leave the classroom or assigned area before the dismissal bell rings.

Being tardy to class should be the unavoidable exception, not the expected right. It is for that reason that four tardies each marking period are forgiven. The student must be sure to conserve those tardies for valid reasons.

3rd unexcused tardy or 5th cumulative: email to parents and students

5th unexcused tardy or 7th cumulative: detention hour

6th unexcused tardy or 8th cumulative: 2 hour Saturday school

7th unexcused tardy or 9th cumulative: 4 hour Saturday school

8th unexcused tardy or 10th cumulative: Probation meeting and contract

#### **NOTE:**

1. The student will receive a discipline hour for tardies (5) in any given marking period.
2. All first hour tardies must check in at the school office. Late students should wait until devotions have been completed before entering the classroom.
3. After 10 minutes into any class period, a tardy becomes an unexcused absence.
4. Recorded tardy totals are made available to the student.

### **5204 Homeschool / Part Time Student Policy**

1. The purpose of this policy is to give guidance to parents or guardians who wish to home-school their children, and provide the parents with requirements for course credit for Unity Christian High School and the State of Iowa. Unity Christian High School encourages home-schooled students to participate in the programs and classes available to all our students. We stand ready to offer Biblically based educational help to home-school families. Parents and home-schooled children may apply for enrollment by agreeing to the present school policy and assuming all tuition costs as levied by the school. Home-schooled students will be allowed to enroll part-time at UCHS. They will be required to pay a cost per course set annually by the Finance Committee.
2. It is the responsibility of the parent or guardian, who wishes to homeschool their student, to complete all the reporting forms as required by the State of Iowa. This report must be filed with the Principal of Unity Christian High School prior to the first date of school. This report must demonstrate evidence that instruction was provided and supervised. This can be affirmed by the local school district that the student was enrolled properly in a home-school situation. A listing of coursework completed as well as the curriculum (textbooks) used would be expected.
3. The parents will be required to present the results of a nationally- normed (standardized) test for the purpose of placement. The principal and guidance counselor will use this information for proper course and class placement. Class placement will be the decision of the administration at Unity Christian High School after reviewing the records and recommendation of the parents.

4. Any high school credits granted would have no grade attached and will be listed on the student's transcript as "home schooling." These credits will not be included in the G.P.A. Students who receive home- schooling must take courses generally equivalent to courses available at UCHS to receive course credit. A maximum of 6 1/2 high school credits will be granted per school year. The Head of School and the Education Committee will handle any exception to this.
5. Students must pre-arrange with the Head of School and the guidance counselor for the acceptance of home-schooling course credits. This will be done on an individual basis by analyzing each course taken. Some courses in some academic areas will not be waived or substituted and will be awarded credit only if taught by a certified instructor in a regular school setting – eg. Computer science, PE, fine arts, applied arts, laboratory science.
6. Home-schooled students must adhere to all the rules and regulations as set forth in the Unity Christian High School Parent Student Handbook.
7. Home-schooled students enrolled in at least four classes may participate in extra- curricular activities.
8. Fees associated with all school activities for all students will be assessed to home school students.
9. A list of home school courses previously taken must be presented to the school office before the home-schooled student will be considered for admission. The guidance counselor will use this information for proper course and class placement. Class placement will be the decision of the administration of Unity Christian High School after reviewing the records and recommendation of the parents.
10. For a part time homeschool student to participate in the graduation ceremony and earn a diploma from Unity, the student must enroll full time for the senior year and meet all other graduation requirements, including senior Capstone project. The home-schooled student must take at least five credits during their senior year and must meet the general graduation requirements expected of other transfer students.



## **5300 Discipline**

### **5301 Conduct**

Students are to conduct themselves as Christians at all times. Boisterousness, disobedience, scuffling anywhere in the building, hazing or any conduct of a discourteous nature is always out of order. This standard of good conduct is expected at all assembly programs, social functions or chapel services.

There is to be no loitering on the campus or in the school building during class or work hours, after school hours or during any program. During evening activities, anyone on the campus is expected to be in the group activity. The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on the school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

School friendships and relationships are always encouraged and sought to be developed in such a way not to exclude others by design, but to allow students to cultivate life-long friendships and companions. However, particular awareness should be given to boyfriend/girlfriend relationships, making sure that the actions are not rude or discourteous to others and so that the behavior of those involved reflects general Scriptural guidelines of respect for each person within the extended Unity family. Unity does not accept personal deliveries at the school for any reason. If there is a special occasion and you are in doubt, please call for a clarification of our school policy.

### **5302 Student Conduct**

BACKGROUND: Discipline and its application at Unity Christian High School is grounded in Scripture (see particularly: Proverbs 12:1, 13:18 & 24, 22:15; Ephesians 5:1-4; Hebrews 12; I Corinthians 13 and Revelation 3:19). Just as discipline and disciple come from the same root word, the full meaning and intent of discipline should be not only to correct behavior, but also to build up, encourage and train a person in concepts as well as behavior that is pleasing to God. Discipline is ordained of God for the building of character and the training of behavior.

AIMS:

1. To develop and maintain the optimum learning environment.
2. To correct behavior which is disruptive or destructive to the learning environment.
3. To train students in behavior patterns that will be helpful to them individually and to the school community in supporting and achieving the communally-held goals of spiritual, intellectual, physical and social development.
4. To remove, as a last resort, recalcitrant students, so that the learning environment may be maintained.

RESPONSIBILITIES: Teachers and the administrator are responsible to God for the lives placed under their care. They have the authority from the parents to administer discipline. It is their responsibility to work with the parents in the matter of discipline, informing them in a prompt manner of disciplinary action taken, and making themselves available to the parents and students involved for discussion and counsel of discipline situations. The ideal objective of the involvement is to foster understanding, to challenge parents and students alike to supportive behavior, to enlist student cooperation and to build like-minded attitudes.

Students are responsible under God to obey and show respect for teachers and administrators as they should their parents, and they are responsible for helping to maintain the learning environment.

Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

It shall be the responsibility of the Head of School, in conjunction with the Dean of Students, to develop administrative regulations regarding this policy.

### **5303 Good Conduct Rule - State of Iowa Policy for Co-Curriculars**

#### **Consequences**

Any student who, after a hearing before the Dean of Students, is found to have violated the Good Conduct Policy, during the school year or summer, is subject to the following consequences:

**Offenses:**

Offenses included but are not limited to stealing, cheating, vandalism, hazing or harassment of others, insubordination, pornography, sexting; the illegal use or possession of e-cigarettes/vaping, tobacco products, alcoholic beverages or be at a gather where it is used illegally; possess, use, consume, or giveaway a controlled substance; any criminal activity in which criminal charges are filed.

These carry consequences which could include discipline hour(s), Saturday school, probation, in school or out of school suspension and/or suspension from co-curricular activities, depending on the severity of the offense and at the discretion of school officials.

**First High School Offense** (anytime/anywhere)**All Students:**

1. 2 hour Saturday school.
2. 2 weeks probation from all "school sponsored" events, including work release.
3. If alcohol or drug violation, students will be required to complete an Alcohol and Drug class approved by school officials.
4. 4 hours of community service.

**Co-Curricular participants:**

1. Suspended from competition for 25% of current or next activity season.
2. Community service hours must be completed before return to competition.
3. **Fine Arts:** Suspended for 1 performance.

**Second High School Offense** (anytime/anywhere)**All Students:**

1. 4 hour Saturday school.
2. 6 weeks probation from all "school sponsored" events, including work release.
3. If 2nd alcohol or drug violation, student will be required to complete an Alcohol and Drug class approved by school officials.
4. 8 hours of community service.

**Co-Curricular participants:**

1. Suspended from competition for 50% of current or next activity season.
2. Community service hours must be completed before return to competition.
3. **Fine Arts:** Suspended for 2 performances.

**Third High School Offense** (anytime/anywhere)**All students:**

1. Out of school indefinite suspension until Board decision.
2. 1 calendar year probation from all "school-sponsored" events.
3. If 3rd alcohol or drug violation, students will be required to undergo professional counseling and evaluation along with completion of a Substance Abuse program approved by school officials.
4. 16 hours of community service.

**Co-Curricular participants:**

1. Suspended from competition for 1 calendar year.
2. **Fine arts:** Suspended from performances for one calendar year.

Probation and suspensions for 1st and 2nd offenses may be reduced up to 50% for a student who voluntarily informs school officials of their violation of the Good Conduct Policy within 48 hours of the violation.

Penalties are cumulative from the summer before the 9th grade year through the summer after the senior year.

