



Unity High School

Student and Parent Handbook

Unity High School Students,

On behalf of the faculty, we would like to welcome you to Unity High School. We are looking forward to helping you grow in knowledge and deepen your faith over the next four years. We are committed to providing opportunities and experiences that will allow you to be your very best in all that you do.

A contributing factor to your success is getting started the right way. The student handbook will assist you. It communicates what you may expect from the faculty at Unity High School in the way of policy, student responsibilities, and what cooperation the school expects from its students and their families in ensuring a safe, positive, and healthy experience for everyone.

To that end, parents and family members play an integral part in Unity High School. We are committed to providing the best possible experience for the entire family while their child(ren) attend UHS. Please know that parents are encouraged to volunteer, worship, and share their voice with everyone involved with Unity.

The student handbook contains policies and procedures for the school year. It is the responsibility of every student to become thoroughly acquainted with the information in this book. Please accept them and practice them as a means of enhancing the standards of quality and excellence for which we strive to maintain. Policies are subject to change at any time at the discretion of the principal and/or executive board.

UHS MISSION and VISION

Our Mission

Serving families in the South Metro, Unity High School provides education in a thoroughly Catholic environment that is designed to help students succeed whether they choose to pursue higher education, join the military or enter the workforce.

Our Vision

The vision for Unity High School is to serve thousands of families by educating their teens to become virtuous, clear-thinking Catholics committed to faithfully serving their households, communities, parishes and the common good through pursuits that make the most of their knowledge, skills and personal gifts.

Our Actions: How We Do It

The educational, spiritual, and character development of young people requires a shared commitment by teachers, students, families and the community to the ideals of hard work, civility, responsibility, integrity, and collaboration. We emphasize having high and clear expectations, high staff visibility and supervision, frequent feedback, and positive relationships.

Our Patron Saints

Unity High School is fortunate to have two Patron Saints for our students to view as ultimate role models:

1. Pope John Paul II
 - a. Pope St. John Paul II was a remarkable man for multiple reasons. He served the kingdom of God as a holy priest, rising all the way to the papacy. In his multiple roles, he drew his flock closer to the Lord Jesus Christ. In effect, he was a master catechist—a teacher who transmitted knowledge of the Catholic faith through both his profound words and his personal example of piety.
“Catholic education aims not only to communicate facts, but also to transmit a coherent, comprehensive vision of life, in the conviction that the truths contained in that vision liberate students in the most profound meaning of human freedom.”

2. Mother Teresa
 - a. *“By blood, I am Albanian. By citizenship, an Indian. By faith, I am a Catholic nun. As to my calling, I belong to the world. As to my heart, I belong entirely to the Heart of Jesus.”* Small of

stature, rock like in faith, Mother Teresa of Calcutta was entrusted with the mission of proclaiming God's thirsting love for humanity, especially for the poorest of the poor. *"God still loves the world and He sends you and me to be His love and His compassion to the poor."* She was a soul filled with the light of Christ, on fire with love for Him and burning with one desire: *"to quench His thirst for love and for souls."*

Pillars

Unity High School is organized around four pillars:

- Academics
- Character
- Leadership
- Service.

The Foundation of the four pillars is the Catholic Faith

Partnership with Parents

Parents are the primary educators of their children. A UHS education is therefore successful only when done in partnership with parents. To that end, Unity High School strives to communicate with parents through a variety of media. The UHS website provides basic information, including the school calendar and Principal's Newsletter. Unity High School provides an email address for each student, which will serve as the primary source of electronic communication. UHS will communicate with parents through the email address provided by the parents at registration.

An important expression of partnership with parents is the diligence performed by UHS to insure that its students enjoy a safe environment free from abuse or harassment. The UHS Board of Directors has adopted policies intended to prevent any type of abuse of students while in the care or supervision of UHS.

Custody

The school presumes that both biological parents have access to their children unless a parent provides legal evidence of sole custody rights. It is the custodial parent's responsibility to provide the school with a court certified copy of a court order. Copies of legal documents (custody of child, court approved guardianship or tutorship, or court approved visitation rights) must be on file in the student files. Unless a court has ruled otherwise, non-custodial parents have the right to copies of their children's academic records and to discuss the

child's progress with school personnel. Custody matters between parents or guardians are to be settled off campus.

Admission Policy

Unity High School admits students of any race, color, national or ethnic origin or religious preference. In admitting students, we look for young people who can profit from and contribute to the religious and educational mission of the school. While accepting the fact that there is a limit to what any one institution can do, we believe that the school is to serve a broad cross section of students with regard to both academic ability and socioeconomic status. Promoting and maintaining a diversity of students within the school community is a positive value consistent with the mission of Unity High School.

Readmission of Students

If a student has been asked to leave Unity High School because of academic or behavioral problems, he or she will not be readmitted. If a student has left UHS for any reason acceptable by the administration, readmission will be contingent on available space at the time the student wishes to be readmitted. If space is available, as defined by the principal, then regular admission criteria and procedures apply.

