

Unity High School



Student Handbook 2023-2024

300 High Street, Lowell MI 49331

LOWELL AREA SCHOOLS THEORY OF ACTION STATEMENT

If we establish systemic collaboration of all stakeholders focusing on the use of data to strengthen and drive teaching and learning, then we will increase student achievement for all students!

UNITY HIGH SCHOOL MISSION STATEMENT

Unity is dedicated to giving students a sense of hope and belonging so they can take control of their lives and become responsible citizens in their community.

WHO WE ARE

The teachers employed at Unity High School are experienced alternative educators who care about their students, who are flexible and open minded, and who know how to lead all willing students toward academic success. Classes are designed to challenge each student's abilities while remaining accessible to all. Everyone in the program works together to maintain a friendly, constructive atmosphere based on mutual respect. Courses match the Michigan Merit Curriculum necessary for a Michigan high school diploma.

BUILDING INFORMATION

Central Office Administration

Nate Fowler, Superintendent
Sonia Hodge, Chief Financial Officer
Dustin Cichocki, Director of Human Resources
Dan Vandermuelen, Director of Curriculum
Heather Sneider, Special Education Director

Building Staff

Stephen Gough, Principal
Sue Sweet, Teacher/Program Coordinator
Britney Altoft, Administrative Assistant

Unity Contact Information

Main Office - (616) 987-2550
Attendance - (616) 987-2575
Fax - (616) 987-2561

DAILY SCHEDULE

7:40am - 8:50am	1 st Class (70 min)
8:50am - 8:57am	Break (7 min)
8:57am - 10:05am	2 nd Class (68 min)
10:05am - 10:23am	Silent Reading (17 min)
10:23am - 10:30am	Break (7 min)
10:30am - 11:30am	3 rd Class (60 min)
11:30am - 12:05pm	Lunch (35 min)
12:05pm - 1:15pm	4 th Class (70 min)
1:15pm - 1:22pm	Break (7 min)
1:22pm - 2:30pm	5 th Class (68 min)
2:30pm	Dismissal

½ Day Dismissal is at 10:50am

INTRODUCTION

The ultimate purpose of education is to help the student become an effective citizen and to develop and accept responsibilities and obligations of good citizenship so as to participate successfully in the world of tomorrow. Success in school is directly related to efforts and attitude. The more students put into it, the more they will get out of it. Students are responsible for familiarizing themselves with the contents of this handbook and are expected to conduct themselves accordingly.

ELIGIBILITY/SCREENING PROCESS

1. Eligibility for enrollment in Unity will be determined by the following staff:
 - Principal and Lead Teacher of Unity Alternative High School
 - Counselor from resident district
 - High school principal and/or assistant principal
2. Students must be at least 14 years old on or before December 1st of that school year and in the 9th grade. The maximum age will be 19 on or before September 1st and must have enough credits to graduate that year.
3. Students accepted into Unity High School are students who, in the screening committee's best judgment, need an alternative to a regular educational program in order to experience success in school.
4. If a student officially drops or is dropped from Unity High School, they need to repeat the screening process with the faculty and administration.
5. The student's goal must be to complete high school.
6. Priority placement is given to seniors with the ability to graduate from Unity High School.

STUDENT RIGHTS AND RESPONSIBILITIES

We recognize and respect our student's individual differences. We offer all students the opportunity to pursue academic and social goals in a supportive atmosphere. Unity High School requests that students maintain socially acceptable behavior at all times.

ALL STUDENTS ARE EXPECTED TO:

- Report to classes on time.
- Follow classroom rules.
- Perform assigned work as instructed.
- Adhere to established attendance policies.
- Settle disagreements in an appropriate manner.
- Avoid the use of obscene or inappropriate language.
- Respect all of Lowell Area Schools' property and equipment.
- Respect each other and staff.

STUDENTS HAVE A RIGHT TO:

- Feel safe
- Be taught in a meaningful way.
- Experience mutual respect.
- Be free from harassment.

FREEDOM OF SPEECH AND ASSEMBLY

Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks is prohibited.

All student meetings in school buildings or on school property may function only as a part of the formal educational process or as authorized by the administration.

Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations that interfere with the operation of the school or classroom is unacceptable and prohibited.

FREEDOM TO PUBLISH

Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process. The authors must sign such written expressions.

Students who edit, publish, or distribute handwritten, printed, or duplicated materials among their fellow students within the schools must assume responsibility for the context of such publications. Libel, obscenity, and personal attacks are prohibited in all publications.

Unauthorized commercial solicitation will not be allowed on school property at any time. An exception to this rule will be the sale of non-school sponsored student newspapers published by students of the school district at times and in places designated by school authorities.

SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student in accordance with the following policy.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in school. This means the detection shall be used only to determine the presence of drugs in places in the school where substances could be concealed. Personal belongings of students may be searched in randomly selected classrooms. Canine detection must be conducted in collaboration with and in the presence of law enforcement authorities and is not to be used to

search students unless either a warrant or parental permission has been obtained prior to the search.

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. She/he shall attempt to obtain the freely offered consent of the student to the inspection; however, provided there is reasonable suspicion, she/he may conduct a search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons or property.

Search of a student's person or personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal/designee shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal/designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment of students by other students or by employees, volunteers or contractors of the District is unlawful under both Michigan and Federal Law and is contrary to the commitment of this District to provide an effective learning environment. The District will not tolerate sexually harassing behavior, false reports of sexual harassment and/or lack of cooperation in the investigation of such complaints. Sexual harassment refers to behavior which is unwelcome, personally offensive, fails to respect the rights of others, or otherwise creates an intimidating, hostile or offensive educational environment.

All employees, students, volunteers and contractors of the District are required to comply with this Policy. Appropriate disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken against persons who violate this policy according to board mandates.

CIVIL RIGHTS POLICY STATEMENT

It is the policy of the Lowell Area Schools that no person shall be discriminated on the basis of race, religion, color, national origin or ancestry, sex, age or disability, weight or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of the district, including employment. Upon request of the principal, the District shall make reasonable accommodation for a disabled person to be able to participate in any activity.

NOTICE OF RIGHT TO ACCESS & PRIVACY OF RECORDS

No Child Left Behind (Section 9528) requires student directory information be made available to military recruiters and institutions of higher education. Under the family Education Rights and Privacy Act (FERPA), a student or his/her parents may request that information not be released without prior written consent.

FERPA Requirements: Lowell Area Schools may disclose, without consent, “directory” information defined as a student’s name, grade level, address, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a newsletter, student handbook, or newspaper article) is left to the discretion of each school. Because of the difficulty of keeping a multitude of mailing lists, most schools will honor a parent or student’s blocking request by blocking the release to any and all requesters. Parents and students will thus need to know if blocking the release of information for one purpose will result in a student’s information being blocked for all purposes. To make this request, please contact the main office in order to opt out of directory information release.