**Sport Competition Dates Allowed - 25% or 50% penalties rounded up - these are minimum penalties and could be changed depending on the situation and at the discretion of school officials.**

<b>Sport</b>	<b>Competition Dates</b>	<b>25% Penalty</b>	<b>50% Penalty</b>
Football	8	2	4
Football Cheer	8	2	4
Volleyball	14	4	7
Cross Country	10	3	5
Basketball	21	6	11
Basketball Cheer	12	3	6
Track	12	3	6
Golf	12	3	6
Girls Soccer	17	5	9
Boys Soccer	15	4	8
Baseball	24	6	12
Softball	24	6	12
Dance	12	3	6

#### Pranks on Campus

Any student involved in a prank on campus (seniors are often tempted in the spring) will forfeit all extra-curricular activities for 3 weeks, pay for damages and clean-up, and will incur board action that may result in more severe consequences. Information will also be provided to the local police.

#### **5304 Disciplinary Policies and Measures**

If parents have questions or disagreements regarding disciplinary actions, it shall be their responsibility to immediately discuss these questions or differences with the teacher involved and not to bring their grievance to other parents, teachers or students. If the matter is not resolved with the teacher, the parents shall then discuss it with an administrator and failing a resolution at this level, bring the matter to the attention of the Chairman of the Education Committee. If there is still concern regarding the decision of the Education Committee, the chair of the Education Committee will bring the issue to the Board's attention.

All regulations adopted by the school administration and publicly announced to the students have the same force as those published in the Parent Handbook. The Board of Trustees and the Education Committee annually review and approve all changes to school policy.

Except in the matters of class and study routine and the regulations governing them, all rules and principles of conduct remain in force throughout the year, vacation included, 24 hours a day/7 days a week.

Every effort is made to help the student see the importance of cooperating with the school rules as a means of character development and good citizenship. Penalties for the infraction of rules should be understood as a means of helping the student toward a more meaningful acceptance of Christian rules of conduct.

There are some practices that cannot be permitted in Christian schools. Unity Christian does not knowingly receive students who persistently indulge in these practices. Offense on any of the following fundamental points make the student liable to discipline or dismissal:

1. Disseminating ideas or displaying attitudes that undermine the philosophy, ideas and objectives of the school.
2. Using profane language, indulging in lewd conduct or suggestion, or possessing or displaying obscene literature or pictures.

3. Dishonesty, including theft; willful deception regarding school regulations; cheating on examinations, class work or in any phase of school business.
4. Using narcotics, tobacco or alcoholic beverages in any form or having them in one's possession.
5. Willful destruction of any school property or any vandalism.
6. Possession of weapons of any type.
7. Conspiracy to or participation in hazing and initiations, committing any act that injures, degrades or disgraces the school, a fellow student or faculty member.
8. Continual or willful disrespect, disobedience or non-cooperation with delegated authority.

When, because of these or other activities, the student's progress or conduct is unsatisfactory, or one's attitude is out of harmony with the standards of the school, or their influence is found to be detrimental, the student may be suspended or expelled.

### **5305 Discipline Hour**

A morning discipline hour will be held on Thursdays before school (7:20-8:20 a.m.). Normally, negative classroom behavior will be taken care of by the teacher in charge; however, repeated disobedience or misbehavior, disrespect, use of profanity (action or word), unexcused absences and the inability to adhere to classroom or school policy will result in a discipline hour being assigned. Being late for a discipline hour will result in an additional discipline hour being served. Failure to appear for a discipline hour will result in an additional discipline hour. It is the responsibility of the teacher to communicate with the student who received a discipline hour, before the end of the school day. The teacher and student may meet with the Dean of Students. The student will also receive a detention slip and an email informing them of the detention from the Dean of Students.

If the situation is serious enough (such as alcohol, drugs, smoking, fighting, repeated unexcused absences, excessive tardies, harassment, destruction or mistreatment of property) multiple discipline hours may be assigned in addition to the current probation system.

Parents are notified via email if a student receives a discipline hour. After a sixth discipline hour, a meeting will be held with parents, the Head of School, and the Dean of Students. Student attendance is required. A probationary contract will be drawn up for the student. This contract will be written by school officials and approved by the Education Committee. After nine discipline hours, the student is suspended from school until a meeting with the Board, administration, parents and student can be arranged; the terms of continued enrolment will be established at that time.

The process of appeal is available to the student and parents. First step would be an appeal to the administration and finally the Board of Education.

### **5306 Probation**

Probation gives the students an opportunity to correct a serious problem. If there is not improvement to a satisfactory level, the consequence will be expulsion from school. These may be reasons for probation:

1. Insufficient academic progress.
2. Continued, deliberate disobedience
3. A rebellious spirit which is unchanged even after counseling.
4. A continued negative attitude and bad influence upon other students.
5. Committing a serious breach of conduct that has an adverse effect upon the testimony of the school.
6. Receiving 6 discipline hours.
7. By violating criteria in policy 5303 - Good Conduct Rule

Offenses are cumulative over the four years of high school.

A student on probation will be denied privileges such as work release and school sanctioned absences during the first two weeks of the probation. In addition, any student on probation will be denied any public performances, but (s)he must meet all other requirements of the activity. The period of probation/ineligibility begins at the time of notification. A student on probation will not be allowed to attend a school function which involves an expense to the school (ex. Motel rooms, meals) or an excused absence from school. The length of probation will be determined by the Head of School and Dean

of Students. All elected positions of leadership must be relinquished for the remainder of the school year (up to 18 weeks).

A student who is not involved in any Unity teams or performance groups will still face school suspension and/or related consequences for violations listed above.

### **5307 Suspension**

Instances of severe or repetitive violations of school rules will result in suspension from school as well as being involved in the probationary system. Examples of these situations are: harassment of other students or personnel, vandalizing property of school personnel, and being involved in illegal activities. There are two kinds of suspension: in-school and out-of-school. Administration can opt to have a student spend suspension time at school if that is deemed most effective. Students that accumulate five or more discipline hours in a week could be asked to serve them in an in-school suspension setting.

Students who are suspended must make their own arrangements to obtain their assignments and return completed work; they are not permitted at or around school or any school function during the time of suspension, and they must check in with the office upon return to school. In-school suspension rules will be outlined individually.

### **5308 Expulsion**

Attending a Christian school is a privilege. The school board, in taking disciplinary action, may deny that privilege of any student if such action is recommended by the principal. In such an instance, the principal will usually suspend a student until at least the Executive Committee of the school board shall have had an opportunity to meet and formally consider the recommendation of the principal. Expulsion means the removal of a student from the school environment, which includes, but is not limited to, classes and activities for a period of time set by the board. Any student who has been expelled may request to be re-enrolled at the beginning of the next academic semester.

### **5309 Personal Technology Policy**

The use of non school-issued technology such as cell phones, smart watches, or iPads are prohibited from the beginning of the school day (8:25) until the end of the school day (3:30), unless a medical exemption has been given.

- Cell phones and smart watches are expected to be turned off in backpacks in the student's locker or left in cars throughout the school day. If a staff member sees or hears a personal device from 8:25-3:30, the device will be confiscated and consequences will follow as outlined below.
- If a student needs to use their cell phone for an emergency, they may request permission from the office, the Dean of Students, Director of Learning or Head of School.
- If a parent needs to contact their child throughout the day, they are free to contact the office or send an email directly to their child's school email.
- Earbuds and headphones are expected to be put away at all times throughout the school day unless in Study Hall or given permission by a teacher to use in class.
- A teacher in a rare occasion may require students to use a device for a learning activity. In this situation the teacher will inform the staff and office about the activity in advance.

**1st offense:** Personal device will be confiscated and given to the Dean of Students to be held for the day; parents notified.

**2nd offense:** Personal device will be confiscated and given to the Dean of Students, device will be checked into the Dean of Students each day for the duration of the week; detention given; parents notified.

**3rd offense:** Personal device will be confiscated and given to the Dean of Students, device will be checked into the Dean of Students each day for the duration of the quarter; detention given; parents notified.

**4th offense:** Personal device will be confiscated and given to the Dean of Students, device will be checked into the Dean of Students each day until an administrative team decides differently; parents notified.

**5310 Weapons Policy**

Any student who is determined to have brought a weapon to school or knowingly possessed a weapon at school may be expelled for a period of time not less than one year. The school administration reserves the right to define the term "weapon" based on potential harm and use and also maintains its right to deal with each situation on a case by case basis. Normal appeal procedures apply. Students involved will also be referred to local law enforcement agencies

Although some students may be avid hunters, they may not enter the school parking lot with a firearm in their vehicle or on their person at any time. While this may prove to be an inconvenience to some, our current society dictates that we honor not only the spirit of the law but the letter of the law in this regard.

**5311 Search and Seizure**

As required by law, parents and students should be advised that school officials will, without notice or a search warrant, search a student, student locker, desk, work area, book and gym bag, clothing, or student vehicle based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel. School officials may also seize illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action.

**5312 Passive Alcohol Screening/Breathalyzer Testing**

The Board also allows for the use of PAS devices and breathalyzers in connection with students' participation in extracurricular/voluntary school-sponsored events and activities without the need for school personnel to first have reasonable suspicion of alcohol use. Such suspicionless testing will occur only if students are notified prior to the event or school-sponsored activity that a PAS or breathalyzer may be used, and that they may be denied entry and/or removed from the event or activity for either refusing to submit to such testing or for testing positive for alcohol use. Students will be notified through such means as a student handbook, written notices, school announcements or similar notification.

When PAS device and/or a breathalyzer will be used at a voluntary school-sponsored event (i.e. school dances, proms, etc.), such devices shall be administered as follows:

1. All students participating in the activity or school-sponsored event will be asked to submit to a PAS screening. Students will be asked to breathe across the intake part of the device.
2. If the PAS device detects alcohol, the student shall be removed to a separate area for observation and questioning concerning alcohol consumption. After fifteen (15) minutes, the student will be asked to submit to a PAS or breathalyzer test to confirm the presence of alcohol.
3. Should the student test positive after the second test, school personnel will contact the student's parents and the student shall be removed/denied entry to the activity or school-sponsored event.
4. Any student who refuses to breathe into the PAS device, or who refuses to submit to the breathalyzer test, may be excluded or removed from the activity or school-sponsored event and may face additional disciplinary actions.
5. Any student excluded or removed from an activity will not be entitled to a refund for admission to that activity.
6. Unity Christian retains the right to contact local law enforcement officials at any time, as deemed appropriate, consistent with Unity Christian's practice and policy.

**5313 Human Dignity Policy**

Unity Christian High School intends to provide its staff members and students with a safe Spirit-filled environment, one that is free from offensive kinds of behavior. Conduct – whether intentional or unintentional – that subjects another person to unwanted attention, comments, or actions because of race, national origin or ancestry, age, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are created to reflect God himself.

**5314 Hazing Policy**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing and where every person's dignity is honored. Hazing activities of any type are inconsistent with the educational goals of the school and are prohibited at all times.

- No student, teacher, administrator, volunteer, contractor or other employee of the school shall plan, direct, encourage, aid or engage in hazing.
- No teacher, administrator, volunteer, contractor or other employee of the school shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- The school will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school who is found to have violated this policy.

“Hazing” means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school policies or regulations.

**REPORTING PROCEDURES**

- Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to the Head of School
- The Head of School is the person responsible for receiving reports of hazing. Any person may report hazing directly to the Head of School
- Teachers, administrators, volunteers, contractors and other employees of the school shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the principal.
- Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

**SCHOOL ACTION**

- Upon receipt of a complaint or report of hazing, the school shall undertake or authorize an investigation by school officials or a third party designated by the school.
- The school may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- Upon completion of the investigation, the school will take appropriate action. Such action may include, but is not limited to, warning, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School action taken for violation of this policy will be consistent with the requirements of applicable statutory authority and school policies and regulations.

**REPRISAL**

The school will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**5315 Anti-Bullying/Anti-Harassment Policy*****Parent Notice Concerning Harassment***

All members of Unity Christian High School are expected to conduct themselves at all times so as to provide an atmosphere free from harassment. Members of the school include board members, administration, faculty, other employees, students, vendors, and others having contact with the school.

Harassment includes but is not limited to such things as unwelcome sexual advances, verbal or physical contact of a sexual nature when such actions are related to employment, or educational development or when such actions interfere with an individual's work or education or creates an intimidating, hostile, or offensive working or educational environment.

Reports of harassment should be reported to the Administrator, primary hearing officer, or the Guidance Counselor, alternate hearing officer, Unity Christian High School, Orange City, Iowa, 51041. Phone 712-737-4114.

***Statement of Policy***

Unity Christian High School intends to provide its staff members and students with a safe Spirit-filled environment, one that is free from offensive kinds of behavior. All school employees, volunteers and students are expected to conduct themselves with respect for the dignity of others. Bullying and harassment of employees, volunteers and students will not be tolerated at Unity Christian High School. Unity Christian High School includes the school facilities, school premises, and non-school property if the employee or student is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the control of the school or where the employee is engaged in school business.

Some situations, such as cyber-bullying, may originate off-site and in fact in an individual's home. In such instances, because the effect may be a substantial interference with a students' academic performance, there will be cause for disciplinary action on the part of the school.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a target, witness, or an individual who has reliable information about such an act of harassment or bullying. School employees, volunteers, parents or guardians, and students are expected to act in a timely and responsible manner to prevent, report, and facilitate investigation of suspected harassment and bullying.

**Definition**

Bullying and harassment are defined as any electronic, written, verbal, or physical act or conduct toward a student which is:

- Based on any actual or perceived trait or characteristic of the student, and
- Creates an objectively hostile school environment that meets one or more of the following conditions:
  - Places the student in reasonable fear of harm to the student's person or property,
  - Has a substantially detrimental effect on the student's physical or mental health, \*Has the effect of substantially interfering with a student's academic performance,
  - Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program.

Bullying and harassment by board members, administrators, employees, parents, vendors, and others doing business with the school is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the administrator or board.



## Sexual Harassment Policy - Title IX Policy

### Sexual Harassment Complaint / Report of Concern Form

This form may be used by any Unity Christian High School (“Unity Christian”) student, parent, staff member, or community member to report a complaint or concern about any matter, including (but not limited to) concerns of harassment, discrimination or retaliation.

If you have questions about filling out this form or need assistance for any reason contact the Title IX Coordinator, 712-737-4114 or [titleixcoordinator@unitychristian.net](mailto:titleixcoordinator@unitychristian.net).

### Consequences for Violators

Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action. The sanctioning guidelines of the Good Conduct Rule apply to violations of this policy.

It is the responsibility of the board members, administrators, licensed and classified employees, students, and others having business or other contact with the school to act appropriately under this policy.

### Publication

It is the responsibility of the administrator and investigator to inform and educate employees or students and others involved with the school about bullying and harassment and the school’s policy prohibiting bullying and harassment.

This policy shall be published in the Parent/Student Handbook, Faculty Handbook, and the Support Staff Handbook.

Training sessions on this policy and the prevention of bullying and harassment shall be held for employees, volunteers, and students in all educational programs. The school maintains a system to collect bullying and harassment evidence data.

## **5316 Technology Use**

Internet technology continues to grow rapidly. At Unity, we realize that with this growth comes exciting opportunities and difficult issues. We maintain that a combination of personal integrity and accountability can help our students to become proactive leaders in the morally sound and discerning use of technology. We promote the positive use of email and the internet by implementing the technology into class work. In providing internet and email access, we hold the position that this access is a privilege for our students and not a right. All freshmen students, and their parents, are required to sign our Acceptable Use Policy prior to receiving computer privileges. Students must use technology with discernment and integrity, make good use of their time, and be stewardly in the use of our resources. Administration and staff electronically monitor the use of all computers.

Parents and students need to take the time to review what is being published on the internet via social media sites. Unity’s good conduct policy does include internet postings pertaining to profanity, promiscuity, disrespect, cyberbullying, and social aggression.

For these reasons, we have worked out an accountability system that we feel will help to bring the mission statement of the school and proper use of technology together. We will challenge students to make decisions with technology that will positively reflect their Lord, family, and school. To accomplish this, we have set up a system in which students’ account activity may be randomly checked at least once per year. We also have a three-strikes policy in place for students who handle their privileges irresponsibly. When a student fails to positively reflect their Lord, family, and school they will receive a strike.

- Strike 1: E-mail/internet disabled for 6 weeks, probation for the next 6 weeks, and parents are informed about the offense.
- Strike 2: E-mail/internet disabled for one calendar year and probation for the rest of their stay at Unity and parents are notified about the details of the offense.
- Strike 3: E-mail/internet disabled for your stay at Unity and parents will be informed about the details of the offense. During a probation period, a student’s account activity is checked at least two times a month at random.

**5317 Smoking - Drinking - Drugs**

Students shall conduct themselves in accordance with board policy, "Student Conduct". The board believes that such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises.

The board prohibits the use or possession of any form of tobacco product, alcohol, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol or controlled substances, by students on school property or at any activities sponsored by the school on or off school property.

Violation of this policy by students will result in disciplinary action. Possession of alcohol, for those under legal age, and/or of a controlled substance may be reported to the local law enforcement authorities.

It shall be the responsibility of the Principal, in conjunction with the counselor, to develop administrative regulations regarding this policy.

**5318 Tobacco Free Nicotine Free Environment**

All Unity Christian High School buildings, grounds, and vehicles shall be off limits for tobacco use, including the use of nicotine products that are not FDA (Food and Drug Administration) approved for tobacco cessation. In the interest of the students, faculty, staff, parents, and the community at large, there shall be no use of tobacco or nicotine on any school property. This restriction applies at all times. This policy will be enforced at all school sponsored events and at any non-school sponsored event held on school property being rented or used free of charge. The tobacco-free nicotine-free environment is applicable at all events, whether indoors or outdoors.

Persons failing to abide by the request shall be asked to extinguish smoking material or to dispose of smokeless tobacco products or nicotine products. Failure to do so will result in being asked to leave the school facility or campus immediately. It is the responsibility of the administration to enforce this policy.

## 5400 Extra-Curricular Activities

Unity is more than academics. Students often have great memories of the extra activities they participated in while in high school. The majority of Unity's students participate in one or more activities. A well-balanced Christian teenager needs more than just books. Therefore, students are encouraged to participate. We urge you to consider the opportunities Unity offers:

### 5401 CO-CURRICULARS

The following opportunities exist for students to grow and discover God given interests and gifts. In some cases tryouts will be required based on the number of participants.

ACTIVITY	DESCRIPTION
American HS Math Exam	Math students are given the opportunity to take the American High School Math Exam. This is a multiple choice examination containing problems which can be understood and solved with precalculus concepts.
JETS/TEAMS	Students are involved in the local JETS/TEAMS (Junior Engineering Technological Society/Tests of Engineering Aptitude, Math and Science) competition. Students in grades 9-12 work in teams of eight solving college freshmen-level engineering coursework.
Honor Roll	Each semester a list of students who receive a 3.0 grade point average or higher is published in local papers.
Math Competitions	Our math students compete in the Great Plains Math League competition. The students compete in 4 different types of rounds: Target, Sprint, Team, and Relay. Students attaining the cut-off score will be invited to compete at the state championship in April.
National History Day	Students compete in the National History Day competition by conducting extensive research related to an annual theme and present their findings in one of five categories: exhibits, documentaries, webpages, performances or papers. Students can advance from our local competition to the state and national level.
Quiz Bowl	Quiz bowl is a team activity. Practices occur during the school day and competitions are on Saturdays against local schools. They answer questions covering a wide list of topics such as math, history, geography, trivia, entertainment, etc.
Science Fair	Our students are able to research a science topic and compete in our annual Science Fair. They are able to compete individually or as a group. The top entries advance to the regional competition in Brookings, South Dakota and from Brookings, they could advance to the International Science Fair in May.
Unity Honor Society	This society is composed of juniors and seniors who have a cumulative GPA of 3.5 or higher.
FFA	Our Ag students have the opportunity to compete as an FFA club in local, state and national events.

### 5402 Athletics

ACTIVITY	DESCRIPTION
Baseball	Boys 8th through 12th grade can try out for summer baseball. The junior varsity fields approximately 15-18 players and the varsity approximately 15.
Basketball	Boys and girls field teams at three levels. Freshmen, junior varsity and varsity teams of between 12-15 athletes.
Cheerleading	Unity has a football and basketball cheerleading squad consisting of five or six members each. The cheerleading squads lead fans in cheering the football team and the boys and girls basketball teams.
Cross Country	Both boys and girls can participate in this fall no-cut sport. The top 7 runners compete on varsity; everyone else competes on junior varsity.

Dance Team	This group of dancers consists of 12 or more girls who perform at half- time of basketball & football games. (8 <sup>th</sup> graders have an opportunity to try-out in May prior to their freshman year).
Football	Boys grades 9-12 can be involved in one of two teams: varsity and junior varsity. Check website for starting dates and times.
Golf	Each spring boys and girls can golf for either the junior varsity or varsity team. The top 6 players compete on varsity. Combined teams consist of 15-18 golfers. Participation: Summer assignment required.
Soccer	Spring soccer is available for girls and boys - junior varsity (15-20 team members), varsity (approximately 20 team members).
Softball	Girls 8th through 12th grade can try out for one of the 15 spots on the junior varsity or varsity teams.
Track	Boys and girls of all grades can participate in the spring sport of track. The teams are usually made up of 25-35 students per team.
Volleyball	In the fall, girls can participate in one of three teams--freshmen (12-15), junior varsity (10-12), varsity (9-12).

### **5403 Drama**

ACTIVITY	DESCRIPTION
Play/Musical	This group of students performs a play or musical on alternate years for the Unity constituents during a spring production. A number of students work with lighting, make-up, set construction, costuming and more.
The Cast	A group of students who perform improvisations, skits, and one-act plays for other schools and the community. Participation: <del>Try-outs</del>

### **5404 Music**

ACTIVITY	DESCRIPTION
	<b>Performances by groups listed in this section are considered co-curriculars and are affected by eligibility requirements.</b>
Bel Canto	An auditioned women's group, consisting of around 25 9-12th grade women. Singing a variety of music and repertoire they perform annually at school concerts and various supporting churches, school and community events. Membership in either Concert Choir or Chorale is recommended, but not mandatory.
Chapel Praise Team	Various students have the opportunity to sing in our chapels
Instruments of Praise	A select group from Symphonic Band that will perform at various supporting churches.
Knightsounds	An auditioned mixed vocal group open to all 9-12th grade students who are also enrolled in either Concert Choir or Chorale. Knightsounds is a select 16-24 voice ensemble and the top auditioned choir at Unity. They sing and participate at various supporting churches, schools and community events exploring a variety of choral repertoire.
Jazz Band	A select group of students from grades 9-12 with an interest in musical improvisation and enhancement of musical skills.
Pep Band	Open to all students in the band program who have a desire to show school spirit during varsity football and basketball games.

	<b>Performances by groups listed below are Not affected by eligibility requirements as they are considered to be part of the curriculum.</b>
Orchestra	Open to all 9-12th grade students interested in orchestral music and possessing some previous experience on a string instrument. A wide variety of string and orchestral literature is studied, in addition to technique and mastery of the instrument. While not required, students are encouraged to study privately with an area string teacher. They perform annually at all concerts and represent Unity at all festivals and contest competitions.
Symphonic Band	An auditioned group of students in grades 9-12 who perform at four concerts per year and represent Unity at all festivals and contests.
Concert Choir	An upper level mixed vocal ensemble and open to experienced sophomore, junior, and senior singers by audition only. Concert choir is a select group of vocalists dedicated to performing choral literature at the highest level of excellence. They perform annually at all concerts and represent Unity at all festivals and contest competitions.  Concert choir is a year long class commitment. Prerequisite: one year or semester enrollment in Chorale.
Chorale	9-12th grade students interested in choral music, regardless of singing experience/vocal background. Emphasis is placed on improving basic vocal technique, ear training and reading music. No prerequisites are required.

#### **5405 Student Life**

<b>ACTIVITY</b>	<b>DESCRIPTION</b>
Game Club	An organization of students who meet after school twice a month to challenge each other in board games. Students can choose from a collection of 35 games.
Homecoming	Crowning the Knight and Lady and special daytime activities are part of the homecoming festivities. The student body votes for one girl and one boy to represent the school.
Junior-Senior Banquet	Each spring juniors host a night of food and entertainment for the seniors.
Living Groups	The structure of the program is organized around the division of the student body into groups of approximately 9 to 11 students (2 or three from each class) with two student leaders (Junior or Senior) and a faculty mentor. Two groups are joined together as sister groups for particular activities and support in leadership mentoring, group functions, and organize various other activities outside of school. Living Groups meet weekly.
Service Day	Small groups of students arrange for opportunities to serve the community with their assistance. Living Groups created by the Chapel Committee serve this purpose.
Student Council	Each class elects three representatives to represent the student body to the faculty and administration. They also plan events like homecoming and other school activities.
Work Release	This program is available to seniors who have earned a sufficient number of credits to allow them to work at some place of employment one to two periods of the day.
Yearbook	A group of students producing the annual yearbook. Students learn several tasks: writing, word processing, designing layouts, taking pictures, and selling ads.

## **5500 Student Welfare**

### **5501 Student Conduct**

School friendships and relationships are always encouraged and sought to be developed in such a way not to exclude others by design, but to allow students to cultivate lifelong friendships and companions. However, particular awareness should be given to boyfriend/girlfriend relationships, making sure that the actions are not crude or discourteous to others and so that the behavior of those involved reflects general Scriptural guidelines of respect for each person within the extended Unity family.

### **5502 Public Displays of Affection**

Feelings of affection for someone of the opposite sex are a natural part of the courtship/dating process. Romantic contact at school however is not appropriate and will be discouraged. This policy is not limited to just those students who are in a dating relationship.

### **5503 Sexual Activity and Intimacy**

Sexual activity, according to the teachings of the Bible, is one of God's gifts and is to be kept within the bounds of marriage. Outside of marriage, such intimate activity is a lapse of Christian conduct, and it will be addressed with disciplinary procedures just as are other lapses in Christian behavior.

Engaging in nonheterosexual activity, or promoting or encouraging beliefs, attitudes or behaviors that are inconsistent with or contrary to the school's mission, position statements or policies on nonheterosexual activity, is a departure from a biblical lifestyle and will be addressed with disciplinary procedures. Furthermore, any physical assault, harassment (snide remarks, jokes, innuendo, slogans, prideful comments) or bullying on the basis of one's sexual orientation or one's position on sexual orientation will not be tolerated by UCHS and shall be addressed with disciplinary procedures.

**Disciplinary Procedure:** When a student's behavior is misaligned with the sexual orientation position that Unity has constituted, a committee composed of members of the school board, the Head of School, and the Guidance Counselor in consultation with the student and the parents may be called upon to establish a plan to follow for each situation that arises.

### **5504 Intimacy/Student Pregnancy Policy**

#### **Public Displays of Affection**

Feelings of affection for someone of the opposite sex are a natural part of the courtship/dating process. Physical contact at school however is not appropriate and will be discouraged. This policy is not limited to just those students who are in a dating relationship.

#### **Acts of Intimacy**

Sexual intimacy, according to the teachings of the Bible, is one of God's gifts and is to be kept within the bounds of marriage. Outside of marriage, such intimacy is a lapse of Christian conduct, and it will be addressed with disciplinary procedures just as are other lapses in Christian behavior.

#### **Conception and Parenthood**

Because so many factors enter into making wise decisions regarding student pregnancy, each student (both father and mother) involved in a pregnancy will be dealt with individually and must comply with the procedures outlined in this policy. Because life, both before and after birth, is a gift from God that must be treasured and nourished, Unity Christian seeks to provide an atmosphere of love, concern, and support. While parenthood is one of God's greatest gifts in life, it is also one of life's greatest challenges. Since we do not consider abortion to be a Christian alternative to a student pregnancy, every effort will be made to encourage the student(s) to complete his/her education at Unity Christian, providing they exhibit a commitment to a Christian lifestyle consistent with this privilege, and submit to the following guidelines and procedures.

#### **Guidelines:**

The student(s) involved are encouraged to notify the principal early in the pregnancy so that educational planning and counseling may begin immediately. Student involvement with professional Christian counselors or a Christian counseling agency such as Bethany Christian Services is required.

Parenthood calls for every effort to prepare for fatherhood and motherhood, and for continued self-sacrificial attention in response to its calling. The parents of the involved student(s), the student, the principal, and the school counselor will discuss and formulate plans and recommendations for the student's continued educational program. In acknowledgement of the additional responsibilities on the part of parents/students, the course load may be adjusted. Final approval of these adjustments must be granted by the Education Committee. Parents/guardians and students are welcome to visit with the Education Committee.

The safety of the mother and (unborn) child will be acknowledged in all the decisions of the school regarding curricular and extracurricular activities. The extracurricular activities of the student-parent shall be restricted to practices and other activities of school groups without participation in interscholastic performances. This restriction shall be in place for the duration of the pregnancy plus two (2) full weeks following the delivery. Consistency requires that this be applied to both the male and female alike, as each must accept responsibility for the student pregnancy. All faculty-elected and student-elected positions or honors (awards) and non-credit activities will be denied during pregnancy or until the baby is born. After the baby is born, the parent-student may appeal to the Education Committee for permission to participate in activities.

During a pregnancy, the parent-student is required to obtain a doctor's statement to confirm the necessity of absence from school and to indicate when the absence will begin. Absence from school after delivery may continue for up to four weeks; exceptions require a letter from the attending physician.

The students must live with parent(s)/guardian(s) or in a home approved by parent(s)/guardian(s). The school may deny continued enrolment to a parent-student whose living arrangements are, in the judgment of the Education Committee, inconsistent with a Christian lifestyle.

Children of students are not to be taken to school during school hours or to activity meetings or to practice sessions.

### **5505 Dress**

We each dress according to individual taste. We are also strongly influenced by current styles on the American market. The following statement sums up our expectations: Dress must be neat, clean, modest, appropriate for class and considerate of others. The overall goal is to protect modesty as well as ensure an effective and healthy learning environment. As students living in God's world, we are called to serve Him and to be a reflection of Christ to others. Personal appearance should reflect Christ's lordship over every area of our lives and should build up the body individually and corporately as Christ's messengers in and to the world. Our goal is to encourage others in Godly living, not to tempt them nor shock them.

- All shirts must have sleeves.
- Shorts must be below mid-thigh in length and modest in fit. Not too tight
- Dresses and skirts must be mid-thigh in length and modest in fit.
- Tops may not be too tight or low-cut in the front or the back. No cleavage should be visible. Open back shirts are not allowed.
- Footwear is required.
- Caps, hats, and hoods are not permitted inside the school.
- Any writing on clothing must not be sexually suggestive and must not promote tobacco, drugs, alcohol or include messaging that contradicts the statement of belief at Unity Christian.
- Students may not wear the same clothes to class as they wear to PE.
- No print (words) is allowed on the backside of shorts or pants.
- Holes in pants must be below mid-thigh.
- Leggings/Tights may be worn if there is a shirt or skirt that is in line with the skirt requirement length
- One's midriff, lower back or underwear may not be exposed when sitting, bending, or reaching.

Parents, please monitor what your children wear. Students will be sent to the office and required to change if their clothing is deemed inconsiderate and inappropriate by the staff. Parents will be notified. Shirts and sweatpants may be available for students to change into or if they choose to go home and change, this will be an unexcused absence. A discipline hour will be issued to second offenders.

**5506 Passes and Leaving Campus**

Students must have permission to leave a class, to go to the office, to another classroom, library etc. A teacher can only excuse a student from his/her own class.

If a student must leave campus, even for a very short "errand", he/she must sign out in the office. Before signing out, he must present the secretary with either a written note signed by the parent, an email, text or phone call from the parent or someone acting in parental capacity. The secretary must witness the sign out sheet or it will be unexcused, so double check. When the student returns to campus, the student must sign in. If a student does not have written permission to leave campus, he/she will not be permitted to leave. Leaving campus without permission will result in an immediate discipline hour. If a student is sick, he/she will be asked to remain at school until one of the parents can be contacted.

**5507 Visitors**

If a student wishes to take a "visitor" to class, it must be cleared with the Head of School at least a day prior to the time of visitation. We discourage this practice except for a friend or relative who may be from out of town visiting the family. All visitors, including parents, must report to the office.

**5508 Personal Items**

Book bags and gym bags may be used to transport books and supplies to and from school; however, they may not be removed from the lockers during the school day. Book bags are not allowed in any classrooms. Laptop carrying cases are expected to go to the classroom with the student. The laptop case can hold accessories like pens, pencils and calculators. Female students are also allowed to bring a purse to class.

PE bags must be placed in the Locker Room upon arrival at school.

Personal belongings of greater value should not be stored in athletic locker rooms. Valuable items or cash that needs to come to school for a day should be brought to the main office for safe-keeping.

**5509 Unwanted Items**

Nuisance items (water guns, lighters, pocket knives, radios, laser lights, video games, etc.) must not be brought to school. We do not want them on campus unless they are being used for a specific assignment. If they appear for a second time for any reason, they will be confiscated without return.

**5510 Counseling Services**

Our full time Counselor will rely on the wisdom of a staff counseling team. That team will be called into action at the discretion of our Counselor. It usually consists of a group of 5-6 appointed staff members. The role of this group is to assess student concerns and to develop action plans to meet these concerns. Feel free to contact the counselor if you have questions or concerns that are academic, social, spiritual, emotional or physical in nature.

**5511 Student Guidance and Counseling Program**

The Board shall provide guidance and counseling programs for the students enrolled, by a guidance counselor holding the qualifications required by the board. The guidance counseling services will serve grades nine through twelve. The program will assist students with their personal, educational, and career development. The program shall be designed to coordinate with the education program and to involve school personnel.

**5512 Student Injury or Illness at School**

When a student becomes ill or is injured at school, the student's parents shall be notified by the school nurse and / or school secretary as soon as possible after these individuals are aware of the incident.

The school, while not responsible for medical treatment of an ill or injured student, will have authorized school personnel present to administer emergency or minor first aid if possible. An ill or injured child will be turned over to the care of the parents, the parents' designee, or qualified medical personnel as quickly as possible.



It shall be the responsibility of the Secretary with Head of School approval to file an accident report within 48 hours after the student is injured at school.

Parents shall be required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. It shall be the responsibility of the parents to provide the school with updated information on the medical authorization form.

The Head of School shall be responsible, in conjunction with the school secretary and activity director, to develop rules and regulations governing the procedure in the event a student should become ill or be injured at school.

If a parent chooses to have the school administer medications, prescribed medications will be given to certified personnel in the original prescription container with directions for administration printed on the container, placed in a locked medication box, and administered according to doctor orders and will be documented.

### **5513 Right to Know**

#### **Asbestos Notification**

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response (AHERA), an inspection of our school building for asbestos-containing building materials was completed in 1980. The inspection findings and asbestos management plans have been on file in the school administrative office since that time. The EPA requires us to perform re-inspections of the asbestos materials every six months by in-house trained personnel and every three years by an accredited outside source. An accredited Inspector/Management Planner from Nova Environmental Services, Inc. last performed the three year re-inspection of our building in 2010 and issued a report regarding the results. There were no significant changes in the condition of the remaining asbestos.

Anyone is welcome to view our asbestos management documentation anytime during regular school hours. Our asbestos designated person is our head custodian and is available to answer any questions you may have about asbestos in our building at 737-4114.

### **5514 Statement of Non-discrimination**

Unity Christian High School admits students of any gender, race, color, disability, national and ethnic origin to all of the rights, privileges, programs, and activities, generally accorded to all students at the school. It does not discriminate on the basis of gender, race, color, disability, national and ethnic origin in administration of its educational policies, admissions and athletic or other school administered policies.

### **5515 Student Record Notice for Parents**

Each year the school is to notify parents of their rights concerning the records of their children. A brief summary of those rights is listed below:

1. Parents have the right to review any school records of their children.
2. Privileged information concerning students will not be released by the school without parental permission.
3. Lists of names and of non-confidential information may be made public by the school without permission of the parents. Parents not wanting this information released must notify the school of their decision. Information in this category would be such things as honor rolls, general class lists, information for the yearbook, sports rosters, etc.

### **5516 Child Abuse Reporting and Investigating**

State law mandates that all teachers and administrators must report to the proper authorities all instances of suspected child abuse. Also in child abuse laws are procedures for reporting child abuse by school personnel against children. In situations where there is suspected child abuse (physical or sexual), parents or others may report such suspected problems to the school Child Abuse Investigator. The purpose of an investigator is to conduct a preliminary investigation to determine if there is probable reason to believe that physical or sexual abuse may have occurred. If the investigator determines that this is a possibility, an investigation must be conducted by someone who is not a school employee. The Sioux County Sheriff's Department will provide an investigator for this purpose.

Primary Investigator: Wayne Dykstra

Alternate Investigator: Josh Van Kempen

**5517 Communicable Diseases - Employees and Students**

The Unity Christian School will work cooperatively with local, county, and state agencies to enforce and adhere to the State Health Codes for prevention, control, and containment of communicable diseases in their schools.

The Head of School with the help of the school secretary and nurse will exclude a child who is out of compliance with the required immunization schedule. School personnel will complete and coordinate all immunization data, waivers and exclusions including the necessary Immunization Assessment Program forms to provide for preventable communicable disease control.

The Head of School may exclude students and/or personnel from school who are suspected or diagnosed with a communicable disease, or whose exposure to a communicable disease may threaten the well-being of that individual or those to whom he will come in contact. All reportable communicable diseases will be referred to the principal.

The decision to close school due to communicable disease outbreaks is at the discretion of the Head of School. If desired, consultation on such decisions may be provided by a committee from the school board and/or the Communicable Disease Review Panel.

Communicable disease is a serious concern in the community. The afflicted individual may be asked to submit information to appropriate consultants, including the Communicable Disease Review Panel.

Communicable Disease Review Panel. The purpose of this panel is to serve as a resource to the Head of School and the school board for specific communicable disease instruction and procedures for major concern regarding epidemic control with any communicable disease occurrence.

The Communicable Disease Review Panel will be comprised of the following:

1. The Head of School
2. Two physicians appointed by the school board following a review of their qualifications.

In addition, one or more of the following may be asked to appear before the panel and be a part of the panel to serve without vote:

1. The child's attending physician
2. The parent(s) of the infected student
3. Infectious disease specialty physician
4. Legal counsel for the school
5. Legal counsel of the infected person
6. Other school staff or persons as deemed appropriate and necessary

Diseases which may be communicable and may call for application of this procedure include but are not limited to:

1. AIDS – Acquired Immune Deficiency Syndrome
2. ARC – Aids Related Complex
3. HIV
4. Hepatitis B

Other like diseases that may be included by the local health unit which may present potentially serious health problems for those who come in contact with the disease and/or the disease carrier.

Each communicable disease case will be judged on its individual merits and consequences.

**5518 Administration of Medication to Students Policy**

Some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by the licensed health personnel with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

Persons administering medication shall include the licensed registered nurse, parent, physician, and persons who have successfully completed a medication administration course. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at the agency.

#### Administration of Medication to Students

A written medication administration record shall be on file including:

- date
- student's name
- prescriber or person authorizing administration
- medication
- medication dosage
- administration time
- administration method
- signature and title of the person administering medication
- any unusual circumstances, actions, or omissions

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information.

#### **5519 Wellness Policy**

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The school supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school nutrition standards. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

The school will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school will utilize electronic identification and payment systems; provide meals at no charge to all children, regardless of income, and promote the availability of meals to all students.

The school will develop a local wellness policy committee comprised of representatives of the board, parents, leaders in food/exercise authority and employees. The local wellness policy committee will develop a plan to implement and measure the local wellness policy and monitor the effectiveness of the policy. The committee will designate the principal to monitor implementation and evaluate the implementation of the policy. The committee will report annually to the board regarding the effectiveness of this policy.

Specific Wellness Goals

- Goals for nutrition education
- Goals for physical activity
- Goals for other school-based activities that are designed to promote student wellness,

Nutrition Education and Promotion

The school district will provide nutrition education and engage in nutrition promotion that:

- is offered as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and physical activity, particularly as it pertains to anorexic students.

Physical Activity**Physical Education**

The school will provide physical education that:

- is for students in grades 9-12 for the entire school year;
- is taught by a certified physical education teacher;
- includes students with disabilities, students with special health-care needs may be provided in alternative educational settings; and,
- engages students in moderate to vigorous activity during at least 50 percent of physical education class time.
- provides opportunities for additional physical activity through co-curriculars, intramurals, open gym, and year-round strength training.

**Physical Activity and Punishment**

Employees should not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment

Other School-Based Activities that Promote Student Wellness**Integrating Physical Activity into Classroom Settings**

For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the school will:

- offer classroom health education that complements physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities;
- discourage sedentary activities, such as watching television, playing computer games, etc.

**Staff Wellness**

The school values the health and well-being of every staff member and will plan and implement individual activities and policies that support personal efforts by staff to maintain a healthy lifestyle.

Nutrition Guidelines for All Foods Available on Campus**School Meals**

Meals served through the National School Lunch Program will:

- be appealing and attractive to children;
- be served in clean and pleasant settings;
- meet, at a minimum, nutrition requirements established by local, state and federal law;
- offer a variety of fruits and vegetables;
- serve low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives (as defined by the USDA).

The school will:

- engage students and parents, through taste-tests of new entrees and surveys, in selecting foods offered through the meal programs in order to identify new, healthful and appealing food choices; and
- share information about the nutritional content of meals with parents and students. (The information could be made available on menus, a web site, on cafeteria menu boards, placards, or other point-of-purchase materials.)

### **Meal Times and Scheduling**

The school:

- will provide students with at least 10 minutes to eat after sitting down;
- will schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.; will not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and,
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).
- will install a timer on the vending machines so that no product will be available for purchase during lunch time.

### **Qualification of Food Service Staff**

Qualified nutrition professionals will administer the meal programs. As part of the school's responsibility to operate a food service program, the school district will:

- provide continuing professional development for all nutrition professionals; and,
- provide staff development programs that include appropriate certification and/or training programs for child nutrition directors, nutrition managers and cafeteria workers, according to their levels of responsibility.

### **Sharing of Foods**

The school discourages students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

### **Snacks**

Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snack.

### **Rewards**

The school will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through meals) as a punishment

### **Food Safety**

All foods made available on campus adhere to food safety and security guidelines. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food borne illnesses in the school.

For the safety and security of the food and facility, access to the food service operations are limited to child nutrition staff and authorized personnel.

Students are not allowed to eat food delivered to the school from an outside dining establishment for lunch. If a student has food delivered to the school by anyone from an outside dining establishment the food will be taken from them.

### Plan for Measuring Implementation

#### **Monitoring**

The principal will ensure compliance with established school-wide nutrition and physical activity wellness policies.

In the school:

- the principal will ensure compliance with those policies in the school and will report on the school's compliance to the Board; and,
- food service staff will ensure compliance with nutrition policies within food service areas and will report on this matter to the principal.
- the school will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the school has not received a SMI review from the state agency within the past five years, the school will request from the state agency that a SMI review be scheduled as soon as possible;
- the principal will develop a summary report every three years on school-wide compliance with the school's established nutrition and physical activity wellness policies;
- the report will be provided to the school board.

### **Policy Review**

To help with the initial development of the school's wellness policies, the school will conduct a baseline assessment of the school's existing nutrition and physical activity environments and practices. The results of those school assessments will be compiled to identify and prioritize needs.

Assessments will be repeated every three years to help review policy compliance, assess progress and determine areas in need of improvement. As part of that review, the school will review the nutrition and physical activity policies and practices and the provision of an environment that supports healthy eating and physical activity. The school will revise the wellness policies and develop work plans to facilitate their implementation.

### **5520 Meal Charges**

In accordance with state and federal law, Unity Christian High School adopts the following policy to ensure school employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### **Payment of Meals**

Students have a meal account. When the balance reaches \$-50 a student may charge no more than \$25 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Families are notified of a negative balance daily through JMC.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Employees may use a charge account for meals, but may charge no more than \$-75 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

### **Negative Account Balances**

Unity Christian High School will make reasonable efforts to notify families when meal account balances are low. Additionally, the school will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$6.00. Families will be notified by email. Negative balances of more than \$-75, not paid prior to the start of the new semester, will be turned over to the Head of School or his/her designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

## **5600 Parent Involvement**

### **5601 Delinquent Tuition Policy (Reviewed 5-29-19)**

The financial operation of Unity Christian High School is heavily dependent upon the prompt payment of tuition. Tuition payments are due each month unless other arrangements are made at registration. Tuition payments which are delinquent adversely affect the administration of the school in that outstanding tuition accounts make it difficult for the school to meet its financial obligations.

Parents with outstanding tuition are expected to contact their deaconate and request assistance. If assistance is not available through the deaconate, a member of the finance committee should be contacted immediately. The Unity Christian Board reserves the right to contact the deaconate of any family who has 3 or more months of outstanding tuition to discuss possible avenues for assistance.

The Board is committed to helping parents provide their children with a Christian education. The Board has established the following policy in an effort to provide help in a manner which also enables the Board to operate the school responsibly:

1. No student shall be allowed to begin classes until such time as all outstanding tuition from the previous year is paid in full and the new school year registration fee, computer fee, and food service deposit is made or a written and signed payment plan is in place.
2. Parents with outstanding tuition of four or more months will receive written communication and their student will be ineligible for co-curricular activities until payment is made or a written and signed payment plan is in place.
3. At semester break, the Board reserves the right to deny the following semester enrollment of the children whose parents have outstanding tuition and have not made acceptable payment arrangements or are not completing their responsibilities of arrangements that have been made.
4. Parents with a tuition balance remaining at the end of the school year must make contact with a Finance Committee member by June 1 if their balance cannot be paid in full by the end of July. The diploma of a graduating senior will be withheld until the account is paid in full or a written and signed payment plan is in place.
5. Transcripts and credit transfers will not be released to another school until the delinquent account is paid in full.

This policy is based on the belief that:

1. The primary responsibility for the payment of tuition lies with the parents.
2. Parents experiencing financial difficulties are encouraged to communicate with those who could help (family, church, friends) and with the Finance Committee of the Board to make them aware of their family's needs.
3. The Christian community, often through church and family, will provide financial assistance to those families who demonstrate a commitment to Christian education but are unable to meet the financial obligations that accompany enrolling their children in the Christian school.
4. Financial stewardship should be the goal of all Christians. This includes both encouragement to fulfill financial obligations and mercy on behalf of all involved.

### **5602 Unity Christian Auxiliary**

Purpose: The object of this organization shall be to create a greater interest in the Christian training of our youth and to promote the prayerful, moral, and financial support of the school.

Membership: will include: (1) all parents who have children attending UCHS; and (2) all other interested constituents who desire to be directly involved in serving Unity and have indicated this to the secretary of the Auxiliary. Membership will continue until the secretary is notified of resignation. Spring and fall general meetings are held.

Officers: Call the school office to get the names of the officers of this group.

Activities:

Freshmen Orientation – August 22

Teacher Appreciation Week - First Week in May

Various Fundraising Dinners - in consultation with the Board

**5603 Booster Club**

Purpose: The purpose of this organization is to encourage and support interscholastic activities at UCHS. Morally - to assist the school in any way to promote a sound, organized co-curricular program. Financially - to finance any special need which is not normally covered under the annual budget, and to subsidize any warranted shortage or need for the annual budget of any co-curricular activity.

Officers: Call the school office to get the names of the officers of this group.

**5604 UCHS Moms in Prayer International**

"Pour out your heart like water before the face of the Lord...Lift up your hands toward Him for the lives of your children."

... Lamentations 2:19

PURPOSE: We gather once a week for one hour to:

- Bring before God the needs of their children, all UCHS staff, students, board members and families.
- During this time we also:
  - Praise God for who He is
  - Take time for silent confession
  - Thank God for his rich blessings and answers to prayer.

YOU ARE INVITED: All mothers, grandmothers and anyone willing to pray specifically for our children, their teachers, Unity staff, and the school community are very welcome to join us to pray. You can be sure that confidentiality is strictly upheld. Contact the school office for time and location and to get connected with the Moms In Prayer Coordinator.



## **5700 Transportation**

### **5701 Transportation**

1. Park your vehicle in the school lot as soon as you get on campus; make sure it's not in one of the driveway areas or in a parking area designated for staff.
2. The parking lot is off limits during the day.
3. The school maintains the right to respond to reckless driving on school property as well as the streets that surround the school. Reckless driving observed to or from school or school activities may result in loss of driving privileges.
4. Riding the bus is a privilege. Respect your driver, all other passengers, and their property. The bus driver is held responsible for the orderly conduct of the pupils transported. Disorderly conduct or refusal to submit to the authority of the driver will result in the student being referred to the Transportation Director and /or Dean of Students for disciplinary action. Repeated offenses will result in the student being suspended from riding the bus.
5. Students applying for a school license must fill out a form to the office stating the purpose, expectations and guidelines for a school permit. Included are parent and student signatures.
6. Riding the bus is a privilege. Respect your driver, all other passengers, and their property. The bus driver is held responsible for the orderly conduct of the pupils transported. Disorderly conduct or refusal to submit to the authority of the driver will result in the student being referred to the principal for disciplinary action. Repeated offenses will result in the student being suspended from riding the bus.

### **5702 Parking**

Parents of students with cars must register their child's car make / model and license plate number in JMC at Parent Registration.

Driving a car and parking at Unity is a privilege for those who have a valid driver's license. Our parking guidelines provide the necessary parking spaces for those who are handicapped and those who are eligible for reserved parking spaces. There is also a concern for the safety of the general public in that when cars are parked in an orderly manner during school hours and evening activities, the traffic pattern will be enhanced and emergency vehicles will not be deterred. The consequences for breaking these guidelines will result in suspension of driving privileges or a fine or both and the parents will be notified. Any fine levied is due to be paid within two school days.

1. Park your vehicle due north and south in the designated pattern in the south parking lot as soon as you arrive on campus; make sure it's not in one of the driveway areas. Fire code requires that all driveways must be left open at all times. Parking on Michigan Avenue is not allowed. Do not park in reserved Visitor spaces and be sure to leave sufficient room for truck and bus traffic on both ends of the parking lot. No vehicle may extend to the west beyond the parking lot pole. Do not triple park at any time.
2. Students are reminded that they are not to park in the driveways at any time during school hours, early morning, or evening practices or activities.
3. Motorcycles and mopeds park at the west end of the visitor parking lot up against the curb and bicycles park at the east end.
4. The parking lot is off limits during the school day.
5. The school maintains the right to respond to reckless driving on school property as well as the streets that surround the school. No spinning of tires or 360's are allowed. Reckless driving observed to or from school or school activities could result in loss of driving privileges or fines.
6. Students applying for a school license must secure the necessary form and bring it to the Unity office for our principal's signature.

### **5703 Field Trip Policies for Day and Overnight Trips**

#### **Definition of a School Field Trip:**

School field trips are an essential part of the learning experience at Unity Christian High School. A school field trip is an educational or co-curricular activity conducted away from the school site that is an extension of classroom instruction. It may last 20 minutes; it may be over several days. Any school field trip that is endorsed by the school through funding or the use of the school name constitutes a school trip. All school field trips must comply with all school policies, regulations, and procedures.

### **School Trip Approval**

All school trips must have an educational purpose, must be closely related to the instructional program. Trips must have a specific educational purpose. Trips for recreational purposes, behavioral incentives, or rewards must be scheduled during non-instructional time. Trips planned during the summer, spring, or winter breaks or other intercessions will not be approved unless they are directly related to Unity Christian High School's program of studies.

### **Transportation**

Transportation for school field trips may be provided by a Unity Christian High School bus, private automobile(s), or a common carrier, or students may walk to and from the field trip destination. Common carrier is defined as any method of transportation other than a Unity Christian High School bus or private automobile. Examples of common carriers include school buses owned by other vendors, motor coaches, limousines, trains, boats, and airlines. If private vehicles are used to transport students, the owner of the vehicle must submit an Employee Auto Insurance Affidavit.

No vehicle designed to carry more than nine passengers in addition to the driver shall be used for transporting students to or from school for school-related events unless that vehicle meets Iowa Minimum Specifications for school buses. The aisle of the bus shall be kept clear of all items, such as luggage and coolers.

Only approved chaperones and students who attend the participating school can ride the school bus.

### **Student Participation**

Students who are participating in co-curricular instructional activities that have been authorized by the Education Committee and / or administration, and are a definite part of the school's instructional program can be counted present while participating in such activity.

All students enrolled at Unity Christian High School should have the opportunity to participate in school field trips. Students may be excluded from field trips only as a last resort. The reasons that may result in exclusion from a school trip must be communicated to students and their parents/guardians when the field trip is announced. The Head of School must approve the exclusion of any student in advance of the school trip.

Students on probation, or in violation of major school offenses will be denied participation in a school field trip.

No student may be excluded from participation in a field trip due to his or her inability to pay, a need for health services, or a documented disability. Provisions must be made to provide funding for students who are eligible for fee waiver and to provide staff trained annually to administer health services, including medication administration.

When a field trip ends after school hours **two adult chaperones** must remain at school till all the students have left school.

### **Day Field Trips**

These should be trips that will benefit your class and meet the educational objectives you have set. The field trip must be approved by the Head of School. The following guidelines need to be approved when planning a field trip:

1. Clear the date and the trip with the Head of School.
2. Schedule the trip with the industry, factory, museum, etc.
3. Arrange for transportation.
4. Each student has on file in the office a form that includes: Permission to Travel Form, a Medical Condition and Release Form and a Liability Release Form. There are multiple binders in the office that include the forms of all students. It is the responsibility of the instructor to have a binder with him / her for all day field trips.
5. Arrange adequate chaperones.
6. Notify faculty and the head cook of the date and names of students going on the trip.
7. No field trips (outside of class time) are allowed in the last 10 school days of each semester.

### **Overnight Field Trips**

**Authorization of School Overnight Field Trips:**

School overnight field trips shall be relevant to the curriculum and shall be properly planned and conducted according to procedures approved by the head administrator. School field trips that involve overnight stay(s) need to be approved by the Education Committee, one month in advance. School field trips that involve student air travel require an advance 6 month presentation to the Education Committee. The plan must address key aspects like: parental approval, educational goals, total budget, chaperone questions, liability issues, proper insurance, fundraising plans including student involvement in fundraising and logistics for housing and travel.

### **Supervision on an Overnight School Field Trip**

A certified or classified staff member who is at least twenty-one (21) years of age shall accompany students on overnight trips. Specific procedures for planning and evaluating overnight trips shall be approved by the head administrator.

The supervising teacher/sponsor must establish a supervision plan based on the specific destination. The plan must include an evaluation of any unique risks posed by that destination and must provide for the supervision of students at all times. One adult chaperone, 21 years of age or older, for every ( fifteen) students is required. The goal would be to have chaperones of both genders represented if the student group represents both genders. Chaperones must remain with students at all times. All parents or volunteers serving as chaperones must successfully complete a School Volunteer Records Check. It may be necessary to contract with a nursing agency to provide health services to students on out-of-state school field trips.

### **Student Accident Insurance**

For international travel, the school recommends families to consider purchasing student accident insurance that provides secondary medical coverage for all students during the school day and while they are participating in school-sponsored activities, including field trips. This coverage is secondary to the students' primary health insurance.

If a student is injured while on a field trip, the supervising teacher should notify the principal and parent as soon as possible.

### **Health Services for Out-of-State and/or Overnight Trips**

Compile a list of all students who may need medication administered or health services provided while on the school field trip. Include the following information for each student:

- Daily medications
- Medications given on an as-needed basis (including asthma inhalers)
- Emergency medications (Diasat,EpiPen,Glucagon)
- Other health services the student will need
- Whether or not the student is authorized to self-administer medications (asthma inhalers/EpiPens);
- Medications the student receives at home that must be administered on the trip (nighttime medications,
- once-a-day medications, etc

Hold a meeting with the parent(s)/guardian(s) of the students who require health services, and determine whether or not the parent/guardian will attend the school field trip with his or her child. (The parent/guardian cannot be required to attend the trip unless the parent(s)/guardian(s) of all students are required to attend.)

During the parent meeting, ensure that all student Health Services documentation has been completed, including the Authorization to Give Prescription or Over the Counter Medication and/or the appropriate Primary Care Provider Authorization Form.

If the parent/guardian is attending the school field trip with the student requiring medication or health services, no further action is needed.

If the parent/guardian is not attending the school field trip with the student requiring medication or health services, the school staff must make arrangements in collaboration with appropriate Health Services agencies to meet the student's health needs. Such arrangements may include trained unlicensed school staff accompanying the students on the trip and/or contracting with a nursing agency licensed in the applicable state.

## **5800 Communications**

### **5801 Announcements**

Each morning a daily bulletin (The Knightline) is published and read in 3rd period class and posted on the web page. Announcements of activities and school news are printed. Announcements of student activities must be presented in writing to office personnel and must have approval of faculty sponsors. Office permission must be obtained to use schoolrooms or any other facilities. Announcements placed on any school bulletin boards must be cleared with the office staff.

### **5802 Family Educational Rights and Privacy Act (FERPA)**

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that Unity Christian, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Unity Christian may disclose appropriately designated "directory information" without written consent, unless you have advised the school office to the contrary in accordance with school procedures. The primary purpose of directory information is to allow Unity Christian to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Unity Christian to disclose directory information from your child's education records without your prior written consent, you must notify in writing by September 1. Unity Christian has designated the following information as directory information. (Note: an LEA may, but does not have to, include all the information listed below.)

- Student's name
- Address
- Telephone listing
- Grade level
- Home church
- Residing School district

### **5803 Web Page**

Unity's website is [www.unitychristian.net](http://www.unitychristian.net). Course expectations and outlines are available on line.

### **5804 Inclement Weather**

During inclement weather school closing announcements are made primarily through the JMC Text and Email Alert system. We will also post announcements on Unity's website, the Unity parent email, and local radio station KSOU.

Fire, tornado, and active shooter drills occur throughout the school year. The signals are:

- Fire – fire alarm
- Tornado – 10-12 second bell; pause; 10-12 second bell

Upon hearing either of these, your attention is urged immediately. Emergency information is posted in each room. Take time to familiarize yourself with it.

**5805 Lockdown**

The staff and students will be informed and trained for a variety of lockdown scenarios and how best to respond.

**5806 Personnel**

Feel free to email any staff member (first initial last name @unitychristian.net).

**5807 Privacy Issue for Parent Directory**

Use of names, addresses, and email listings for any business, personal, or commercial purpose, solicitation, including copying, or other use is prohibited. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means electronic, mechanical or otherwise without expressed written permission of the Head of School.

## **5900 Student Services**

### **5901 Lockers**

Your locker is assigned the first day of school. It is yours to treat with TLC. As with all property, it assumes your responsibility. All lockers are inspected at the beginning of the school year for scratches, dents, and defects. If there is any damage sustained through the school year to an assigned locker, the student will be charged for the costs to repair and replace the damaged part. Students will be charged for any repairs or replacement of parts to their assigned locker. Empty 2nd lockers can be purchased for \$10.00 – all monies collected from these sales are given to a mission project.

Combination locks are available to students in grades 9-12. Locks are encouraged to be on lockers and in a locked position at all times. It is the choice of each student to use their school appointed combination lock. Lost locks can be replaced for \$5.00 in the office. Each student must return their lock at the end of the school year.

### **5902 Textbook Costs**

Textbook costs are covered by fees paid at registration. When your texts are returned at the end of the class in similar condition to when you received them, there are no additional fees. If your texts are damaged or lost, you will be charged accordingly. Please handle your textbooks with care. Students are responsible for keeping a book cover on their textbooks. Books are very expensive to replace.