School Wide Prayer

Communal and private prayer is essential in forming an intimate relationship with Christ and thereby being transformed by His loving presence. Therefore, great emphasis is placed on prayer throughout the entire school day. Every school day begins with a prayer. Every class starts with prayer led by both teachers and students. Students will attend Mass as a regular part of their weekly schedule (currently 3 times per week). Parents may also attend the Mass with their children and other students and staff.

Student Conduct

Student conduct must conform to provisions of the Unity High School Behavior Policy as prescribed in this Student Handbook. At all times a student must conduct himself or herself appropriately and, in a manner, befitting a Christian. The following is exemplary but not exclusive of such behavior: being sensitive to the needs of others, being cooperative with those in authority, displaying honesty and integrity, and furthering the mission of Unity High School. If a student fails to conduct himself or herself in a manner consistent with this policy, they subject their self to corrective actions, which may include probation, suspension and/ or dismissal. The principal makes the final decision concerning any interpretation or application of these regulations, and determines any corrective action that may be appropriate.

The 24-7-52 policy of Unity High School mandates that off campus a student must conduct themselves in a manner consistent with his or her status as a member of the Unity High School community.

Violations of civil or criminal law involving moral turpitude or other conduct that in the professional opinion of the school administration would reflect on or cause discredit to the reputation of Unity High School by being contrary to the moral, religious or orthodox ethical principles of the Roman Catholic Church or the philosophy, policies, goals and commitments of Unity High School as indicated in the Student Handbook, make a student subject to corrective actions, which may include probation, suspension or dismissal. A student accused or suspected of serious wrongdoing may be placed on a study program pending the outcome of a judicial proceeding or internal investigation.

If a student is present when wrongdoing is evident (such as but not limited to fighting, smoking, vandalism, use of alcohol or other illegal drugs, and so forth), then that student must remove themselves from that situation; otherwise, he or she shares in the consequences related to such behavior. These consequences may include probation, suspension and/or dismissal.

Liturgy Expectations and Explanation

Like any activity, the proper worship of God in the Roman Catholic liturgy requires that we know certain things in advance. Just as a person is imperfectly educated if he has not had instruction on the proper way to write, so too, is he imperfectly educated if he has no guidance on the proper worship of God.

What follows is a brief catechesis on Catholic liturgy, as well as guideline for Mass participation. All of the questions and answers below are taken from The Catechism of the Catholic Church, and all citations reference the paragraph numbers in that text.

A BRIEF CATECHESIS

- Who celebrates the liturgy of the Church?
 - The whole community of those who are united to Christ, both living and dead (1136, 1140). All those who are baptized therefore share in a “common priesthood” (1141). Not all members of the common priesthood have the same function in the liturgy, but some of its male members are called to act in the person of Christ for the service of the Church (1142).
- What other functions can people perform in the liturgy?
 - Servers, readers, commentators and members of the choir also exercise a genuine liturgical function (1143).
- What is the liturgy comprised of?
 - The liturgy is comprised of physical signs and symbols (1145). In particular, it is comprised of signs and symbols from creation (such as fire, smoke, water, candles), daily human life (eating, drinking and washing), and the history of salvation (the Passover meal) (1189).
- The Liturgy is also called “the sacrifice of the Mass”. Why is it a sacrifice?
 - The Eucharist makes Christ’s sacrifice on the cross really, and not merely symbolically, present (1366, 1374).

- What is the Eucharist?
 - The Eucharist is a sacrament of the Church in which Christ is truly, really, and substantially present, as both God and man, under the appearances of bread and wine (1374).
- May anyone receive the Eucharist during communion?
 - Ecclesial communities derived from the Reformation and separated from the Catholic Church, "have not preserved the proper reality of the Eucharistic mystery in its fullness, especially because of the absence of the sacrament of Holy Orders." It is for this reason that, for the Catholic Church, Eucharistic intercommunion with these communities is not possible. (1400) Out of respect for this ecclesial difference, non-Catholics should not receive the Eucharist at Mass.
- What should a member of the Unity community do when not receiving the Eucharist at Mass?
 - With the whole assembly proceed to the sanctuary and as a sign of not receiving the Eucharist, reverently cross your arms over your chest and bow your head for a blessing. Proceed with the whole assembly back to your seat and kneel in prayer.

MASS PARTICIPATION GUIDELINES

Given the importance of the Mass as the source and summit of our faith, and remembering that we attend daily Mass as a school function, there are some basic guidelines to keep in mind:

- Be on time.
 - Be in your pew and quiet 5 minutes before Mass begins. Students who come late should quickly and quietly move into their assigned seats. Remember, this is the time we are dedicating to our Lord.
- Be reverent.
 - Genuflect or bow when entering and exiting the pews at the beginning and end of Mass. Sit up straight and do not slouch. