



# **UNITY CHRISTIAN SCHOOL**

**STUDENT HANDBOOK 2011-2012**

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## **1. WELCOME**

**We welcome all of our families and students!**

We invite you to take a close look at this Handbook in order to have a sense of the high expectations and standards that we have chosen to set, and hope to reach in our school. We trust that God will richly bless us as we embark together on our journey down the path of Christian education.

The overall purpose of this Handbook is to explain our school's basis, programs, information about courses, activities, and opportunities you can participate in, and guidelines you need to follow. This will help make the school year enjoyable for you and all other members of the Unity Christian School Community.

## **2. GOALS & EXPECTATIONS OF UNITY CHRISTIAN SCHOOL**

**We, the Teaching Staff, Administrators and support personnel are committed to:**

1. Provide the best in Christian education
2. Respect each of you as image bearers of God
3. Pray for you
4. Work with you to develop your academic abilities
5. Work with you to develop your God-given talents
6. Communicate openly with you and your home

7. Act as role models for you in work and in deed
8. Contribute positively in actions and attitudes to the classroom & the school community

**In return, we require from you, the student:**

1. A willingness to respect, and work with, the school
2. An acceptance of, and compliance with, the standards established by the school for behavior
3. A respect for the adults placed in authority, volunteers, and guests
4. A respect for the dignity and rights of your fellow students
5. A commitment to strive to develop your skills and abilities
6. An openness to communicate your concerns and needs to the staff
7. Regular attendance and punctuality
8. A positive contribution in actions and attitudes to the classroom & school community

**3. MISSION STATEMENT**

The Unity Christian School community is firmly committed to assisting its students in developing their God-given potential to enable them to join in the work of building the Kingdom of God.

**4. UCS is UNIQUE**

A part of helping students develop their God-given potential is to help them discover their individual gifts and talents. To do this, UCS has developed unique programs especially for our students:

**A. Exploratories (grade 7 & 8)**

Middle school students are at an age where they are exploring who they are in relation to God, to themselves, to their peers and to their families. Providing a large number of exploratories in many different areas gives our students a unique opportunity to begin to recognize and identify their likes and dislikes, their gifts, talents & abilities.

## **B. Planning 9 & 10**

By participating in Planning 9 & 10, students learn how they can affect this world under God's instruction and use the unique gifts, talents and interests they are blessed with. Each student finds areas of interest in his/her life and explores it throughout the year.

## **C. Social Justice**

Students in grade 11 & 12 will explore their gifts and talents through a Social Justice Curriculum. UCS teachers will work with small groups of grade 11 & 12 students during Thursday afternoons on a variety of social justice issues. This hands on learning looks to capture the intent of Unity's Thursday afternoons by offering students the chance to learn how they can help care for all people, helping restore creation in the process.

## **5. COURSE REQUIREMENTS**

### **A. General Requirements**

Students at Unity Christian School are enrolled as full-time students. Students are required to participate in the entire program for their grade level. At each grade level there are some choices.

### **B. Core Courses**

See the grade-appropriate course calendar for a list of all courses offered.

## **6. EVALUATION & REPORTING**

It is important for students and their teachers to know what progress is being made in classroom work. Evaluation is based on daily classroom and homework assignments, participation in discussions, projects, tests and exams. Parents and students are free to discuss their progress with teachers at any time. The grading scale used is as follows:

- A (86 – 100%)
- B (73 – 85%)
- C+ (67 – 72%)
- C (60 – 66%)
- C- (50 – 59%)
- D (40 – 49% - Fail)
- I (< 40% - course requirements not fulfilled)

**A. Middle School (Grades 7 & 8)**

Effort and achievement marks are formally reported with comments three times a year. There is also a pre-report card parent/teacher interview before the first report card.

**B. High School (Grades 9 – 12)**

Effort and achievement marks are formally reported **three** times a year. Some students will receive interim reports halfway through each reporting term.

**C. General Requirements**

Students are reminded that any work or tests missed because of unexcused absences will result in no credit being given for the work. Should a student fail any course, he/she will be required to take (depending on availability) a summer school course in that subject in the Public School District Summer School Program or a distance learning summer course (paid for by the student). In some subjects we may require a make-up project.