Parents and guardians of each student under 18 years of age and each student who is 18 years of age or older have certain rights regarding the records kept on the students by public schools. These rights are governed by the Family Education Rights and Privacy Act of 1974. These rights include:

1. The right to examine the student's records. You can make a request for inspection by calling the school where your son or daughter is enrolled.
2. The right to have the administration hear evidence that any part of the record is inaccurate, misleading, or violates a student's privacy or other rights, to have the record changed if the administration agrees with the applicant's evidence and to insert an explanation in the record if the administration disagrees.
3. The right to have records that personally refer to a student kept confidential, except either by

consent of the parent/student, or when being used by school personnel for school business.

4. The following information will be made available for publication in directories and sports programs:
 - A. Name, address, telephone number
 - B. Date and place of birth
 - C. Participation in school activities
 - D. Dates of school attendance
 - E. Honors and awards
 - F. Other similar information, such as height, weight, honor roll members and other information generally found in yearbooks.
 - G. If a parent/student does not wish this information to be available for publication, notice must be given to the Superintendent's Office.
5. The right to protest: Contact The Family Educational Rights and Privacy Act Office, Department of Health and Human Services, 200 Independent Ave., SW, Washington, D.C. 20201, if the school is not complying with the Family Rights and Privacy Act or the Department of Health and Human Services rules.

ADMINISTRATIVE POLICIES AND PROCEDURES

ACCIDENTS

For your own safety, any accidents or serious illnesses which occur in the school building, on school grounds, at practice sessions, or at athletic events sponsored by the school must be reported immediately to the staff person in charge of the class or activity and to the main office. An accident or injury report should be completed for all occurrences.

MEDICATION

1. Whenever possible, medications for students should be administered by parents/guardians at home. As a service to the family, the following procedures have been established for the administration of medication by school personnel.
2. "Medication" includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to the eyes, nose, or medications applied to the skin.
3. Students found to be in possession of prescription or non-prescription medications in violation of these guidelines may be subject to discipline.

• Prescriptive Medications

1. The prescribed medication cannot be adjusted so that it can be administered by parents at home.

2. The parent has requested (in writing) that the school administer the medication. (forms are available in the office)
 3. The student's physician has prescribed medication and has submitted written instructions for its administration.
 4. The parent has brought the properly labeled prescribed medication directly to the school office.
 5. The prescribed medication is administered by, or under the direction of the administrator of his/her designee outside of the classroom.
 6. Written records will be kept of all medication administered.
- **Non-Prescriptive Medication**
 1. Non-prescriptive medicine may be carried by the student. (a letter of application must be filled out by the parent/guardian.)
 2. The medication must be provided by the parent; the office does not provide medication of any kind.
 3. If the parent would prefer that the office hold the medication for their student, a medication distribution form must be completed and returned to the office.
 4. Written records are to be maintained of all medications administered.

SECURITY CAMERAS

Security cameras are in use throughout Unity High School. Recordings of students will be treated as confidential, to the extent allowed by law. Copies of video recordings containing personally identifiable information about students shall not be released except as required or authorized by law. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Any request to view a recording under this policy must be made within seven (7) days of the event/incident. (BOE Policy 7440.01)

WORK PERMITS

By Michigan law, all students under 18 years of age must file a work permit prior to actually working. The work permit may be picked up in the Main Office. It has three parts: the employer fills out part one, the student fills out part two, and the school gives approval on the third part. After the employer and student parts are completed, the student needs to bring his/her birth certificate or driver's license with the permit to the Main Office for final validation.

STUDENT PARKING/DRIVING POLICY

Students are expected to drive in a safe, responsible manner to, at, and from school. NO warnings are given for inappropriate driving. Penalties range from a detention after school to loss of driving/parking privileges on school property, suspension and notification of a law enforcement agency.

Students are not to park in the staff lot behind the Runciman Building unless given permission by staff. Drivers are expected to park in the Lowell City lot behind our building. This space is considered an extension of the school during school hours. As such, Unity High

School and District policies and rules apply. Students may not ‘visit’ their vehicles during the school day, including lunch, without permission from the school staff. Drivers should lock their vehicles upon arrival at school, and not enter the parking lot until the conclusion of the school day, unless authorized to do so.

Students may not transport other students in their vehicles during the school day without permission from the office.

Students are not allowed to drive to KCTC, KTC, or KIH or transport other students to KCTC, KTC or KIH without prior permission from the principal’s office. Lowell Area Schools is not responsible for any damage to vehicles or thefts from vehicles. Any incidents (damage, accidents, theft, etc.) occurring on school property, should be reported to the main office as soon as possible after occurrence. Parents and students understand that vehicles parked on or near school property are at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended. In the event of an accident, LHS staff will do their best to assist in coordinating information. Students will be requested to complete an Accident Report form. Unity High School will not be responsible for communicating with insurance companies.

Student-driven vehicles are subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property, or other contraband might be present in that vehicle and all contraband items/articles found will be confiscated.

BREATHALYZER

Administrators are authorized to arrange for a breath-test instrument, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

PERSONAL COMMUNICATION/ELECTRONIC DEVICES (BOE Policy 5136)

Before school, after school, and during break time, students are allowed to use personal communication devices while on school property to facilitate family communication regarding school related activities or family events. For the purpose of these guidelines, “personal communication device/s” includes personal computers, tablets, cell phones, and/or any web-enabled device of any type. Students may not access social media sites during the instructional day.

All students must adhere to the following guidelines:

- Use of the devices shall be limited to the period before classes in the morning, during break time, and after the regular school day. Exceptions for this are based on behavior contracts.
- All devices **must be silenced** and stored in the designated area specified by the teacher.
- Devices operated in violation of this rule, or for any illegal purpose, may be confiscated, and not returned until, when appropriate, a parent(s)/guardian(s) conference has been held and/or deemed appropriate by the building principal and/or staff.
- Devices capable of taking photographs or video may not be used for such purpose during the school day and/or at school related activities without the express permission of

a staff member. Such devices may not be used to invade the reasonable expectation of privacy at any time on the school campus.

- Devices capable of communication may not be used and must be placed in the designated area during testing and instruction.
- Devices may not be used for non-instructional activity during the instructional day (**no texting, social media, or personal phone calls/texts**).
- Students may not attempt to bypass the schools network filters.

Students violating this policy may be subject to disciplinary action including but not limited to detention, confiscation of the electronic device, suspension and/or expulsion.

The District reserves the right to collect and examine any device suspected of being the source of attack/virus. The District also reserves the right to collect and examine any device suspected of containing evidence regarding bullying/harassment, illegal activity, or any other school violation.

Students shall have no expectation of confidentiality with respect to their use of devices on school premises/property.

Students may not use a device in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Students are prohibited from using devices to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon race, color, appearance, national origin, Sex, sexual orientation, disability, age, religion, ancestry, or political beliefs.

Parents/Guardians are advised that the best way to get in touch with their student during the school day is by calling the school office.

All students possessing electronic devices assume full responsibility and risk for lost, damaged, or stolen equipment.

When a student is requested by a staff member to turn over an electronic device, they must comply. Failure to do so will result in suspension from school for insubordination.

DANCE REGULATIONS

Unity High School students are welcome to attend dances organized by the Lowell High School unless behavior concerns do not permit such attendance. This decision is at the discretion of the school staff. Unity students are expected to follow the dance regulations communicated by Lowell High School as follows:

“All dances are sponsored for the students of Lowell High School and their pre-approved guests. An LHS student may bring a guest provided a guest pass/permit is submitted to the principal’s office **at least three days prior to the dance – all guests must be approved by the administration prior to the dance.**

Students attending a dance must arrive no later than one and a half (1 ½) hours after the posted

starting time. Students and guests will not be allowed to re-enter the dance once they leave. All school rules will be enforced at all dances. Appropriate attire is required (**formal, semi-formal, etc...**). **Dances will generally begin at 8pm and end no later than 11pm unless otherwise approved by the building principal or designee.**

DANCE EXPECTATIONS

If a dance is semi-formal or formal, young men are to wear slacks, a dress shirt, a suit, or tuxedo. Young women may wear a dress, pantsuit or skirt. No t-shirts, sandals, jeans, tennis shoes, overly baggy pants, or excessively revealing attire are allowed. Please direct all questions to an administrator before the dance.

Dances are school events and inappropriate dancing will not be permitted (moshing, slamming, freaking, running, and especially, sexually explicit dancing). Those refusing to comply will be sent home. Remember... "Face to face, leave some space."

Pictures may be taken by a professional photography company **approved by the administration**. When a photographer is present, you may order pictures the night of the dance (bring cash or check). **Outside photographers are not permitted into the dance.**

Students not attending Lowell High School may only attend as a guest of a Lowell High School student and they must have an approved guest pass (dance permission slip) **on file in the office no later than three days prior to the dance**. Middle school students are not allowed to attend high school dances. Ticket prices will vary depending on the dance. **Tickets must be purchased before the dance and are not available at the door**. Students are expected to have a picture ID for entrance into the dance. Guests are **required** to have a picture ID (State ID or Student ID) available for entrance into the dance and must present the ID to staff upon entering.

Administrators are authorized to arrange for a breath-test instrument, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero-tolerance expectation for alcohol use.

By signing the Acknowledgement Form for this handbook, you are agreeing to the conditions of the above guidelines. This must be done before you can purchase a ticket to any dance.

STUDENT EXPECTATIONS

1. Arrive no later than 90 minutes after the scheduled start of the dance.
2. Present student ID or other picture identification upon entering the dance if requested.
3. Dance appropriately (see above).
4. Dress appropriately (see above).
5. Treat all students and chaperones with dignity and respect.
6. Follow the instructions of all chaperones and staff.
7. **Students must be in attendance at school for at least 3 hours the day of the dance or the day prior to if the dance is on a Saturday unless otherwise approved by the administration.**

DRESS CODE

The desire for individual expression is respected by the Unity High School staff. However, students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable school and/or community standards of health, safety and decency. It is incumbent upon school personnel as well as parents/guardians to instruct students in this respect.

All clothing must be of appropriate size and fit neatly. Generally, students are prohibited from dressing, grooming, or decorating themselves in a manner that distracts others (including administrators, teachers, parents, and other students) from meeting or surpassing the academic and achievement goals established by the District and the State of Michigan. Students are also prohibited from dressing, grooming, or decorating themselves in a manner that administrators or teachers reasonably believe is unsafe or tends to disrupt, diminish or degrade the District's overall educational environment.

Consistent with this policy, the following is a non-exclusive, illustrative list of examples of prohibited items:

- a. Clothing that exposes the stomach or back (no bare midriff).
- b. Tube tops, halter tops, tank top style undershirts, mesh shirts, shirts with the sides cut out, and tops with spaghetti straps (all shirts must have 2-inch straps on each shoulder).
- c. Clothing that reveals undergarments intentionally or unintentionally.
- d. Baggy or sagging pants/pants worn below the waist.
- e. Leggings/spandex that are either transparent and/or do not have an article of clothing that completely covers the buttocks over top of them.
- f. Short skirts and short dresses. Shorts/skirts/dresses should be at least fingertip length and/or NOT more than four inches above the knee.
- g. Clothing or accessories with spikes or chains (non-jewelry).
- h. Clothing or accessories that promote death and/or destruction or that may impair the health or safety of the student or others in the educational environment, in the judgment of an administrator.
- i. Clothing that promotes or contains vulgar, lewd or obscene language, gang or illegal activity, illegal substances, or that is inconsistent with the District policy, including the Student Code of Conduct.
- j. Clothing that promotes or creates ill-will, hatred or is divisive or prejudicial on the basis of race, national origin, ethnicity, religion, gender or disability. Examples may include the confederate flag, racist symbols such as those involving the Klu Klux Klan or swastika or other Nazi symbols.
- k. No costumes or face painting is allowed at school or school events without prior approval of the administration.

The administration reserves the right to send students home or require them to change their attire if they are dressed inappropriately. Students violating the dress code will be respectfully and privately asked to dress in the correct way. If necessary, parents will be called to bring proper clothing so that the student may resume his or her regular schedule. If a student cannot make alternate arrangements for their clothing, they will be asked to sit in the office until the student

can successfully meet the dress code. Dress code violations will be treated as follows:

- Student asked to change clothing and the parent contacted.
- Student asked to change clothing; parent contacted; after school detention.
- Subsequent offenses: Possible consequences include being sent home for the day (suspension) and parent contacted; parent/student/administrator meeting.

Clothing choice can present many challenges based on the messages students see every day in the media. Students are asked, with the support and guidance of parents and educators, to respect themselves, their peers and the school community by following the guidelines offered above.

EMERGENCY PROCEDURES

In the event of emergencies at school, each student must become acquainted with fire and shelter procedures.

SEVERE WEATHER

A tornado watch means that weather conditions are favorable for the formation of a tornado. Students will remain in school until regular dismissal time.

A tornado warning means that a tornado has been sighted in the area. Staff and students will be notified of a tornado by a tornado alarm. Students and staff will seek shelter in designated areas away from glass (windows) and should assume a sitting position with their heads down and their arms over their head. Staff will be present to assist students.

It is the policy of Lowell Area Schools not to dismiss students to parents during a tornado warning, even if it means holding students beyond the normal dismissal time. If students are held 30 minutes or longer beyond their normal dismissal time due to a tornado warning, school buses will not run and parents or guardians are required to pick up their students.

SNOW DAYS

In case of excessive snow, or other weather which may lead to school being closed or delayed, students and parents are asked to listen to one of the local radio stations and monitor other district communication tools. Please do not call the school because lines must be kept open for emergencies.

FIRE

1. The alarm will sound.
2. Students will move quickly and in an orderly manner out of the building using the designated routes of exit and following the directions of staff.
3. Students are not to go to their lockers or to the restroom.
4. While outside, students must stay at least 200 feet from the building.
5. Students are to remain outside until the “all clear” is announced.
6. If a fire drill occurs during lunch or an activity, all students are to exit through the closest exterior doorway.

Academic Planning and Policies

Unity High School requires courses set by the Michigan Merit Curriculum with the following graduation credit requirements:

English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
Health	.5 credits
Computer	1 .5 credit
Physical Education	.5 credit
Fine Arts	1 credit
World Language	2 credits
Electives	2.5 credits

Total Credits for Graduation – 21

MINIMUM GRADUATION REQUIREMENTS

The baseline credit requirement for graduation is 21 credits. These credits meet the Michigan Merit Curriculum as mandated by the State. However, each student will have an individual plan that meets the 21 baseline credits plus additional credits specific to the student's needs.

Students must participate in any required State of Michigan tests and assessment programs as part of their graduation requirements.

A senior must have completed all graduation requirements in order to participate in graduation ceremonies.

All financial obligations must be met prior to seniors' last day at school.

GRADUATION CHECK

A graduation check is made at the time of enrollment in the program, and each student's progress toward graduation is consistently monitored. Alternative students should be on track to graduate by their 19th birthday. Students who have no reasonable expectation to graduate (e.g., an eighteen year old who has accumulated a small number of academic credits) may be referred to GED programs or other appropriate options.

GRADUATION

Graduation will be held in the Red Arrow Stadium with the Lowell High School students. In case of rain, it will be held in the high school gymnasium.

Commencement Ceremony Policy

Participation in the commencement ceremony is a privilege, not a right. In order to participate in the commencement ceremony, students must meet the following requirements:

1. No Destructive/Disruptive Behavior- i.e. senior pranks. Consequences for such behavior may include suspension, loss of senior release, inability to participate in the commencement ceremony, and/or a criminal complaint.
2. Successfully complete all course work.
3. Attend mandatory graduation practice. Students that do not attend practice cannot participate in the ceremony. Only extreme reasons, such as hospitalization or death in the family are reasons for missing practice. Excuses such as vacations, employment, sleeping in, or forgetting are not acceptable reasons.
4. In order to keep the dignity of commencement, a modest dress code is required. Male students are asked to wear slacks, shirt and tie, shoes, and socks. Female students are asked to wear a dress or an appropriate slack outfit. **NO SHORTS, T-SHIRTS, OR INAPPROPRIATE CLOTHING WILL BE ALLOWED.**

PERSONAL CURRICULUM

Per Michigan Legislature – Section 380.1278b, A school district or public school academy annually shall notify each of its pupils and a parent or a legal guardian of each of its pupils that all pupils are entitled to a personal curriculum under this subsection. The annual notice shall include an explanation of what a personal curriculum is and state that if a personal curriculum is requested, the public school or public school academy will grant that request. The school district or public school academy shall provide this annual notice to parents and legal guardians by sending a written notice to each pupil’s home or by including the notice in a newsletter, student handbook, or similar communication that is sent to a pupil’s home, and also shall post the notice on the school district’s or public school academy’s website.

GRADING/CREDITS

Students will earn credits toward a Unity High School_diploma. Report cards are available each trimester electronically or by mail when requested. The grading scale is as follows:

Grade	Percent	Value
A	95%	4.00
A-	90%	3.67
B+	87%	3.33
B	83%	3.00
B-	80%	2.67
C+	77%	2.33
C	73%	2.00
C-	70%	1.67
D+	67%	1.33
D	63%	1.00
D-	60%	0.67
E	1%	0.00

SCHOOL-TO-WORK CREDITS

A student can earn credits in the school-to-work program partnered with Lowell High School and no more than 1.0 credit per trimester. In order to receive credit, the student must follow the requirements established by the LHS program. This program counts toward elective credit.

KENT CAREER/TECHNICAL CENTER

The Kent Career/Technical Center located at 1655 East Beltline, NE, Grand Rapids, offers training in many skill areas to juniors and seniors. Additional information can be found at www.thetechcenter.org. Classes meet 2.25 hours per day, 5 days per week throughout the school year. Students earn three (3) credits per year for successful completion of course requirements. No tuition is charged. Bus transportation between the high school and the KC/TC will be available for first, second, and third sessions. Students who wish to attend the Kent Career/Technical Center must express interest to the Lead Teacher or main office. Students must arrange a required internship visit to KC/TC before they register for a course and it is essential that these arrangements be made early in the second trimester. KC/TC's openings are filled countywide on a first come, first serve basis.

PUPIL INFORMATION/CHANGE OF ADDRESS

If your last name, street address, or telephone number changes at any time during the school year, please notify the attendance office and counseling office immediately. This is very important in keeping our records up to date and also being able to contact a parent/guardian in the case of an emergency.

EXIT/WITHDRAWAL PROCEDURES

If a student/family plans to exit/withdraw from Unity High School, the parent must notify the counselor/counseling office. Withdrawal will be authorized only after the student has completed and submitted the Drop/Transfer Form, returned all school materials, and paid any fees or fines that are due. School records may not be released if the withdrawal process is not properly completed. Parents must contact the main office in advance to coordinate this process. No student under the age of 18 may withdraw without written consent from the parent/guardian.

TRANSCRIPTS

Current and past students should go to the Unity High School Website to request a transcript online (<https://www.parchment.com/>). Lowell sends transcripts electronically through Parchment with some exceptions. While enrolled at Unity High School, copies of high school transcripts are made available to students at no cost for release to colleges, universities, scholarship programs, and branches of the armed services. Transcript information includes all courses taken, grades received, cumulative grade average and rank-in-class.

ATTENDANCE POLICY

PHILOSOPHY

Regular student attendance represents an essential cornerstone for learning and is based upon a partnership between home and school in promoting responsible attendance habits. The student, the parent(s)/guardian, and the school share the responsibility for student attendance. Students are expected to attend class regularly and be on time. Continuity in the learning process is seriously disrupted by excessive absences. Regular attendance, punctuality, self-discipline, and responsibility are important educational goals that are directly related to employability, and success in future educational pursuits. Students who have good attendance generally achieve

higher grades and enjoy school. **Students who are habitually absent/and or tardy must be reported to the Kent ISD Truancy Office by law.**

ABSENCES

Students may not exceed 8 absences during a trimester and must maintain a minimum 85% attendance rate at all times. Failure to follow this policy may result in an attendance contract or possible dismissal from the program. Any deviation in this attendance policy needs prior approval. Each student will be dealt with on an individual basis. Special circumstances may arise that may affect attendance.

Students will not be withdrawn from classes unless there are resultant behavior problems or they have violated a student behavior contract. The principal will make these determinations.

An absence occurs when a student misses more than 10 minutes of any class session.

Sleeping is not allowed in class. Anyone who does will be marked absent and be sent home for repeated behavior.

1. Excused Absence – is one which is excused by both the parent and the school office. The school reserves the right to determine how an absence will be classified. Excused absences for medical reasons or court requirements may not count toward the attendance limit requirement **if the student and parent follow the appropriate procedures** to excuse the absence with the administration. Medical reasons must include a note from a physician stating that the student may not be in school. Examples of other excused absences include: general illness, approved family vacation (with completed pre-excused form), religious observations, college visits, or family emergencies.
2. Unexcused Absence – is attendance behavior which falls into one of the following categories and results in the student not earning credit for that day's work: Skipping class, parental failure to excuse student's absence, leaving early without permission and arriving late for class. Unexcused absences may result in disciplinary action.
3. Tardy – A student is considered tardy if he/she is not in their assigned classroom promptly at the start of each class. For every 3 tardies during a trimester a student will receive one after school detention.

SKIPPING

- Student is not in attendance in the classroom.
- Student leaves the classroom and is gone for an unacceptable period of time.
- Student leaves campus without permission.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations and other factors.

ABSENCE REPORTING PROCEDURE

Parents should call the attendance line (987-2575) within 48 hours of the student's absence. If no call is received within that time the absence will be unexcused.

SIGN IN/SIGN OUT PROCEDURES

Students who enter the building late should report to the office to sign in (if before 9:00 am).

Students who need to leave the building early are to sign out in the office. Students may leave early only with permission from a parent or guardian. Failure to sign out or get permission first may result in an unexcused absence and/or further disciplinary action.

AGE OF MAJORITY

If a student is 18 years of age or older, he/she must still adhere to all attendance requirements except a parent phone call is not necessary if proper procedures are followed.

VACATIONS

A prearranged absence form will be issued to the student to be signed by each teacher. Class work should be completed before the absences unless otherwise arranged by the teacher.

DISCIPLINE POLICY

On the basis of the present status of school law, the principal or her designee is delegated and vested with the authority of the Board of Education to exclude a student from school and/or any activity under school sponsorship. Students going to or from school and at school sponsored off campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Exclusion from school for misconduct may vary in length depending on the age of the student, the nature of the misconduct, the cumulative misconduct of the student, and the feasibility of alternative disciplinary measures.

DETENTIONS

The purpose of after school/lunch detentions is to change negative behaviors of students. This time is designed as a tool for teachers to use for minor infractions.

SUSPENSIONS

Suspension is defined as the exclusion of a student from school and/or school sponsored activities for a specified period of time not to exceed nine days per offense. "Suspension" means that a student is not permitted to attend classes, remain on school grounds, or participate in any extra-curricular activities.

Students suspended from school will be allowed to work at home during the suspension in their online courses.

STUDENT CODE OF CONDUCT

Any action not covered below, but considered disruptive, shall be handled by the principal or designee as conduct violations; therefore exclusion from this list should not be interpreted as limiting the scope of the school's authority in dealing with any type of infraction that may interfere with the safety and welfare of the students. In discipline situations, the principal or designee will have the authority to use alternative consequences.

TYPES OF INFRACTIONS

Level 1 Offenses: These offenses are in violation of school rules, disrupt the educational process or interfere with the student's own learning, and result in disciplinary action taken by an administrator. Depending upon severity or repetition, a Level 1 violation may be reclassified as a Level 2 or 3 violation. These infractions include, but are not limited to:

1. **Academic dishonesty** - cheating, plagiarism, gaining unauthorized access to, tampering with educational materials, copying and/or allowing use for copying of homework, including use of wireless communication devices to capture, transmit and/or receive test information; using cell phone or other wireless device to cheat in classroom.
2. **Bullying/Harassment – 1st Offense** – see definitions of bullying and harassment that are included immediately after the Code of Conduct section.
3. **Inappropriate Use of Electronic Communication Device (cell phones, etc.)** – Students may possess a cellular telephone or other electronic communication device while at school provided that during school hours and on a school vehicle the cellular phone or electronic communication device remains off and out of sight unless authorized school personnel have given students permission to use them.
4. **Dress code violation/inappropriate clothing** – inappropriate, revealing clothing, sagging pants, headwear, etc.
5. **Driving/Parking Infractions** - Dangerous or improper use of vehicle(s) on school grounds/designated parking areas that creates a potential hazard or danger, inappropriate behavior or manner of parking, going to vehicle during the school day without permission.
6. **Inappropriate Behavior** - behaviors or activities that are inappropriate in the school setting, including rough housing, hallway or classroom incidents of throwing, minor hitting, pushing, tripping, shoving, possessing or using any item that is disruptive to the educational process, could injure others and/or damage property (i.e., laser pens, lighters, matches, shaving cream, squirt guns, etc.). Any behavior as determined by school personnel that is inappropriate for the school environment.
7. **Leaving School Building/Designated Areas without permission** – leaving school building, classroom and other school areas, without permission from school personnel or being in the hallway/other areas of the school without permission.
8. **Leaving class without permission/Skipping** – leaving assigned classroom area or being absent from classroom area for longer than 10 minutes without teacher permission.
9. **Panhandling** – soliciting, begging, or mooching money from other students.
10. **Public Displays of Affection (PDA)/Inappropriate PDA** – actions that are deemed inappropriate ways to show affection in a school setting, such as kissing or long embraces.
11. **Sexual Harassment** – Depending on the District's Title IX investigation final determination, Sexual Harassment may be subject to a Level 1 Range of Consequences.

Level 1 Range of Consequences

Each behavior will be addressed and consequences will be determined on an individual basis. Any of the following intervention strategies and disciplinary actions may be used and any behavior(s) may result in more than one of the above consequences as decided by the Administration. These are examples and not intended as an exhaustive list.

- 1-3 day suspension
- After school detention
- Behavior Improvement Plan
- Bus consequences
- Classroom consequences
- Community service
- Confiscation of item
- Contact Parent
- Driving/Parking Ticket
- Loss of driving privileges
- Lunch contract
- Restarting online course
- Removal from class
- Replacement costs/restitution
- Senior Obligation Requirement
- Student/Administrator Conference
- Student/Parent/Administrator Conference

Level 2 Offenses:

These offenses are in violation of school rules, seriously disrupt the educational process or interfere with teaching and learning, and result in disciplinary action taken by an administrator. In most cases, Level 2 violations disrupt or interfere with another person's right to an appropriate learning environment. Depending upon severity or repetition, a Level 2 violation may be reclassified as a Level 3 violation and law enforcement may be notified. These infractions include, but are not limited to:

1. **Bullying/Harassment – 2nd Offense** – see definitions of bullying and harassment that are included immediately after the Code of Conduct section; a second reported offense of this nature.
2. **Computer Misuse** – having possession of and/or use of unauthorized software that was copied, downloaded, transferred, or transmitted from a legal source, includes MP3 and other audio files (i.e., computer piracy); also circumventing security software, destruction of files (deletion and modification), unauthorized access (network, network modems, and computer stations), physical destruction of computer equipment, disassembling of computer, peripherals or network cables.
3. **Chronic Classroom Disturbance/Persistent Misbehavior** - repeated offenses and multiple referrals for disturbing class or educational environment; accumulating Level

- 1 violation or reclassification of a serious Level 1 violation.
4. **Destruction of School, Student and/or other Personal Property/Vandalism** – Defacing, damaging or destroying school property or staff/student personal property; malicious mischief to school and/or staff/student property; damage under \$100; and/or causing any other situation (i.e., stink bomb) that disrupts the educational process.
 5. **Disorderly Conduct/Gross Misbehavior/Indecency** – deliberate or willful conduct detrimental to the normal functioning of any school activity, for example, throwing food, spitting, etc.; behaving in a violent or grossly inappropriate manner. Engaging in conduct that is contrary to commonly recognized standards of decency and behavior (as interpreted by this building’s administration), which includes inappropriate use of social media, obscenity, indecent exposure (public urination), or the use of language in verbal or written form, or in pictures, social media, caricatures or gestures, which are offensive to the general standards of propriety; including pornography.
 6. **Disruption of the Educational Process/Student Protest** – leading or supporting the gathering of a student group that disrupts the school environment or a breach of public peace.
 7. **Disruptive Behavior** – misbehaving in a manner that causes disruption or obstruction to the educational process. Behavior is considered disruptive if a teacher is prevented from starting an activity or lesson, has to stop instruction to address the disruption, or if a staff member is prevented from carrying out responsibilities. Any behavior that detracts from or interferes with the orderly operation of the school environment; or accumulation of minor infractions that add up to suspensions.
 8. **Endangerment** – any conduct that jeopardizes the health or safety of other persons by means of an intentional act. (See also Disorderly Conduct)
 9. **False Fire Alarm** - intentionally making a false report of a fire; falsely activating a fire alarm; intentionally causing fire alarm to sound.
 10. **Fighting/Instigating a Fight** - engaging in or threatening to engage in, physical action upon another student; participating in a fight or physical contact with another student, or in a confrontation with another student, that may/does lead to physical contact. Self-defense is not considered justifiable grounds for being involved in a fight. If a student is having difficulties with another student, that student should share their information with a counselor or an administrator.
 11. **Forgery/Fraudulent Action** - fraudulent use of school-related documents or equipment, including false phone calls to the attendance office; signing another person’s (parent, staff, student, employer, etc) name to any writing without permission or falsifying student identification pictures.
 12. **Gambling** - playing a game for money, property, or other contingent reward, unless authorized as official school functions; betting on the outcome of a contest or game.
 13. **Improper Use of Digital Technology** – Using a device to record and post pictures, videos, or other images without the permission of a student or staff member.
 14. **Insubordination/Defying Authority/Disrespect** - defiance of authority. Attitudes or behavior insulting or contemptuous; noncompliance of a reasonable request from school personnel; continued class disruption and disrespect; rude/discourteous. Insubordination includes, but is not limited to, refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed here, refusing to leave a hallway or any other

location when directed by a school staff member, or running away from school staff when told to stop.

15. **Intimidation/Menacing** – includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.
16. **Interference with School Authorities** - interfering with or encouraging others to interfere with administration or teachers by lying, misguiding, providing false information and/or through intimidation with threat, inducing fear, force or violence.
17. **Loitering** – remaining or lingering on school property without a legitimate purpose and/or without proper authority. The school day ends at 2:30 pm and any student needing to remain at school with a valid purpose must be in the main cafeteria or other designated area.
18. **Obscene Language/Profanity** - verbally, in writing, electronic media or with photographs or drawings, directing profanity or insulting, obscene gestures toward any other student or staff member.
19. **Obscene Language/Profanity Toward Staff Member**- verbally, in writing, electronic media or with photographs or drawings, directing profanity or insulting, obscene gestures toward any school district staff members or adult volunteers.
20. **Sexual Harassment (Level 2)** – Depending on the District's Title IX investigation final determination, Sexual Harassment may be subject to a Level 2 Range of Consequences.
21. **Threat (Verbal)** - any willful verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent intent and ability to inflict injury.
22. **Tobacco/e-Cigarettes/Vapes** - Possession or Use of Tobacco Products/Cigarettes/Vapes - Students will not smoke/use e-smoking devices, use tobacco or alternative cigarette options (i.e., nicotine gum, etc.), or possess any substance containing tobacco or nicotine in any area under the control of a school district, including all activities or events supervised by the school district.

Level 2 Range of Consequences

Each behavior will be addressed and consequences will be determined on an individual basis. Intervention strategies and/or consequences are not limited to those listed here. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Any of the following intervention strategies and disciplinary actions may be used and any behavior(s) may result in more than one of the above consequences as decided by the Administration.

- Any school response listed in the Level 1 consequences
- Out-of-school suspension (short-term) from one (1) school day up to and including nine (9) school days
- Recommendation to the Board of Education for long-term suspension or expulsion
- Suspension from bus transportation
- Law enforcement agency notification

Level 3 Offenses:

A Level 3 violation is a behavior of an aggravated nature which seriously disrupts or interferes

with teaching, learning, or the effective functioning of the school. The following offenses are those which are not only punishable by law, but will also result in an out of school suspension up to nine (9) days and/or a recommendation for expulsion from Lowell High School. The Michigan legislature requires school districts to report certain incidents to the police. These infractions include, but are not limited to:

1. **Aggressive Behavior** - inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.
2. **Aggravated/Felonious Assault** - using a weapon or other dangerous instrument to threaten another person with bodily injury and/or causing harm with such a weapon or device.
3. **Alcohol, Drugs, e-Cigarettes/Vapes and other Drug Paraphernalia** possessing, using, being under the influence of, offering to buy or sell, or purporting to buy or sell a controlled substance, dangerous drug, prescription drug, counterfeit drug, look alike drug or what is represented as a drug, intoxicating substance, alcohol or e-cigarette/vape or other paraphernalia whether:
 - a. on school grounds before, during or after school;
 - b. off school grounds at school activity, function or event;
 - c. on school buses or rented carriers.
4. **Over-the-counter Drugs** – A student in possession of over the counter medication will not be in violation of this section as long as his/her use and possession of the medication is authorized at school per the District's Medication Policy and the proper form has been filed with the high school office. Unauthorized possession, or transferring, of Tylenol or similar over the counter medication, including caffeine pills and other look-alike or what is represented as over the counter medication will result in disciplinary action.
5. **Prescription Drugs** - A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school per the District's Medication Policy and the proper form has been filed with the high school office. Failure to comply will result in disciplinary action.
6. **Arson** - intentionally starting a fire or participating in the burning of any property or person.
7. **Bomb Threat** - intentionally making a false report of a bomb or making a bomb threat.
8. **Bullying/Harassment 3rd Offense** - see definitions of bullying and harassment that are included immediately after the Code of Conduct section; a third reported offense of this nature.
9. **Chronic Classroom Disturbance/Persistent Misbehavior** - repeated offenses and multiple referrals for disturbing class or educational environment; accumulating Level 2 violations or reclassification of a serious violation.
10. **Destruction of School, Student and/or other Personal Property/Vandalism** – Defacing, damaging or destroying school property or staff/student personal property; malicious mischief to school and/or staff/student property; damage over \$100.
11. **Explosives/Pyrotechnics** - possessing, using, and/or selling fireworks, including, but not

limited to, recreational fireworks such as smoke and stink bombs.

12. **Extortion/Blackmail/Coercion** – taking money or items of value through “strong arm” tactics; obtaining money or property by violence or forcing someone to do something against his/her will by force or threat of force.

13. **Forgery/Counterfeiting** – including, but not limited to, counterfeiting of documents or money, and/or falsifying school records.

14. **Intimidation/Interference with School Authorities** - interfering with or encouraging others to interfere with administration or teachers by lying, misguiding, providing false information and/or through intimidation with threat, inducing fear, force or violence; threatening and/or profane and/or obscene language/actions directed towards staff.

15. **Intimidation/Menacing/Verbal Threat**– includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.

16. **Physical Assault Against Staff Member** - intentionally causing or attempting to cause physical harm to another through force or violence at school, at a school activity or on a school-related vehicle against a person employed by or engaged as a volunteer or contractor by the School District. This offense is an immediate referral for expulsion.

17. **Robbery** - attempting to take from another person any item or property, by force or threat of force, either expressed or implied.

18. **Sexting** - the act of sending sexually explicit text messages, photographs, and/or videos to another person electronically, or possessing sexually explicit messages, photographs and/or videos electronically during the instructional day. “Sexting” is not only an inappropriate and forbidden behavior, it also violates many state and federal laws.

19. **Sexual Assault** - engaging in unwelcome physical conduct of a sexual nature with another person, including non-consensual and intentional touching of another person’s genital area, groin, thigh, buttock or breast.

20. **Sexual Misconduct/Pornography** – engaging in consensual, non-consensual or mutual acts of sexually inappropriate behavior, including but not limited to, touching, tampering with clothing, obscene gestures, indecent.

21. **Sexual Harassment** – Depending on the District’s Title IX investigation final determination, Sexual Harassment may be subject to a Level 3 Range of Consequences.

22. **Stealing/Theft/Possession or Transfer of Property of Others** - taking, without permission of the owner or custodian of the property, or having in his/her possession property valued at more than \$100 that does not belong to the student.

23. **Trespassing** - unauthorized entry to Lowell Area School’s grounds, buildings, classrooms, and other property, and/or a repeated Loitering offense.

24. **Weapons** – possession, using, threatening to use, or transferring any weapon or instrument capable of inflicting harm or considered dangerous by school administration (e.g., tasers). Includes look-alike weapons. Certain weapons as defined under state law, require mandatory expulsion (see detailed information listed after this Code of Conduct section).

Level 3 Range of Consequences

Each behavior will be addressed and consequences will be determined on an individual basis. Intervention strategies and/or consequences are not limited to those listed here. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Any of

the following intervention strategies and disciplinary actions may be used and any behavior(s) may result in more than one of the above consequences as decided by the Administration.

- Any school response listed in the Level 1 or 2 consequences
- Out-of-school suspension (short-term) from five (5) school days up to and including nine (9) school days
- Recommendation to the Board of Education for long-term suspension or expulsion
- Suspension from bus transportation
- Law enforcement agency notification

**At the Principal's discretion, a portion of the suspension for alcohol/drug/e-cigarettes/vapes and other drug paraphernalia related infractions may be withheld if the student agrees to seek and receive professional intervention. The student and parent(s) will be encouraged to enlist the aid of a counselor for rehabilitative purposes. The school has a sincere interest in the outcome of the counseling and requests that a release be signed by the student and his/her parent/guardian allowing the school to have contact with the counselor in an effort to support the rehabilitation.*

LUNCH POLICIES AND PROCEDURES

Children need healthy meals to learn. Lowell Area Schools offers healthy breakfast and lunches every school day. Lowell Area Schools encourages families to take advantage of the federal free and reduced meal program. If you are not already a part of this program, contact our office for information.

The food service department operates on a debit system. Money is deposited into an account and the value of food purchased is withdrawn. Meals are delivered from the high school each day. Therefore, students must place their order by 9:00 am in order to receive lunch for that day or breakfast for the next day.

OPEN/CLOSED CAMPUS

A 30 minute lunch period is part of the school day. Students are allowed to walk off campus during lunch to designated areas IF earned and as approved by the teacher. However, with deep concern for student's safety, students are not allowed to drive, ride in, or sit in a vehicle during school hours including lunch.

Automobiles may be driven during the school day only when necessary for class work, and as approved by the school staff. Students who leave campus in a vehicle may be suspended and lose off campus lunch privileges. The school reserves the right to close campus for some or all students as necessary for safety or behavior issues.

CHEATING/PLAGIARISM

All forms of cheating and plagiarism are prohibited. Violators of this policy will be disciplined on a case-by-case basis depending upon the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, restarting the course, detention, suspension, or expulsion.

COMPUTER MISUSE

All computers are intended to be used in the classroom for instructional purposes only. When a student uses a computer without the teacher's permission for anything except instruction, or uses the computer in violation of Lowell Area Schools policies, then the use is considered to be computer misuse. Students violating this policy may be sent home and be subject to disciplinary action.

VISITORS

Students may not bring visitors to school without prior approval from the school staff.

BUS TRANSPORTATION

Busing is available for Unity students. Students ride their regular bus to Lowell High School in the morning and Lowell Middle School in the afternoon and will be shuttled to/from Unity. The school bus is an extension from the classroom. **Riding the school bus is a privilege, not a right.** Misconduct on buses will not be tolerated and could result in forfeiture of the privilege of riding. You are expected to discipline yourself and comply with the orders of the operator.

1. Only students eligible for transportation will be permitted to ride the buses.
2. Students should always be at the stop at least five minutes early.
3. Riders should remain seated while the bus is in motion.
4. Riders should not hang out windows nor throw objects out windows.
5. Shouting, smoking, vulgar talk, fighting, and pushing are not permitted.
6. Any damage shall be paid for by the student responsible.
7. No student may get off at another stop without written permission.
8. In case of emergency, listen for the driver's instructions and then exit promptly.
9. Students must never open the emergency door except in an emergency.
10. All school rules and penalties are in effect while on the bus.
11. Students may not ride an unassigned bus without permission of the bus garage and a parent.

BUS TICKETS

Minor violations that deal with misbehavior such as safety violations, inappropriate language, horseplay, or disregard for bus rules:

Violation #1 - Conference with student

Violation #2 - Detention(s)

Violation #3 - Up to one-week suspension from bus with parent conference

Violation #4 - Up to three-week suspension from bus with parent conference

Violation #5 - Permanent suspension from bus

Major violations are considered suspendable offenses. Examples: Defacing or destruction of property, use of tobacco, use of illegal substances, fighting, threats, possession of weapons, persistent disrespect of adult supervision.

Students must observe the rules and regulations governing student transportation, and shall abide

by all rules and regulations governing behavior and conduct when riding school buses. The Superintendent may suspend or revoke the transportation privileges of any student who violates any such rules or regulations. Video cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

CONCUSSION INFORMATION FOR PARENTS & STUDENTS

What is a concussion?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

What are the signs and symptoms of concussion?

If you or your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:

Symptoms Reported by Child:

- **Headache or “pressure” in head**
- **Nausea or vomiting**
- **Balance problems or dizziness**
- **Double or blurry vision**
- **Sensitivity to light**
- **Sensitivity to noise**
- **Feeling sluggish, hazy, foggy, or groggy**
- **Concentration or memory problems**
- **Confusion**
- **Just not “feeling right” or is “feeling down”**

Signs Observed by Parents/Guardians:

- **Appears dazed or stunned**
- **Is confused about assignment/ position**
- **Forgets an instruction**
- **Is unsure of game, score, or opponent**
- **Moves clumsily**
- **Answers questions slowly**
- **Loses consciousness (even briefly)**
- **Shows mood, behavior, or personality changes**

DANGER SIGNS

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has:

- **One pupil (the black part in the middle of the eye) larger than the other**
- **Drowsiness or cannot be awakened**
- **A headache that gets worse and does not go away**
- **Weakness, numbness, or decreased coordination**
- **Repeated vomiting or nausea**
- **Slurred speech**
- **Convulsions or seizures**
- **Difficulty recognizing people or places**
- **Increasing confusion, restlessness, or agitation**
- **Unusual behavior**
- **Loss of consciousness (even a brief loss of consciousness should be taken seriously)**

What Should You Do If You Think You or Your Child Has a Concussion?

1. **SEEK MEDICAL ATTENTION RIGHT AWAY.** A health care professional will be able to decide how serious the concussion is and when it is safe for return to regular activities, including sports.
2. **KEEP CHILD OUT OF PLAY.** Concussions take time to heal. Don't let the child return to play the day of the injury and until a health care professional says it's OK. Children who return to play too soon – while the brain is still healing – risk a greater chance of having a second concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting the child for a lifetime.
3. **TELL CHILD'S COACH/TEACHER ABOUT ANY PREVIOUS CONCUSSION.** Coaches/teachers should know if the child had a previous concussion. The child's coach/teacher may not know about a concussion the child received in another sport or activity unless you tell the coach/teacher.

How Can You Help Your Child Prevent a Concussion or Other Serious Brain Injury?

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity.

Protective equipment should fit properly and be well maintained.

- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.
- However, helmets are not designed to prevent concussions. There is no "concussion-proof" helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

How Can I Help My Child Return to School Safely After a Concussion?

Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed
- Spend fewer hours at school

- Be given more time to take tests or complete assignments
- Receive help with schoolwork
- Reduce time spent reading, writing, or on the computer

Talk with the child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms. As the child's symptoms decrease, the extra help or support can be removed gradually.

**GRIEVANCE PROCEDURES FOR:
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990
SECTION 504 OF THE REHABILITATION ACT OF 1973
AGE DISCRIMINATION ACT OF 1975**

Section I

Any person believing that the Lowell Area Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) section 504 of the Rehabilitation Act of 1973, (3) the Age Discrimination Act of 1975, and (4) Title II of the Americans with Disability Act Rights of 1990 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address: **Administration Building, 300 High St, Lowell MI 49331**

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Dustin Cichocki
Director of Human Resources
(616) 987-2500
300 High Street Lowell, MI 49331
dcichocki@lowellschools.com

Heather Sneider
Special Education Director
(616) 987-2500
300 High Street Lowell, MI 49331
hsneider@lowellschools.com

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint within five (5) business days. The complainant may initiate formal procedures according to the following steps.

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2

A complainant wishing to appeal the decision of the Local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the conclusion, and respond in writing to the complainant with ten (10) business days.

Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202.

Inquiries concerning the nondiscriminatory policy may be directed to the Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights coordinator's office.

Statement of Non-Discrimination and Equal Education Opportunity

The Lowell Area School District does not discriminate against any individual, with regard to receiving the full utilization of or benefit from the District, or the services, activities, or programs provided by the District, on the basis of race, religion, color, national origin, ethnicity, sex, age, disability or any other legally protected category as required by state and federal law. In case of admission to the District, in addition to the above identified categories, the District does not discriminate on the basis of marital status.

In addition, the District is an Equal Opportunity Employer for all employees and applicants for employment without regard to race, religion, color, gender, age, national origin, ethnicity, height, weight, marital status, veteran status, disability, or any other legally protected category

as required by state and federal law.

The following individual has been designated to handle inquiries regarding the Non-Discrimination and Equal Education Opportunity Policies:

Dustin Cichocki
Director of Human Resources
Lowell Area Schools
300 High Street Lowell,
MI 49331
616-987-2517
dcichocki@lowellschools.com

TECHNOLOGY RESOURCES ACCEPTABLE USE AGREEMENT
(For Student Users under Age 18)

Unity High School Acknowledgment Forms

Student Name _____ Building _____

Grade _____ Date _____

TECHNOLOGY USE AGREEMENT FOR STUDENTS

I have read the School District's Technology Resources Acceptable Use Policy and Procedures, the terms and conditions of which are incorporated herein by reference, and hereby agree to those conditions, rules, and regulations. By executing this Agreement, I expressly agree to be responsible for my use of the School District's Technology Resources in accordance with the School District's Technology Resources Acceptable Use Policy and Procedures, and to assume all responsibility for any liability associated with my use of the Technology Resources in violation of this Agreement. I acknowledge my responsibility to uphold the integrity of the Technology Resources. I consent to, and understand that, the School District may monitor my electronic communications, including logs showing my Internet access, e-mail, downloaded files and other uses of the Technology Resources of the School District. I understand and agree that the School District assumes no responsibility for my use of the Technology Resources and assume the risks associated with use of the Technology Resources, and the Internet, including, but not limited to, intentionally or unintentionally gaining access to information and communications that I find inappropriate, offensive, controversial, or otherwise objectionable. I understand that violating the School District's Technology Resources Acceptable Use Policy and Procedures may result in having my use privileges of the School District Technology Resources suspended or revoked, and that I may be further subject to disciplinary action, in accordance with the School District Student Code of Conduct (up to and including loss of class credit or expulsion), or other legal action.

_____ I agree to the terms and conditions of this Agreement and the School District's Technology Resources Acceptable Use Policy and Procedures.

Student Signature

TECHNOLOGY USE AGREEMENT FOR PARENTS/GUARDIANS

As the parent(s)/guardian(s) of the student named below, I/we have read the School District's Technology Resources Acceptable Use Policy and Procedures and this Technology Resources Acceptable Use Agreement and discussed them with my/our child. I/We understand that access to and use of the School District's Technology Resources is a privilege designated for educational purposes. I/We hereby give permission to the School District to open a user account for my/our child and certify that information contained in this Agreement is correct. I/We consent to and understand that School District staff may monitor my/our child's electronic communications, including e-mail and files that he/she downloads, as well as consent to allow my/our child to use the Internet and I/we assume the risks associated with my/our child's use of the Internet. I/We hereby agree to release, indemnify and hold harmless, in both my/our personal capacity, and as guardian of my/our child, the School District as well as its board members, school teachers, employees administrators, and adult volunteers, from any claims arising out of my/our child's violation of, or conduct inconsistent with, the School District's Technology Resources Acceptable Use Policy and Procedures and/or this Agreement, including, but not limited to, claims arising from materials my/our child may download or relationships he/she may establish with people online, whether such claims arise from Internet use performed on School District Technology Resources through school accounts or personal computers.

_____ I/We agree to the terms and conditions of this Agreement and the School District's Technology Resources Acceptable Use Policy and Procedures.

Parent/Guardian Signature