

STUDENT HANDBOOK

WELCOME TO UNITY CHRISTIAN HIGH SCHOOL, 2024-2025

Gifted teachers will engage the students of Unity Christian High School in biblically based education, in an environment where all students belong and are encouraged and supported to thrive.

Believe, Belong and Thrive!

WELCOME TO UNITY CHRISTIAN HIGH SCHOOL!

By grace, working through the prayers and labours of God's people, Unity Christian High School plans to enter another year of educating His young people.

I look forward to the privilege of working with you, learning together what it means to be a real, vibrant community. I pray that we will grow together, and will make Unity continue to grow into the kind of school that God wants it to be.

As teachers, we promise to do everything we can to challenge you with superb curriculum and the best possible teaching; we promise to care for you and keep you as safe as we can; we promise to lead and guide you into maturity as best we can, and we promise to keep you and your family as informed as we can, so you can make good decisions about your future. And we promise to pray for you and your families.

From our side, we need you to work with us, to be diligent, to be respectful and attentive. We need you to pray for us, as we do our work of offering you the best education that we can.

And in that, there is no "you and us", but in Christ, just "us".

As we pray and work, together we will pursue the vision of Unity Christian High School.

STUDENT HANDBOOK: UNITY CHRISTIAN HIGH SCHOOL

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A. The Vision and Mission of Unity Christian High School

VISION:

Graduates of Unity Christian High School will be equipped to boldly seek and proclaim God's truth, and to respond to their calling to participate in Christ's kingdom.

MISSION:

Gifted teachers will engage the students of Unity Christian High School in biblically based education (Believe), in an environment where all students belong and are encouraged and supported to thrive.

Believe, Belong and Thrive!

I. GRADUATE PROFILE

Working from the vision and mission statements, Unity Christian High School is a school that is organized in such a way that it seeks to graduate students who:

1. are able to say and practice: "In Christ, all things hold together"(Col. 1:17)
2. are grounded in a Biblical worldview which enables them to articulate and act upon God's call to serve Him in all areas of their lives
3. are thankful for, and respectful of, God's creation and gifts
4. are prepared for further education, training, employment or opportunities that fit their skills and abilities
5. are flexible, adaptable, and resilient
6. are continuous life-long learners
7. have developed critical thinking and problem-solving skills, that allow them to reason effectively and make wise judgments
8. take initiative, are self-directed (independently managing projects and producing results), do honest self-assessments and act upon those self-assessments
9. communicate effectively, clearly articulating ideas and thoughts in a variety of forms and contexts
10. persevere and strive for clarity and precision
11. are able to apply past knowledge to new situations, are creative and innovative, willing and able to take risks and display a strong work ethic
12. are able to collaborate effectively and creatively in diverse teams, being responsible for and to others, exercising appropriate flexibility toward a common goal
13. are engaged in culture and culture-making through such areas as politics, the arts, the world of ideas and the world of business
14. are ready to participate in, and contribute their time and resources to their local and greater communities
15. find joy in situations by seeing things from a different or unique vantage point.

II. CURRICULAR PRINCIPLES

These principles underline the courses, the activities and the passion of Unity Christian High School:

1. Students at Unity will deepen their understanding of the nature of God through the study of Scripture and His creation, and respond to Him with trust and awe.
2. Students at Unity will seek to witness to and transform culture for God's glory in all areas of life, through knowing their role in God's redemptive plan.
3. Students at Unity will be encouraged to respond to the restorative power of God's grace, develop an awareness of themselves as unique image-bearers of God, able and willing to use their specific gifts in the world.
4. Students at Unity will develop a Christ-like character.
5. Students at Unity will learn to identify Biblical truths, separate them from non-Christian mind-sets, and develop ethical positions based on these truths.
6. Students at Unity will learn to view society and culture as human faith responses to God and His works.
7. Students at Unity will contribute to and experience a diverse community by caring for others and celebrating differences with respect, tolerance and love.
8. Students at Unity will develop the skills and tools to communicate effectively and responsibly.
9. Students at Unity will acquire skills that will enable them to be life-long Kingdom workers.
10. Students at Unity will be equipped with skills that will enable them to live out God's calling and will in their lives.

B. Programs at Unity

I. UNITY FOR CHRIST SERVICE LEARNING

It has always been recognized that Service is a way of life for a Christian. That is: we are to serve our God through our worship, our prayer, our behaviour and our knowledge of God and His world. Service is doing specific loving actions directed toward other people and the rest of God's world. "Structured" service, increasingly recognized by the churches in our community, is to have a pro-active flavour, is to be infused with respect and compassion, and is to be implemented in an organized manner. This type of service implies initiative, diligence and a sense of "making a difference". This is the type of service that makes up the UNITY FOR CHRIST service learning program, a key element of our high school.

Unity Christian High School has set as a prerequisite for graduation, your involvement with at least 40 hours of UNITY FOR CHRIST service through your years at our school. Ideally, this should be done in two major projects, 10 hours or so per year, enabling a strong and profound relationship between you and those with whom you are working. Service projects at Unity are meant for you to take the opportunity to put into practice the worldview you are learning in school. This service is meant to have a positive thrust ("doing something good"), and to instill respect and compassion.

Goals

Through this program, you will:

1. be introduced to the needs of others,
2. be able to see that need exists within your community,
3. develop a tendency and lifetime habit for Christian service,
4. put into practice the love given by Christ,
5. realize your own usefulness in practical, meaningful ways,
6. increase your knowledge of Jesus and develop commitment to Jesus by imitating his servant attitude,
7. learn both the humility and the honour of Christian service,
8. learn the principles of faithfulness and discipline in service,
9. become a contributing member of the community in a meaningful way,
10. develop and be able to articulate your Biblical philosophy of Christian service,
11. learn some ways to fulfil God's command to love others,





Guidelines

In planning and implementing the **UNITY FOR CHRIST** service learning projects, these guidelines should be understood and followed:

1. No payment may be received for your service activity,
2. Service must be given to people outside of your family and immediate relatives (uncles, aunts, grandparents, cousins), and cannot include helping friends,
3. Activities can be of your own choosing, or from the list provided below,
4. The 40 hours of UNITY FOR CHRIST service learning should ideally be divided between two sustained projects in the years at Unity,
5. You should understand that those receiving your service should be able to expect from you:
 - punctuality in arrival and departure,
 - proper dress, according to the standards of the organization,
 - cooperation, respect and obedience,
 - sensitivity to the needs and situations of the agency or organization,
 - positive attitude,
 - advance notice to the agency of any unavoidable absence.
6. UNITY FOR CHRIST SERVICE LEARNING can only occur outside of the school setting.
7. Ideally, hours should be done in the greater community, and not only events specifically designated as Unity events.

List of Eligible Activities

The following is the list that UNITY Christian High School deems eligible as activities for UNITY FOR CHRIST service learning (this list is not exhaustive). Note that this list must be completed outside of school hours:

IN SCHOOL:

- planting flowers and other plants (looking after the community garden),
- making and displaying art in the school,
- clean-up or recycling campaigns in the school,
- clean-up/set-up crew for school events,
- peer tutoring.

IN BROADER COMMUNITY:

- service in and for the church (eg., contact your elders or deacons, youth pastor, minister),
- Christian local and global development agencies (e.g.: World Vision, World Renew, etc.),
- volunteer in a nursing home or retirement home,
- yard work or household chores for someone requiring assistance,
- delivering to shut-ins,
- local Pro-Life group,
- Barrie Food Bank,
- Canadian Red Cross
- keep a length of road or creek clean,
- build a ball diamond or another such facility in a needed area,



- volunteer at/for:
 - McLaren Art Centre,
 - Colours of Barrie,
 - disability support programs,
 - hospitals,
 - libraries (as literacy coaches),
 - museums,
 - special needs children.



List of Ineligible activities:

The ministry has developed a list of activities that may not be chosen as community involvement activities. These are referred to as ineligible activities. An ineligible activity is an activity that:

- is a requirement of a class or course in which the student is enrolled (e.g., cooperative education portion of a course, job shadowing, work experience);
- takes place during the time allotted for the instructional program on a school day. However, an activity that takes place during the student's lunch breaks or "spare" periods is permissible;
- takes place in a logging or mining environment, if the student is under sixteen years of age;
- takes place in a factory, if the student is under fifteen years of age;
- takes place in a workplace other than a factory, if the student is under fourteen years of age and is not accompanied by an adult;
- would normally be performed for wages by a person in the workplace;
- involves the operation of a vehicle, power tools, or scaffolding;
- involves the administration of any type or form of medication or medical procedure to other persons;
- involves handling of substances classed as "designated substances" under the Occupational Health and Safety Act;
- requires the knowledge of a tradesperson whose trade is regulated by the provincial government;
- involves banking or the handling of securities, or the handling of jewellery, works of art, antiques, or other valuables;
- consists of duties normally performed in the home (i.e., daily chores) or personal recreational activities;
- involves activities for a court-ordered program (e.g., community-service program for young offenders, probationary program).

Forms

There is one two sided form involved with UNITY FOR CHRIST service learning, which needs to be appropriately signed for each activity, and then submitted to the Guidance office.

Side 1. COMPLETION OF UNITY FOR CHRIST SERVICE LEARNING ACTIVITY

Side 2. UNITY FOR CHRIST SERVICE LEARNING JOURNAL

II. CO-CURRICULAR ACTIVITIES

Introduction

One of the joys of high school is in the area of co-curricular activities. At Unity, the teachers develop these activities from our vision to help ensure that “graduates of Unity Christian High School will be equipped to boldly seek and proclaim God’s truth and to respond to their calling to participate in Christ’s kingdom”. Being involved in such activities will deepen your high school experience and broaden your skills, knowledge and enjoyment. Because we believe that these activities are so important in your high school years, you must be involved in at least two co-curricular activities in order to achieve the Unity Christian High School Diploma (see the Course Calendar).

Sports

Sports can play an important role in your high school years. Many positive skills can be learned through sports. Sports, in ways different from most academic subjects, demonstrate that you need other people and that when people play together, they learn to co-operate. You are all encouraged to try out for the various school teams. Unity has established teams in volleyball, basketball, cross country, hockey, badminton and track and field, to compete with other Christian high schools in the province, as well local public and Catholic high schools belonging to the SCAA and the GBSSAA.



Sports Transfer Policy

Unity is a member of the Simcoe County Athletic Association (SCAA), and the Georgian Bay Secondary School Athletic Association (GBSSAA). These associations have as general policy that students who transfer from one secondary school to another, and who wish to compete in inter-school sports, must complete Ontario Federation of School Athletic Association (OFSAA) transfer forms. Unless granted an exemption, transferring students are ineligible for those OFSAA sports in which they have competed at any time during the previous 12 months at their previous school.

Activities

Other activities are available as well. Throughout the year, activity sponsors will offer a variety of non-athletic activities. The activities range from making music, to producing a yearbook, to putting on plays. The Student Council, one such activity, represents the student body, and exists to coordinate various student activities. The Student Council also provides an official forum for providing the administration and staff with input regarding school affairs and matters which concern the student body.



III. SCHOLARSHIPS AND AWARDS

Scholarships and awards are ways of showing you that we appreciate your contribution. These scholarships and awards are available to you only in your graduating year, whether or not that is your last year at Unity.

Note: Not all of the scholarships below will necessarily be awarded each year. As well, new scholarships may become available during the school year. Scholarships and awards will also change from year to year depending on sponsors.

a. Scholarships:

French Scholarship:

-awarded to the person who has achieved a minimum of 80% in 12 U French and is continuing on to a post-secondary institution, with preference given to a student who has demonstrated a passion for the subject and is continuing on in an academic study of French.

Science Scholarship:

-awarded to the person who has achieved a minimum of 80% in two 12 U science courses and is continuing on to a post-secondary institution, with preference given to a student who has demonstrated a passion for the subject and is continuing on in an academic study of science.

Mathematics Scholarship:

-awarded to the person who has achieved a minimum of 80% in two 12 U mathematics courses and is continuing on to a post-secondary institution, with preference given to a student who has demonstrated a passion for the subject and is continuing on in an academic study of mathematics.

English Scholarship:

-awarded to the person who has achieved a minimum of 80% in 12 U English and is continuing on to a post-secondary institution, with preference given to a student who has demonstrated a passion for the subject and is continuing on in an academic study of English.

Trades and Technology (Science) Scholarships (there are two: *Kempenfelt Imaging Systems and Spark EV*)

-awarded to a student who will continue on into a post-secondary trades (or Science) program, and has successfully completed at least one technological education course, with preference given to that student who has volunteered within the school for technological based projects.

Music Scholarship:

-awarded to a student who has been involved in vocal and instrumental music programs at the school, who has demonstrated leadership in music, and is continuing on to a post-secondary institution, with preference given to a student demonstrating a passion for music and continuing on in an academic study of music.

Christian Service Scholarship:

-awarded to a student who has demonstrated Christian spirit and leadership in service of other students and in the service of the school's cultural, social and recreational activities, a high academic record, a positive relationship with staff and students, involvement in school activities, and will be continuing his/her education at a recognized college or university.

Jacob's Ladder Scholarship:

-awarded to a student who has demonstrated an improved academic achievement, exemplary self-discipline qualities, growth of character, and will be continuing his/her education at a recognized college or university.

Continuing Christian Education Scholarship:

-awarded to a student who has achieved the highest average in the top six Grade 12 U or M credits, enrolled in a Christian post-secondary college or university.

Procedures concerning a deferral (if the student is taking a year away from school):

(All scholarship cheques will be made out to the school.)

If a student who is taking a year away from school (work, missions trip and so forth) is awarded a scholarship, Unity will contact the scholarship donor, and request permission to defer the scholarship to the next year to the worthy recipient who will attend school the next year, based on our discretion. Our financial officer then cashes the cheque and ear marks the money for the following year, holding it in trust for the recipient.

During the graduation ceremony, we announce the scholarship like every other scholarship. The recipient comes to the front to receive it, like every other scholarship. In the envelope they receive, is the usual congratulations and donor information with an encouragement for them to contact and thank the donor, AND an explanation that the money will be held for them until they apply, are given an offer to attend, and officially accept the offer to attend the post-secondary institution or pursue the career on which the scholarship was based. We specify in that letter that they must produce proof in writing that they have accepted an offer from a school or been hired for a job that fits the scholarship criteria.

b. Awards:

Governor General's Award:

-awarded to the graduating student with the highest academic average in all their grade 11 and 12 courses in the graduating class of Unity Christian High School.

Unity for Christ Service Award:

-awarded to a student who has volunteered with more than three different service organizations, with preference given to the student recognized by students and staff by achieving a Unity service award at least 50% of the time they attended Unity. Being an award, there is no monetary value.

Theatre Arts Award:

-awarded to a student who has been involved in the theatre arts co-curricular program for three of their four years at Unity, has shown dedication to the school's theatre arts activities, and is continuing on to a post-secondary institution, with preference given to a student with a demonstrated passion for theatre arts, who is continuing on in a communications related academic program.

Unity Student-Athlete Award:

-presented annually to a deserving female and/or male student-athlete from the graduating class based upon their athletic achievements, positive sportsmanship, team leadership, contribution to Unity teams, and maintaining their academic responsibilities during their years at Unity. The recipients will be nominated by Unity Coaches and chosen by the Unity Staff.

c. Graduation Awards for Achievement Above a Minimum Standard

i. Honours Student Awards

-criteria: all those graduates who have achieved an average of 80% or more over 30 credits.

-selection: by marks alone

-presentation: plaque

ii. Athletic Plaque:

-criteria: to those graduates who have accumulated 40 athletic points.

-selection: by accumulation of requisite points

-presentation: plaque

iii. Activities Plaque:

-criteria: to those graduates who have accumulated 40 activities (non-athletic) points

-selection: by accumulation of requisite points

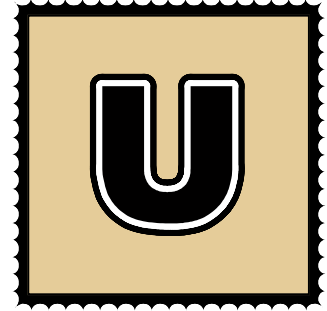
-presentation: plaque

iv. School Plaque:

-criteria: to those graduates who have accumulated 54 points, including at least 20 athletic points, and 20 non-athletic points.

-selection: by accumulation of requisite points

-presentation: plaque



d. Annual Awards, to be awarded at in-school assembly

i. Service Award:

-criteria: to those students who have shown empathy ("self-denial"), who act as encouragers, who have shown the willingness and actions of helping others in manual tasks, in academic tasks, in emotional support

-selection: nominations by 50% of all teaching staff, and by students (any student receiving nominations by more than 15% of the student body in a school-wide poll; students may make three nominations).

-presentation: a certificate at the end of the year which is kept in the student portfolio.

ii. Academic Effort Award:

-criteria: all students who have made great effort in their academic work

-selection: each teacher assesses each of his/her students on the basis of class participation, homework completed, assignments completed (thus: effort); students who have thus obviously worked hard in at least four of their courses across each semester. If a student displays exemplary effort in four courses all taught by the same teacher, that student can be nominated four times.

-presentation: a certificate at the end of the year which is kept in the student portfolio.

iii. Initial Participation Memento:

-criteria: to those students accumulating 16 athletic points, or 16 non-athletic points

-selection: by point accumulation

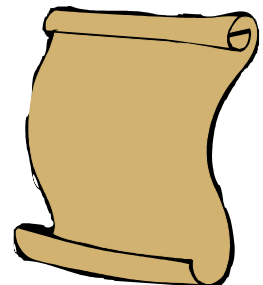
-presentation: a certificate at the end of the year which is kept in the student portfolio.

iv. Major Participation Memento:

-criteria: to those students accumulating 28 athletic points or 28 non-athletic points

-selection: by point accumulation

-presentation: a certificate at the end of the year which is kept in the student portfolio.



Sports, Activities and Awards at UNITY Christian High School:

***Please note that not all of these activities will run every year and are based on staff representatives who are able and willing to run these programs. Point values given may be adjusted due to the opportunities available in a given year.*

ATHLETIC

Badminton	5
Basketball.....	5
Cross-country	5
Track and Field.....	5
Volleyball.....	5

ACTIVITIES

Journalism:

Yearbook: Editor.....	7
Yearbook Staff.....	5

Music:

Praise Team	6
Music Council	4

School Plays:

Major Role	6
Supporting Role.....	4
Stage Manager.....	4
Technical Support Crew	3
Performance Night Support Crew	2

Student Council:

Student Council Executive.....	7
Student Council Rep.....	4

Other School Clubs and Organizations:

Athletic Council.....	5
Scorekeeper	2
Grade 12 Council.....	3

AWARDS

Initial Participation Memento.....	Athletic 16, Activities 16
Major Participation Memento	Athletic: 28, Activities: 28
Athletic Plaque	40 athletic points
Activity Plaque.....	40 activity points
School Plaque:	54 points (at least 20 athletic/20 activities)

(NOTE: For students transferring to UNITY from other high schools: the requirements for each plaque will be divided by four and multiplied by the number of years the student has been at UNITY)



IV. GUIDANCE PROGRAM

The guidance program at Unity provides a range of services which help you to work at your given level of ability. It helps you to evaluate and make choices in educational planning, vocational planning and personal growth. The program can be summarized in these six areas:

Adapting to the high-school environment:

The guidance program provides information about the school and its programs as you make the transition to high school. The guidance counsellor provides a friendly source of help and support and gives instruction in the skills required for successful work in high school.

Working through personal or relationship difficulties

Personal counselling can provide an empathetic ear, and a referral to a professional counsellor may be of great, even critical help.

Choosing courses and educational paths

The guidance program provides regular information on diploma requirements, course requirements and descriptions, and on the consequences of various choices in opening or closing future possibilities.

Exploring careers

The guidance program is probably your major source of information about the range of careers open to you. In addition, you are helped to consider various career options based on understanding the needs of God's kingdom and your own abilities, interests, and limitations. The program guides you through the decisions that need to be made providing support and reassurance in what is for some of you a stressful process. This may be particularly true in your senior years.

Learning Resource

The Learning Resource Program provides additional resources to the regular academic program at Unity Christian High School. The resources include courses offered to assist students with identified learning disabilities, intervention in the regular classroom and program modification based on recommendations made by the classroom teacher in consultation with the administration.

UNITY FOR CHRIST Service Learning

The guidance department will keep a record of your service learning projects; your teacher will dialogue with both you and the Guidance office about the value, challenges and prospects of these activities.

V. STUDENT SUCCESS PROGRAM ("SPECIAL EDUCATION")

The Student Success Program will assist students who have learning challenges, by working with specific students to:

- develop and implement a functioning and successful resource program for designated students, providing assistance to students with particular learning needs,
- identify through testing, referral and interview, all those students requiring special academic assistance,
- write Individual Education Plans (IEPs) for students based on professional assessments, and update each IEP after Semester I,
- coordinate the development of clear work expectations for each student enrolled in the program,
- monitor students with academic needs for support, supervision and accountability,
- provide remediation for particular assignments, for designated students,

The staff of the Student Success Program will:

- teach GLE courses,
- teach study skills seminars as necessary,
- hold individual learning sessions.



**C. BUILDING THE
UNITY
COMMUNITY**

I. Building a place to Believe, Belong and Thrive

Promise of Relationship:

At Unity Christian High School, we are a nurturing educational community that can equip students well when staff and students covenant together to create positive atmosphere. The school agrees to provide an excellent program of instruction, a safe environment, appropriate discipline and sufficient information, all of which will educate and involve the whole student to the glory of God. We expect that each student will accept the responsibilities and privileges of enrolment in Unity Christian High School.

I, _____ accept these relationship responsibilities as part of my being a student at Unity Christian High School. I promise:

1. to consistently and annually work towards achieving the requirements of a Unity Diploma or Certificate,
2. to be respectful of all staff and my fellow students in my speech and in my actions,
3. to be respectful of the property,
4. to attend all my classes on a daily basis. A written note or phone call from a parent/guardian or doctor will be submitted to the school when absent,
5. to be attentive and participate in all the lessons of my courses,
6. to work diligently on all assignments,
7. to follow the rules, guidelines and policies of Unity Christian High School,
8. to agree to receive education in a manner consistent with the beliefs and objectives of Unity Christian High School as summarized in the Student Handbook and Course Calendar,
9. to participate in and attend all compulsory courses,
10. to participate in and attend all devotional activities as outlined by Unity Christian High School such as weekly devotional assemblies and daily devotions in homeroom, unless excused by the administration.
11. to accept that failure to adhere to these relationship responsibilities could result in disciplinary action.

Student: _____

Date: _____

I/We, _____ accept these statements as foundational to our parental partnership and relationship with Unity Christian High School:

1. I/we understand the unique nature of this Christian high school, its purpose, vision and mission as expressed in the Basis article of the Constitution, and as practised in its daily operation,
2. I/we agree and support that my/our child(ren) will be educated in a manner consistent with the beliefs and objectives of Unity Christian High School,
3. I/we will cooperate with and support Unity Christian High School in its appropriate program planning for our child(ren)
4. I/we understand that I/we have access to the normal channels and processes available to all parents and students regarding the daily education program at Unity Christian High School,
5. I/we are aware of the Board's policy on enrolment and discipline, and we agree to cooperate with, support and promote that policy,
6. I/we agree that admission and enrolment of my/our child (ren) is subject to Board approval,
7. I/we agree to accept the financial and organizational obligations of admission and enrolment in Unity Christian High School,
8. I/we understand that my/our child (ren)'s admission and enrolment is separate from society membership, which may be obtained by applying to and receiving approval from the Board,
9. I/we agree to abide by all Board decisions,
10. I/we promise to do everything in our power to cooperate with the school for the successful education of our child.

Parent: _____

(Parent): _____

Date: _____

Introduction

The vision of Unity Christian High School is to help ensure that “graduates of Unity Christian High School will be equipped to boldly seek and proclaim God’s truth and to respond to their calling to participate in Christ’s kingdom”. To realize that vision, we want to build a community that cares for everyone and everything in it. We want to serve each other as brothers and sisters in the faith. We want to ensure that everyone at Unity lives in a safe and secure environment, a place where each student can believe, belong and thrive. Therefore, we have also established an anaphylaxis policy, part of which states that our school is a peanut free building.

Unity will act as one part of the church-home-school foundation of your life, as we prepare you to live now and in the future in the Kingdom of God. We at Unity want to be both nurturing and educational, and you as a learner, want that too. As a community, we want excellent education; our community is one that will stimulate Christian thinking and living, in a secure environment.

To that end, Unity has structured guidelines that are positive and nurturing, recognizing both the effects of sin and the restorative power of Christ. What follows, enables serious education and loving Christian interaction, and enables your maturation as a Christian young person, living responsibly.

Therefore, the guidelines in this policy make provisions for a standard of behaviour that promotes learning, encourages you to treat others with respect, enables you to care for your possessions and the possessions of others and encourages you to work with diligence. These are the guidelines referred to in the “Promise of Relationship” (see page 19 of this document) signed by parents, students, and the school. These guidelines apply to your behaviour throughout the school day (that is: between the time you get to school at the beginning of the day, till the time you leave at the end of the day). These guidelines also apply to any school-sponsored event or activity (field trip, school-sponsored social activities, sporting events, and the like).

These guidelines are separated into six sections:

- A. 1. Respect and Dignity of Persons: Relatively Minor Inappropriate Behaviours
- A. 2. Respect and Dignity of Persons: Serious Violations
- B. Respect for Property: dealing with behaviours toward the belongings of self and others,
- C. Attendance,
- D. Visitors
- E. Definitions and Explanations
- F. General Authority of the Administration.

A.1. Respect and Dignity of Persons: Relatively Minor Inappropriate Behaviours

PREAMBLE: Process for Resolving Inappropriate Behaviour Violations: The following policies are designed to encourage appropriate behaviour in very specific cases. The list is not intended to be exhaustive, but rather, to identify those poor choices that are more common place.

The teacher has full authority to discipline students in the classroom, in the halls, and during all school activities. In some situations, the teacher may choose to refer the issue to the

administration. In the case of repeated violations of school regulations, the student will be counselled according to the following progressive steps, with each step demonstrating increasing concern for the misbehaviour.

1. Informal discussion along with possible detention(s) or other appropriate actions.
2. A formal interview between the student and one or more school officials and an agreement for future behaviour is reached.
3. If the agreement (step 2) is violated, an interview will be arranged with the student, the administration and the parents. A suspension may take place until a contract is agreed upon, outlining the conditions for the student's return and continued attendance at Unity Christian High School.
4. The terms of the contract agreed upon in step 3 will be implemented. After these terms have been completed, a parental interview may again be held.
5. Continued violations will require a meeting with more persons than the administration. A new contract with more severe repercussions will be drawn up.
6. Repeated offences may result in stronger disciplinary action, such as a recommendation to the BOD for expulsion.

a. General: Dignity, respect, and love are behaviours and attitudes which ought to be evident in all interpersonal dealings. These elements are manifestations of a caring, Christian community. Therefore, this respect ought to show itself throughout the school and school day: for example, during assemblies or various presentations, students ought to give the speakers the honour of respectful listening. Running in the halls is a safety hazard and is therefore prohibited. Indecent language or using the name of God in vain will not be tolerated in school.

b. Dress: Students are expected to dress showing respect for self and others. Dress should be comfortable but neither inappropriate nor leisurely. Students should dress neatly and with clothing suitable for the Christian school setting. All uncovered tops are to have sleeves. Shorts for both boys and girls, and skirts for girls should be at least as long as the tips of the fingers with arms down. Necklines for girls should be modest. All tops must have ample yardage to cover the waistband of shorts, pants or skirts. Shoes must be worn at all times for hygienic reasons. Hats, caps and other head coverings are not inside apparel and therefore must not be worn inside the building(s). Clothing advertising alcohol or other activities and/or organizations reflecting anti-Christian values, are not acceptable. Educational or school-sponsored excursions will either have a stated dress code, or else the above will apply. Consequences for failing to follow the prescribed dress code will be as follows: 1st offence will result in a warning from staff and a note will be sent home via email to inform parents of the infraction. 2nd offence will result in the student being removed from class until suitable clothing is worn. Parents will be informed by phone. 3rd offence will result in the student being removed from class and sent home until a meeting can be arranged with parents to discuss a solution to the ongoing dress code concerns.



c. Physical Demonstration of Affection: To find someone to love is a blessing of the Lord; to have friends is one of the greatest joys of life. There are however, appropriate and inappropriate ways and times of demonstrating that affection. Therefore, passionate embracing and/or kissing are not appropriate behaviours at school. These are embarrassing to other students and staff, and it demonstrates a lack of social sensitivity.

d. Bus Expectations

1. Be respectful of other students on the bus.

2. Be respectful of the bus driver while getting on and off the bus, and while riding on the bus.
3. Enter and leave the bus in an orderly manner.
4. Follow directions the first time they are given.
5. Sit and remain in the (assigned) seat, facing forward with feet on the floor. Students may only stand when all seating is occupied. *Note: As a general rule, standing is not allowed on any school buses*
6. Do not interfere with nor annoy any passengers. Swearing or loud, obnoxious behavior will not be tolerated.
7. No eating or drinking on the bus. Students are only allowed to eat/drink on the bus when on select out-of-town events and are expected to clean up any messes that may occur. *This may occur only when allowed by the driver.*
8. Students must not litter, write on or damage the bus or anyone else's property in any way.
9. Loud music is not allowed on the bus at any time. Music may only be played through headphones at a volume that is not audible to others sitting nearby.
10. Students are not allowed to get off the bus at any stop, other than their home, without written permission from the principal.
11. All bags and other student carry-ons (e.g.: band instruments) must be placed under the seats, not in the aisles. Only items that fit in a knap sack are allowed on the bus, with the exception of the aforementioned musical instruments.

e. Student drivers on School Excursions: If required, transportation will be arranged in accordance with the following procedures:

- (teachers will) consult in advance with the event coordinator,
- as a general rule, students are allowed to drive their vehicle by themselves to and from an athletic practice or game, if it is within Barrie city limits, students may drive their sibling to a practice or game
- as a general rule, all athletic tournaments and field trips begin and end at Unity.
- exceptions to those rules may occur if there has been teacher-in-charge and parents dialogue such that parental permission has been granted for a student to be driven to/picked up from an agreed-upon location other than Unity CHS.

Regarding local athletic events (inter-collegial sporting activities within Barrie city limits): Unity will provide transportation to the event, but will not be responsible for transportation at the conclusion of the event. Parents should make their own arrangements so that their student-athletes return home from the event in a timely manner.

Regarding local athletic events (inter-collegial sporting activities within Barrie city limits): any driver transporting him/herself possessing a valid driver's license may drive themselves or a sibling to the facility at which the activity is being contested provided that permission has been given in writing to the office by the parent(s).

For any events outside of the city of Barrie, students will not be permitted to drive. Staff and parent drivers will be used for all activities that require transportation outside of town. Only in unique circumstances: e.g. -a student living in Orillia with a game in Orillia, then the student would be permitted to drive themselves.

Please note that parent drivers can fill out a Gift-In-Kind form so that they can receive a donation receipt for kilometres driven for school activities. The form for this is available in the office.

A. 2. Respect and Dignity of Persons: Serious Violations

Preamble: Procedures for resolving Serious Personal Violations: Some behaviours are an affront to our God, can be very harmful to persons in Unity, can affect our own Christian community and ultimately can impact the whole body of Christ. These behaviours will be dealt with more severely. Therefore, the procedure that will be followed in these cases is noted here (depending on the nature and seriousness of the offence, some of these steps may be simultaneous):

1. The principal will discuss the violation with the student. As much as possible, a restoration and/or restitution effort will be made.
2. In most circumstances outlined in this section, parents will be involved. A letter detailing the circumstances and consequences will be sent to the parent(s) when suspension or expulsion is involved.
3. Following a suspension, the student will meet with the principal to discuss commitments for the future. A contract may be set up, outlining conditions for continued attendance at Unity.
4. Continued violations will require a meeting with more persons than the administration. A new contract with more severe repercussions will be drawn up.
5. Repeated offences may result in stronger disciplinary action, such as a recommendation to the Board for expulsion.

a. Harassment, Bullying, and Cyber bullying: Every creature of the Lord should be treated with respect and dignity. Students are expected to be courteous and considerate in all interactions with each other. Students are encouraged to continue the positive atmosphere that has characterized UNITY. Overt or subtle signs of intolerance and harassment cause human pain and anger. This includes but is not limited to social media. Any degrading or humiliating game, prank, stunt, practical joke, video, text message or social media post or other activity that: intimidates or threatens another student; and/or

- subjects another student to stress, embarrassment, or shame; and/or
- adversely affects the mental health or dignity of a student, or discourages that student from remaining at UNITY, will not be tolerated and will result in parents being contacted, suspension, expulsion, and/or the involvement of the Barrie Police.

If you or someone you know is being harassed, you should:

- a. Document the who, what, when and where of the situation.
- b. Tell the guidance counsellor(s), principal or a teacher, who will:
 - Talk to both students involved to get the facts
 - Verify details
 - Notify parents
 - Document the incident
 - If both parties agree that the incident was not “serious”, there will be an attempt to have both parties reconcile face to face
 - If the incident is serious (sexual harassment, threats, or continual harassment) the principal will be involved, which may lead to suspension, expulsion, or police involvement.
 - The school will work with the students and parents until there is a sense of resolution and the victim is satisfied that UNITY is a safe place to be.

b. Abuse: Abuse is contrary to how Christ wants people to live: as a loving, caring community of believers. All of us at Unity, staff and students alike, are expected to conduct ourselves with respect for our dignity and that of others. If you have concerns about any conduct or physical contact by an adult at Unity, by a fellow student or by a member of the public, you should immediately report this concern to the principal or another teacher, as well as your parent/guardian. All such reports will be taken very seriously, and handled discreetly and confidentially. However, we are required by law to report child abuse to the appropriate social agency. All the reports will be investigated by the school authorities following the school policy entitled: UNITY CHILD WELFARE POLICY and PROCEDURES MANUAL. If a student or staff member has been found to have violated this policy, the protocols described in the above policy will be followed.

c. Substance Abuse: Possession and/or consumption of alcoholic beverages or illegal drugs on school property and/or during school hours, and/or at a school function are prohibited, and will result in an immediate suspension of five days. If the principal has a reasonable suspicion that a student has violated the law and/or the school's alcohol and drug policies, then the principal (or designate) and a second staff member have the right and authority to detain students, smell their breaths, conduct a search of their persons, and conduct a search of their book bag, desk, locker, etc. We also reserve the right to request that any student undergo a breathalyser test or a substance screening by a school-approved laboratory. Refusal to comply may result in an immediate suspension pending further investigation. **Steps 2 and 3** (in section A.2.Preamble) will result as well. A second offence may result in a recommendation to the Board for immediate expulsion. If a student is in possession of illegal drugs or alcohol, the police may be notified.

A student will be suspended for up to five school days for the following infractions:

- being under the influence of alcohol or illegal drugs at school or at a school-related function (in the studied opinion of the principal or his/her designate and a second staff member);
- being in possession of alcohol or illegal drugs either at school or at a school-related function.

In order for restoration to occur, the student will be required to meet with the administration prior to being re-admitted to school. The school may require abuse counselling for the student as part of the restoration process. Any subsequent violation may result in expulsion for the remainder of the school year and would involve the loss of any potential credits.

A student will be immediately suspended for the distribution or sale of alcohol or illegal drugs during the school day or at school-related functions. At the executive committee's discretion, the student may be asked to attend an expulsion hearing with the administration and/or executive committee of the Board of Directors. Expulsion would be for the remainder of the school year and would involve the loss of any potential credits. The police may be notified if the student is involved with the selling or distribution of illegal drugs.

d. Tobacco Products: Use or Possession: Unity Christian High School is a tobacco-free environment. Smoking or holding of a lighted tobacco product or chewing tobacco is prohibited at any school-related activity (this includes vaping). During the school day, smoking and/or the holding of a lighted tobacco product and/or using chewing tobacco is prohibited on school. This includes the inside and outside of the building and in vehicles on the school property. This policy is in place to acknowledge that smoking is detrimental to health; that under the Tobacco Control Act (1994), the sale or supply of tobacco products to persons under the age of

19 is illegal; that under the Smoke Free Ontario Act (2005), smoking is prohibited on any school property (including private schools, section 9, 2).

The penalties for violating these rules on school property are as follows:

- 1st offence – the school will contact the parents
- 2nd offence – student detention and the school will contact the parents
- 3rd offence – may receive up to a three-day suspension

Providing or selling tobacco products to persons under the age of 19 is illegal. Students engaged in this illegal activity will be subject to the following penalties:

- 1st offence – may receive up to a five day suspension
- 2nd offence – expulsion for the remainder of the school year.

e. Weapons and Fighting: Unless specific permission has been given by a teacher for a school related function, students are not to bring any weapons to school or on school buses. This includes: guns of any type (or replicas), jack-knives, fire crackers, brass knuckles, scout knives or any such objects designed to cause harm to other people. Possession of any such weapon may result in a suspension of a minimum of one (1) school day up to a maximum of twenty (20) school days, and step 2 (A.2. Preamble) will be implemented. The police may be notified.

Fighting at school or on school buses is not permitted. Any student who purposely starts a fight can expect to be suspended for one week. Any student who threatens another student with a weapon can expect to be suspended for one week and the police may be notified. Any student accommodating, promoting or recording such activity can expect to be suspended for three days.

f. Fire alarms: To set off a fire alarm is a serious offence. Any student doing so wilfully, without it being necessary, may result up to a three-day suspension and the implementation of step 2 (A.2. Preamble). The student will pay the incurred costs associated with setting off a false alarm.

B. Respect for Property

a. General: It is important to respect the school building, and the functions that various parts of the building have. Please keep the school clean (put garbage and recyclable materials into designated containers), and help ensure that it is clear of book bags, gym bags and backpacks. Students will not deface that which belongs to the school. The replacement or cleaning costs will be applied to the offender.

b. Science Rooms: Following are the requirements for the laboratories (Science Rooms):

- Shoes must be worn at all times.
- Unless specified otherwise, safety goggles must be worn during all physical investigations.
- Waste materials must be placed in the Waste Disposal Container.
- Following the investigation or experiment, it is the student's responsibility to ensure that the glassware, cupboard and counter are clean.
- No eating or drinking is allowed in the science rooms.
- The student must pay for glassware that is broken, in order to replace it.
- For everyone's safety, no horseplay will be tolerated.



c. Technology (“Shop”) Room: Following are the requirements for the Technology (“Shop”) Room:

- Closed shoes must be worn at all times.
- Unless specified otherwise, safety goggles must be worn whenever using tools.
- No eating or drinking is allowed in the Tech (“Shop”) room.
- For everyone’s safety, no horseplay will be tolerated.

d. Digital Communication Devices: Please refer to the UCHS Cell Phone Policy which is appended at the end of this document.

e. Backpacks and Gym Bags: Lockers have been provided to each student for the storage of backpacks and/or gym bags. These items are not to be left for an excessive length of time on floors, in public spaces, in common areas, or on top of the lockers.

f. Textbooks: Students already pay an annual rental fee for the use of text books; this fee is included in the tuition fees. Each school-owned textbook or calculator (or the financial replacement value of the book) must be turned in by the student to whom it was loaned before the final examination may be written. The student, to whom the book or calculator was loaned, must pay the replacement cost of a lost or damaged book or calculator.

g. Lockers: The office will assign each student a specific locker. The school is not responsible for lost or damaged personal belongings. It is recommended by the school that lockers should be locked at all times. Students are advised that, when engaged in sports activities, they should place valuables in the care of the coach or teacher, or keep them in their locked locker. Combination locks can be purchased virtually anywhere; no keyed lock will be used on lockers. The lock combination must be submitted to the office at the beginning of the year.

h. Equipment use: Equipment such as sound systems and other AV equipment may neither be used nor handled by students without staff permission.

i. Internet Access: Students who wish to access the internet at school must accept that only appropriate use will be permitted. Any student failing to use Christian discretion while using the internet may have this privilege revoked.

j. Electronic Music Devices: Please refer to the UCHS Cell Phone Policy which is appended at the end of this document. School computers may not be used for listening to personal music.

C. Attendance

a. Regular Attendance: Students are expected to be at school by 8:53 A.M. and to remain at school until the end of the regular school day. If a student arrives at school after the start of the school day, the student must report to the office. Should a student be required to miss a day or part of the day, the parent/guardian must notify the school by 9:00 A.M. on that day.

b. Absences: An unexcused absence from a class shall have the following consequences:
Any student who skips a class:



- i. will meet with the principal, who will inform the parents of the unexcused absence,
- ii. must serve a detention,
- iii. must obtain permission from the classroom teacher to return to the class.
- iv. will meet with the classroom teacher and the principal to discuss any missed assignments or tests. Chronic unexcused absenteeism can result in the denial of a credit due to insufficient hours of learning.

c. Classroom Attendance and Lates: Since individual classes begin on time, and late-coming students are a disturbance to the class, students must be in their designated classrooms on time. Should a student arrive into class after the bell has gone, he/she will be required to get a late slip from the office and give it to the teacher. After three lates, parents will be called; after six lates, the student will receive a detention. A detention will follow after each subsequent late arrival after six lates have been accumulated per semester. Being in class is both a privilege and a responsibility.

d. Illness and Emergencies: Should a student become ill during the school day, he/she will report to the teacher and/or to the office. The office will contact that student's home and doctor, as necessary, in that order. Should a student experience an emergency which may be personal, he/she should report to the office and the same procedure will be followed.

e. Leaving School Property: All students are allowed to leave school property during lunch period, and grades 11 and 12 students may leave school property during non-supervised spares. Students may use community spaces such as Shear Park and Centennial Park for activities that promote and positively represent Unity Christian High School. Students shall be courteous of community members using these spaces and behave with Christian decorum. After having left school property, students are expected to arrive in their next class by the second bell. The results of not fulfilling these expectations are:

1. a warning on first infraction,
2. a lunch detention and parents notified on second infraction,
3. removal of off-property privileges and parents notified on third infraction.

f. Special School Days: From time to time, regular classes are suspended, and the school provides for special learning opportunities, such as Career Day, field trips and the like. All students are expected to be in attendance on those days.

g. Tests Missed: If a student is ill and misses a previously announced test, that student must expect to write that test on the return day, if the student has a note from the parent or guardian, attesting to illness. Should a student be absent for any reason other than medical without having made arrangements with the principal or teacher on the day before the proposed absence, and has no note from the parent/guardian attesting to the legitimacy of the student's absence, the student will meet with the principal and teacher to determine the course of events. At the discretion of the principal and teacher, a zero may be given.

D. Visitors

a. Visitors: Visitors are welcome at Unity. All visitors must report to the office on arrival. If a student has a friend who wishes to visit classes during school time, the student must obtain permission from the principal at least one day in advance of the visit. When that person comes, the student is to take him or her to the office to introduce him/her to the principal, and the visitor

will be given a guest pass. As a general rule, those visitors without some legitimate business to take care of at Unity, will not be allowed to stay on school property.

b. Guests at Student Council Sponsored Activities or Events: Student Council events develop community among all of us here at Unity, because they are interesting, they develop a joyful atmosphere and they build school spirit. A student may invite one guest to these social events. The student must request a pass from the administration at least one week before the event, and the guest must receive written permission from the administration. The student must inform the guest of the Unity code of behaviour (Believe, Belong and Thrive!), and must inform the guest that he/she will pay the unsubsidized cost of the event. The form is available from the office.



E. Definitions and Explanations

Restitution: The student will repay such damages as were incurred by the behaviour in question.

Restoration: The student will be encouraged, through an apology and repentance, to seek to restore a Christian community relationship with an offended person.

Suspension: The principal may suspend a student from the privilege of being a student at this school for up to one week. During the period of suspension, most of the privileges of being a student are revoked; thus, the student may not ride on the school bus or be on school property. The principal reserves the right to determine whether quizzes, tests, and/or the submission of assignments (essays, projects, research papers), which are due during the period of suspension, can be completed. A "zero" on those quizzes and/or tests not written, and on assignments during this time, may be given under the principal's discretion.

Expulsion: Permanent dismissal for the remainder of the school year by the action of the school board, upon the recommendation of the principal for the following reasons:

- student conduct that does not conform to acceptable Christian behaviour.
- student actions and/or attitudes that undermine the purpose of Unity Christian High School.

You may apply to the Board for re-admission for the following school year.

Note: Parents are informed of a suspension as soon as possible. Parents will attend an interview with the Board when expulsion is being considered.

F. General Authority of the Administration

The principal has the full authority to exercise appropriate disciplinary actions that are different from those outlined above, if the student is involved in unacceptable behaviours. Some extenuating circumstances may require a course of action different from the letter of this policy (but not its spirit). Communication with parent/guardians, absolutely essential in these situations, may suggest such a different course of action.

In all cases, we will make every effort to restore what was broken, and encourage all participants to commit to living in love and harmony with each other within the school community.

II. Other Valuable Information

Student Accident Insurance: No insurance is provided for students by the school. Students and their parents are encouraged to consider secondary insurance, particularly for students who are actively involved in athletics.

School Cancellation: School cancellation due to inclement weather conditions will be broadcast on Life 100.3 and posted to the school Facebook page. The website link to Landmark Transportation (www.simcoecountyschoolbus.ca) will also indicate cancellations. The school is located in the Central Zone and a “stop” sign on the transportation website indicates the school is closed for the day. Please note that the first two snow days in each semester are “freebies” but after 2 in a semester, students must check in to Microsoft Teams at their regular class time, online to “attend” class and to see what work the teacher has assigned.

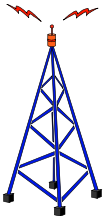
Telephone: For general student use, there is a phone available in the office window.

Study Periods and Spares: This policy is set in place to help ensure:

- a. each student at Unity will take all the classes necessary to achieve both diplomas,
- b. each student at Unity should take the greatest possible number of options, not just the minimum, so that they will have the broadest possible academic base,
- c. each student on a spare or supervised study is encouraged to use his/her time well.

Policy:

- The number of spares/supervised studies a student may take is determined so that the student remains on track to achieve the Unity Christian High School Diploma and the OSSD.
- Grade 10 students may have a supervised study only during the choir and band timeslot in period 2. All other courses are required for Grade 10 students.
- Grade 11 and 12 spares will not be supervised.
- If a student enters Grade 9 with the express and stated desire to complete high school in five years rather than four, the student may take more supervised studies in Grade 10 and more spares in Grades 11 and 12 than the above stated policy but only after consultation between parents and the guidance office.



Student Fund-Raising/Sales: From time to time, students may want to be involved with raising money for some activity, event or organization. Extra-school fund-raising events or activities can often take on lives of their own, and can often proliferate. It is sometimes the parents who provide the money that is spent by the students (these are the same parents who pay the tuition).

Unity does not allow individual fund-raising efforts, no matter how laudable the cause (e.g.: a missions trip). Unity also recognizes that fund-raising efforts may put students in a compromising situation: “How can I NOT buy something, even though I may not need anything”. Therefore the policies and procedures are outlined below.

Preamble to this policy:

- Student(s) will not personally or individually gain from the fund-raising. Therefore, there will be no structured fund-raising by individuals or groups of students for activities or events not directly related to the school.
- Fund-raising by individuals or groups of students for school-sponsored activities (sports, Students' Council events and so forth) is allowed, given the two points below.

Procedures of the fund-raising activity:

- Should a Unity student or students wish to raise money selling goods or services to other Unity students at school for school-sponsored events or activities, that request, along with a general business plan, must be made in writing to the administration at least a week before the fund-raising activities begin.
- In order to ensure accountability, there must be adult supervision of the fund-raising activities. This adult can be a volunteer or a teacher who will also be responsible for safeguarding the funds and giving the funds to the administrative assistant.

Graduation at Unity Christian High School: The graduation diploma is a recognition of the achievement of at least 30 credits, 40 hours of UNITY FOR CHRIST SERVICE LEARNING and the completion of the OSSLT. However, Unity recognizes that the graduation ceremony represents more than this: within the parameters noted below, it is also the culmination of relationship-building and service in the Christian community.

The following requirements must be met for a student to participate/"walk" in the graduation ceremony:

- completion of the literacy test (OSSLT) or literacy course (OSSLC),
- completion of at least 40 hours of UNITY FOR CHRIST SERVICE LEARNING,
- completion of at least 28 high school credits, and a structured, attainable plan to achieve the remaining credits.

Note: only those students who have completed each of the requirements for each of the diplomas (OSSD and the Unity Christian High School Diploma) will receive either or both of these diplomas in their folder.

APPENDIX 1

Unity Christian High School

Unity Christian High School Cell Phone Policy - Established August 2024

At Unity Christian High School our mission is to have every student, Believe, Belong and Thrive! Our school mission articulates that we care for the spiritual, social/emotional and academic well-being and success of each of our students. The evidence is clear that cell phones have a negative impact on both the academic performance of students, as well as their social and emotional health. Cell phones are a significant distraction for many students in the classroom. The persistent and habitual use of cell phones also causes negative emotional and social health impacts, especially as it relates to the use of social media.

At Unity it is our desire to deliver a relevant, future-focused and engaging experience and we will continue to do that through the integration and use of laptops in the learning environment. In response to the growing challenges associated with the use of cell phones and the distractions that they cause, Unity Christian High School has established the following policy:

- Cell phones will not be permitted in the classroom or PAC (chapels, music classes) and must be left in the student's locker. They must be left in the off or silent position. Please note that any other digital communications devices, that cause a distraction or disruption to learning in the classroom may also be confiscated. At this time smart watches and tablets will be permitted, unless they become a problem. Only laptops will be permitted in the classroom as needed and directed by the teacher, but again, please note that if these are used in ways that do not support learning they could be confiscated too, but we hope and trust that our students will use them wisely.
- Cell phones can be used in the school until the warning bell prior to the start of the school day. After the bell, cell phones must stay in the student locker until lunch time. Phones may be used from 12:13 p.m. until the warning bell at the end of lunch time at 12:46 p.m. Please note that the use of cell phones is not permitted during spares either. If you have a spare and need to use your phone, you will need to leave the school property or come to the office for permission. (We recommend that all students lock their locker to secure their devices.)
- Cell phones may not be in backpacks or in pockets except before school, at lunch time and after school.
- Cell phones may never be brought into the washrooms. This is both a school policy but also a privacy issue.

- Only the teacher or administrator can provide exceptions to this policy and only for extenuating circumstances such as possibly on a class trip where permission has been specifically granted.

Consequences of using your cell phone other than at the allowed times will be as follows:

- On the first offense, the cell phone (or digital communications device) will be immediately confiscated by the teacher or administrator. The device will be brought to the office and returned to the student at the end of the day.
- On the second offense the device will again be confiscated and will only be returned to the student after a face to face or phone conversation with the parents and the student.
- On the third offense the device will be confiscated and will only be returned to the parent or guardian once a meeting has been held to discuss this ongoing issue.

Parents are asked to call the school office for assistance if you need to reach your children during the school day.