**D. Passport to Education**

The Ministry of Education has a program whereby students in grades 10 through 12 can receive monetary credit stamps, which can be applied to tuition costs at universities and colleges. Passport to Education booklets and any validating stamps are kept by the school in the student files.

**7. STUDENT SUPPLIES**

Unity Christian Middle High School does not provide student school supplies. A list will be handed out with report cards at the end of June, and it

will be posted on the UCS website. Students are expected to maintain their supplies throughout the year.

#### **A. Textbook Policy & Fines**

Each subject teacher, when necessary, will issue a textbook to the student. Textbooks will be issued through the library. Students who damage textbooks will be required to pay the cost of the book.

### **8. STUDENT ACTIVITIES**

There are a number of extra curricular activities available for students at UCS. Many of the student council and chapel planning activities occur through the Leadership 11/12 class. Other opportunities include grad committee, yearbook and chapel band, fine arts activities and performances, service opportunities and a wide variety of athletics. These programs are seen as an integral part of a complete educational experience – they are consistent with the philosophy and mission of our school, helping to develop leadership abilities, artistic talents, physical skills and teamwork.

### **9. STUDENT RESPONSIBILITIES & PRIVILEGES**

#### **A. Banned Substances / Illegal Activity**

As a school community we believe that God calls us to be stewards of our bodies – He expects us to take care of ourselves the best that we can. Students who make choices that do not meet these expectations will be disciplined.

- i. There will be **NO alcohol** or non-prescription **drugs** permitted on the school grounds, at any school related functions, events or activities. Any student taking prescription drugs should inform their teacher or school office regarding their use.
- ii. **Smoking** will not be allowed anywhere on or near the campus, on school busses, at any time before, during or after school or at any school functions. Smoking materials, lighters and matches brought to school will be confiscated.
- iii. Students may not bring any **weapons**, knives or other potentially dangerous items to school. This also includes cap

and imitation guns. Any such item carried by a student will be confiscated and may be permanently removed or destroyed.

\*Parents will be informed when there are any infractions.

\*Abuses will result in further disciplinary action – this may include, but not be limited to, suspension, expulsion, assignment to a mentor, assignment to a rehabilitation/counseling program, or other disciplinary measures.

\*Drug, alcohol or weapons infractions will remain on a student's permanent record.

\*Police may be notified of any infractions.

## **B. Attendance**

Punctuality and regular attendance should be a character trait of all students. Students are expected to attend for the full school day, unless they have been officially excused. Good attendance plays an important role in academic achievement and gives the students an important life skill. Absences create extra work for students, teachers, and administrators and should be avoided whenever possible. **Parents are encouraged to keep vacation plans to scheduled holiday times in an effort to support the development of excellent attendance patterns in their children.**

If a student becomes ill during the course of the day he/she must inform the classroom teacher that he/she is leaving and report to the office. The office staff will inform parents, requesting that they pick students up or make arrangements to bring the student home.

If a test or assignment is missed because of illness or a pre-arranged absence, it must be taken when the student returns to school, or at the teacher's discretion. Students must make arrangements with the teacher to make up missed work or tests.

**Students attending appointments during school time will be granted early dismissal when they produce a note from parents stating the reason for missing class.**

**NOTE: Any student who leaves or returns to the campus at any time during the school day must sign in and out at the office.**

**i. Lates**

Every student is expected to be on time and prepared for school every day. In the morning a student is considered late when he/she is not in class by second bell (8:28). When a student is late for school he/she is asked to go directly to the office for a late slip.

Class lates will be recorded on daily attendance; a student is late when he/she is not in class at the time specified for the beginning of the class. Any student who arrives late with a note from a staff member indicating that the student was retained by that person, shall not be counted as late. Chronic lates to class will be dealt with on an individual basis.

**ii. Skipping (unexcused absence from class)**

A student is required to attend **every** event on their timetable. Failure to do so is considered a breach of school regulations. If a student misses an event or class time intentionally, he/she will make up lost time with the subject teacher or in a supervised detention. His/her parents will be contacted. Chronic skips will be dealt with on an individual basis.

**C. Leaving the School Grounds**

**A written note/email or phone message from the parent/guardian must be received by the office, providing the reason for a student leaving the school campus during school hours for a medical, dental or other appointment. The student must sign out at the office when leaving and sign back in on his/her return. This is an important safety measure! Please note that permission will NOT be granted to leave the school property for the purpose of acquiring lunch, snacks or performing errands unless the student is ACCOMPANIED by a parent, assigned guardian or responsible adult 19 or older (for grades 7 – 10). Any student who has an excessive number of absences may be in jeopardy of failing the school year or a specific course. Each case will be handled on an individual basis.**

**\*Grades 7 – 10:**

- **MUST** stay on school property from the time they arrive in the morning until the time of their departure after school

**\*Grades 11, 12 & students who are 17 years or older:**

- Students must hand a parent signed permission form in to the office to leave campus during lunch/spares & break.
- Students must sign in and out at the office every time they leave campus
- If students arrive after the first bell they must check in at the office on arrival
- Students who fail to sign in and out at the office will be in danger of losing their off-campus privileges

**i. Private Property**

Students are required to respect the rights of our neighbors and are **NOT** allowed to be on any of the private property around the school.

**D. Driving Privileges**

**Students are responsible to operate their vehicle safely, and park in designated areas.**

- Driving privileges will be suspended for a specified period of time if the student operates his/her vehicle carelessly.
- Students are accountable for the driving behavior of a personal guest – students may lose off-campus privileges when occupying or being a passenger in a car that is being operated in an unsafe manner.

**i. Student drivers**

Only if absolutely necessary will students be permitted to drive to school sponsored activities. Students are not permitted to drive other students during school sponsored activities.

## ii. Vehicles

Students are not permitted to go to or sit in vehicles during the school day. Students are not allowed to be on or near ANY vehicles unless they are signed out to leave or have specific permission from a staff member (this includes before school and during the school day). Once a student has signed out, they are expected to leave the school property immediately.

## iii. Guests

All visitors or guests to the school must check in at the office. Guests are expected to abide by all school rules and conduct themselves in a suitable manner or they will be asked to leave immediately.

Students from other schools are not permitted to visit Unity Christian. The principal/vice-principal may allow a student to visit if they are enrolling the following year.

## E. Dress Code

Students and their parents should understand that clothing communicates messages about themselves and the school. Attention to outward appearance is an important part of an individual's social development. Students are encouraged to wear clothing that is neat and clean, reflects a positive expression of life, avoids suggestive slogans that may offend others & unnecessary distractibility or attention, communicates modesty and discourages sexual innuendo.

A few simple guidelines to follow:

- Shorts should have at least a **10 cm inseam** and must be hemmed / skirts & skorts need to be moderate & appropriate
- **All** shirts, tops, blouses, **must have sleeves**; no cut off sleeves.
- **Layered clothing must start with the first layer shirt, top or blouse that has sleeves.** (no bare shoulders or spaghetti straps or tank tops showing)
- Clothing should not be too loose or too tight and should not show midriffs, cleavage or undergarments.
- Hats may not be worn in the school

- Students are discouraged from wearing expensive items of jewelry to school.

**Students who violate the dress code will be asked to change.**

#### **F. Phone Use**

The school has a telephone in the office area which is available for student use. Classroom phones are for staff use **ONLY**.

#### **G. Lockers**

Each student will be assigned a locker. Students **MUST** use a school-supplied lock. It is a privilege to have a locker; abuse of the locker may result in the loss of that privilege. Students may decorate the **INSIDE** of their locker with easily removable pictures (etc) - no stickers or writing – but it must meet standards of Christian decency. **(Please note that the replacement cost is \$200/locker door!)** The locker needs to be locked and securely closed at all times. At the end of the school year, each student is responsible for cleaning their locker and totally removing any decorations. Replacement cost for damaged or lost locks will be \$15.00.

#### **H. Public Displays of Affection**

Students are expected to refrain from all public displays of affection.

#### **I. Cheating / Plagiarism**

Students are expected to be accountable for and honest about their work at all times. If a teacher ascertains that cheating has taken place on a test or an assignment the teacher:

- Will work with the admin team and the student's parents to ensure that the student learns the material and has a fair consequence.
- Will be documented by the admin team.

#### **J. Student to Student Harassment**

##### **i. Fighting / Physical Abuse**

Physical abuse and/or fighting will not be tolerated. The **principal/vice principal** will take appropriate disciplinary measures, likely resulting in a suspension to all the parties

involved. Serious incidents will be reviewed and additional action may follow as a result.

**ii. Verbal Abuse**

Students who utter threats, or use verbally abusive or offensive language will be immediately referred to the administration. Inappropriate and offensive language will not be tolerated.

**iii. Sexual Harassment**

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning environment. If a student has concerns about the nature of any conduct or physical contact made by a school employee, a fellow student, or a member of the public, he/she should immediately report this concern to an administrative team member, counsellor or any teacher. **Sexual harassment through social networking websites will be treated the same as face to face sexual harassment.**

**K. School & Personal Property**

**i. Personal property**

Students caught stealing will be required to return the stolen item, or purchase an item of equal or better quality. Students responsible for destroying or damaging other students' possessions will be required to replace the item(s), and parents will be notified. Incidents will be recorded in the students' personal discipline files and may result in additional disciplinary action may follow.

**ii. School property**

Our families have spent many years developing the facilities of UCS Middle/High School. We want to honor those who have gone before us by being responsible stewards and treating all school property with care and respect.

### **iii. Money owing**

Students will be assessed for property & textbook damage.

## **L. Electronic Equipment and Facebook**

**Cell Phones** – Cell Phones may not be used/played during class time. Cell phones are permitted during breaks and lunch. Any bullying that occurs through a cell phone will be treated the same way as face to face bullying. Students will lose the right to bring their cell phone to school if they abuse this privilege.

**Ipods/MP3 Devices** – Ipods and other MP3 devices may be used during breaks and at lunch. With a teacher's permission, they may be used during class. Students will lose the right to bring their IPOD to school if they abuse this privilege.

**Facebook** – Students from grade 8-12 are permitted to use facebook during breaks and lunch. Grade 7 students are **not permitted** to use facebook at any time.

## **M. Office & Staff Room**

Students are not permitted in the staff room. Students are not permitted in the office area unless they have a specific task.

## **N. Physical Education Clothing**

Full gym strip is required for all physical education classes. Full gym strip includes school t-shirt, shorts and non-scuff running shoes. Students should be aware that these dress requirements will be strictly enforced. Students will be unable to participate in gym without proper dress. If students repeatedly arrive without gym strip, disciplinary measure will be taken.

## **O. Extra Curricular Activities**

Extra-curricular activities are an important part of a school program. They enhance the school community and the students' experience in the school community. Nevertheless, the school has a responsibility to help students maintain a level of achievement in school subjects comparable with their potential and ability. Since participating in an

extra curricular activity is a privilege, students must meet a number of requirements in order to take part. If the requirements are not met, parents will be contacted. Students will be placed on academic probation until they are caught up and maintaining an acceptable standard in the class.

**i. Activity Requirements**

Engaging in extra-curricular activities requires participants to be courteous to others and to behave in an exemplary manner during the course of the activity. In the activity, a true Christian character, a positive attitude and a willingness to encourage and build up others must be evident.

If the above requirements are not met, the supervising teacher may suspend the participant from the activity, depending on the incident in question. The severity of the suspension will be determined by the **principal/vice principal** and the teacher involved.

- A student **MUST** be in attendance for the full school day in order to participate in an extra curricular activity on that same day. **If a student cannot be at school, they cannot participate in extracurricular activities.**

**ii. Academic/Behavior Expectations**

Specific discipline/academic concerns may result in a student's privileges being taken away. This is a decision made by the principal/vice principal and the teachers involved. Examples include:

- students who are failing courses or under-achieving.
- incomplete homework assignments and failure to complete/hand-in assignments.

NOTE:

- Exceptions (on an individual basis) may be made for students who show conscientious effort in their school work but who are unable to meet the academic expectations.
- Regardless of a student's academic standing there must be evidence of good effort in all subject areas. Consistent and

unsatisfactory effort may prevent the student from participating in all extra-curricular activities.

- Staff members will report their concerns to the principal/vice-principal and keep the parent(s)/guardian(s) informed.

### **iii. Athletics**

Athletics play an important part in our extra-curricular activities at Unity and it is a privilege for students to be involved. An annual participant fee will be charged to all students participating in our extra-curricular Athletic Program. Outlined below is our athletic department policy in regards to selection of teams and playing time.

**Grade 7** – No cuts, every attempt is made for equal playing time.

**Grade 8** – No cuts, participation of all players, but playing time may vary.

**Jr. (Grade 9/10)** – Coach/Athletic director select team and determine playing time.

**Sr. (Grade 11/12)** - Coach/Athletic director select team and determine playing time.

\*In selection of the teams students may be pulled up one level based on athletic skill and ability. This will be determined by the Athletic Director **in consultation with the coach.**

## **10. DISCIPLINARY PROCEDURES**

### **DISCIPLINE**

The aim of Discipline (which relates to the word “disciple” or follower, not at all a negative term) is to maintain an atmosphere conducive to the safe and effective operation of the UCS community as well as to work alongside students and parents to create a warm and welcoming atmosphere. This can be done through encouragement, directing, mentoring, coaching, and guiding. Disciplinary matters will be dealt with first by the teacher and then by an admin member, if necessary.

At Unity Christian School, we believe that living in community is an integral part of our school culture. We believe that students ought to be able to learn in an environment that is safe and allows all students to flourish. We believe that we partner with parents in teaching students how to be caring and thoughtful members of our community, as well as communities beyond UCS

UCES staff members will work within a discipline framework that demonstrates our love and care for students. Our discipline should be open, honest, and allow for students to learn and grow from their mistakes. We believe that our disciplinary actions will be firm, fair and consistent.

Unity Christian School affirms the following guiding principles in relation to discipline:

1. Our UCS Vision Statement is the basis and framework for all discipline. We want to assist our “*students in developing their God-given potential to enable them to join in the work of building the Kingdom of God*”.
2. Discipline begins in the classroom. Classroom teachers have relationship with children and context for behaviours. Teachers should be the main contact for discipline, communication with parents and teaching community behaviours.
3. Each situation and student is unique. While all discipline needs to be firm, fair and consistent, not each situation merits the same consequences. Disciplinary action will take into account personal situations and contexts.
4. Our goal for discipline is that students learn, grow and work towards restoring community.

## **TYPES OF DISCIPLINE**

The school reserves the right to use any of the following types of discipline at any time.

**(I) Verbal Warning**

**(II) Detention**

### ***(III) Parent Meeting***

### ***(IV) Suspension (in School out of School)***

### ***(V) Expulsion***

#### **(I) Verbal Warning**

Unity Christian School is aware that everyone makes mistakes. Students will receive verbal warnings on some 1<sup>st</sup> offenses. Working with a student to correct behaviours does not always need to be punitive. Showing a level of grace is an important step in building a good relationship with each and every child. Verbal warnings will be documented solely for reference purposes.

#### **(II) Detentions**

Whenever possible, detentions are served as directed by the teacher. Teachers will consult admin when necessary. Most detentions will be informally recorded by the Vice-Principal. Detentions must take priority over after school jobs, extracurricular activities and appointments. Detentions generally occur during lunch hour or during study hall after school.

#### **(III) Parent Meeting**

Unity Christian School values working alongside parents in a variety of ways, including discipline. Whenever possible, the principal/vice-principal will communicate with parents if a student begins to show a negative pattern, is struggling in the classroom, and/or is becoming a concern. For matters inside the classroom (attendance, missed assignments, small discipline) teachers are encouraged to contact parents directly. For larger issues/patterns, the administrator will set up a meeting with the student's parent (s) to strategize.

#### **(IV) Suspension (in and out of school)**

- An “out of school suspension” is defined as the removal of a student from the campus.
- An “in school suspension” is defined as the removal of a student from regular classes. The student will be asked to work in the office for the given day. He/she will be given different scheduled breaks from the regular school schedule. 1

- A suspension may be imposed when a student has committed an infraction that stretches beyond a day to day occurrence and or could cause harm to the school. Suspensions may also occur when a school rule has been violated.
- The school reserves the right to suspend a student pending an investigation or hearing with respect to an infraction where it is in the best interests of the school to do so. The school is responsible to provide a safe and secure learning environment.
- Before a suspension occurs, the principal/vice-principal will meet with the student (s) involved to hear their side of the story. After this, the admin team will meet with the parent (s) of the student (s) involved.
- The school must contact parent (s) by phone or letter as soon as an incident occurs. If the parent cannot be contacted, the student will be placed on an “in school suspension” until the parent is contacted/
- In most cases, a written notice will be issued clearly stating the reason for the suspension as well as the details of the suspension (ie. date and time of contact with parents/guardian, date and time of meeting, and when the student is to return to classes).
- While suspended (out of school), a student is prohibited from being on the school premises. The student may not attend class, may not participate in extra-curricular activities, and may not be on school property during school hours unless they have been given permission by the principal/vice-principal.
- A suspension may be imposed for one or more school days for each separate infraction.
- The student is responsible for all missed work during their suspension.
- Prior to readmission, the principal/vice-principal will meet with the student and parent (s).
- When applicable, a letter may be placed on the students file. Students may be subject to being placed on probation.

### **Expulsion**

In appropriate circumstances, Unity Christian School can expel a student.

Before an expulsion occurs, a student will have an opportunity to speak to the Principal/Assistant Principal about the incident.

Before a decision is made to expel a student, the student and the parents/guardians will be informed about the matter. They are entitled to know the case against the student and should be given an opportunity to respond to all information which might influence the decision prior to the decision being made. The Principal will communicate the decision verbally and in writing. Students and/or parents/guardians may appeal a decision for expulsion. Please refer to the Appeal Policy for further details.

### **Discipline Miscellaneous**

Appropriate discipline may depend on prior incidents.

The Principal/Vice Principal has the authority to search lockers.

In the event that more than one student is involved in a discipline situation, each student shall be dealt with individually.

## **11. OTHER CONCERNS**

Parents or students who have concerns regarding classroom discipline, issues with teachers etc. must go to the teacher first. If the issue is not resolved, the next step is to contact a member of the leadership team and then the team leader. If there is still no satisfaction, the next step is to meet with or contact the Education Committee and finally, the Board.

### **Appeal Policy for UCS**

1. If either students or parents feel that a suspension and/or expulsion has been handled incorrectly, and they have discussed this matter in person with the school personnel involved, yet the matter remains unresolved, an appeal can be made in writing to the Board. Appeals will only be heard at the discretion of the Board, and may first be directed to an Ad Hoc Discipline Committee, or to the Education Committee. An appeal must be brought within a reasonable time (ie. within two weeks, although the Board may, upon application, extend time). The notice of appeal should be delivered in writing to the Board Chairperson of the School.

2. The appeal process will include both the receipt of written submissions by parents and administration, as well as an opportunity for an oral presentation.
3. A decision will be provided to the student and parents as soon as possible
4. As per UCS, the decision of the Appeal Committee is final. However, a student and parent may appeal to the Society of Christian Schools of BC to help with review or mediation.

## **12. GENERAL GUIDELINES & PROCEDURES**

### **A. Communicating with Parents**

Partnership with parents is foundational and in accordance with our school philosophy. Contact with parents regarding student progress is vital. Apart from formal reports, teachers and parents will meet in conferences before the first report card for grade 7 & 8 students, and immediately after the first report card for students in grades 9 – 12. We will also communicate through phone calls and interviews as well as through written bulletins and notices. A “weekly memo” will be posted to the UCS website and emailed home every Friday (a paper copy will be available in the office if you do not have computer access). The “Connector” newsletter published a few times though out the school year will available on the school website and in the school office.

Every effort is made to keep parents informed of their child(ren)’s progress through contact with the home and through formal reports. All parents are encouraged to make every effort to attend parent/teacher meetings & conferences to discuss their child(ren)’s progress. Parents who have any academic concerns or questions are asked to speak with the teacher(s) involved. If, after contacting the teachers, then the administration, you still feel that the problem/issue has not been resolved, please contact the Education Committee Chairperson and request a meeting with members of the Education Committee and administration. After these protocols have been observed, an unresolved concern will be forwarded to the Board of Directors. Your comments, concerns and suggestions are welcome at any time.

## **B. Communicating with Students**

Teachers are concerned for the well-being of every student. If a student has a concern or problem, he/she is encouraged to discuss the matter with the teacher involved. If additional help is needed or if the problem isn't resolved, other teachers, the principal/vice principal or the teacher in charge of student services are all willing to listen, advise, assist and/or refer. Every effort will be made to protect the interests, sensitivities and confidentiality of each student.

## **C. Chapel**

Chapel takes place every Thursday immediately before lunch from 11:30– 12:15. We meet together as a school body for the purpose of promoting a positive school spirit, worshiping, praying and educating ourselves. All students are expected to attend chapel before they go to their Thursday afternoon activities.

## **D. Fire & Earthquake Drills**

Fire, earthquake, and lockdown drills held at regular intervals are important safety precautions. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed routes as quickly as possible. The teacher in each classroom will give specific instructions regarding evacuation procedures. Students will be expected to exit in an orderly fashion and remain in their assigned areas until attendance is completed and they have been given the signal to return to the school.

## **E. School Functions**

All school rules, including discipline and dress codes associated with those rules, will apply to all school functions, including school sponsored extra-curricular activities and/or those school activities not held on school property.

## **F. School Closures**

In the rare event that school is to be closed because of weather conditions, announcements will be made on STAR 98.3 FM starting at 6:30 AM, and the website will have daily updates posted ([www.unitychristian.ca](http://www.unitychristian.ca)).

### **13. TRANSPORTATION**

The bus system is operated through the ACS & UCS Societies, by the ACS & UCS Transportation Committees. These committees are responsible for setting all bus routes and for the proper operation and maintenance of the busses. Any matters relating to transportation issues should be referred to one of the ACS or UCS Transportation Committee members.

Please review and observe these common sense rules for conduct on the bus:

1. Wait by the side of the road or on the sidewalk until the bus has come to a full stop. If there are several students, please line up, let passengers unload and wait to enter.
2. Take a seat and remain seated until the bus arrives at its destination. Do not shuffle seats as passengers get on because it increases loading time. Keep aisles free of belongings.
3. Be reasonably quiet so that the driver's attention is not distracted, especially at railway crossings. Remember that it is illegal to hang your head or hands out of the window of a moving bus.
4. Deposit litter in the waste basket when you leave the bus.
5. In case of an emergency, remain quiet for the driver's instructions and then carry them out promptly.
6. The transportation committee may remove the privilege of bus service for improper behavior.

Bus routes are set in the last two weeks of August. Someone from the committee will inform you of pick-up times and places, by phone or by mail, a few days before school starts.

### **14. SCHOOL AWARDS**

Unity Christian School offers a wide range of school awards that seek to meet our schools mission and vision. The awards are given out during a chapel at the end of May. Students from grades 7-12 are eligible for the following school awards (Awarded to 1-2 students per grade).

***School Spirit Award*** -Presented to a student who, with their friendly optimistic personality, offers a sparkling and positive Christian influence to fellow students, and is a friend to many different people.

***Citizenship*** - Presented to students who embody Christian ideals in their behaviour and activities during the school year. Christian ideals are demonstrated by the student's unselfish contribution to school life, classes, and service to others. It is seen in a Christian attitude exemplified through general helpfulness, cheerfulness, respect of peers and staff, appreciative manner, humility and a welcoming nature.

***Scott Elzinga Memorial award*** - Presented to a grade 12 student who seeks to build community at the school, locally, and globally. This student builds community by mentoring, encouraging, and serving others, regardless of age. This student achieves this through their drive and commitment to everything they participate in.

***Determination Award*** - Presented to a student who is assiduous, diligent, and has a strong work ethic.

***Service Awards*** - Presented to students who contribute freely and unselfishly to out-of-class activities such as yearbook, SALT, Chapel Team, and other class committees.

***Academic Awards*** – Math, Science, French, English, Social Studies

***Fine Arts*** – Art, Band, Drama, Foods.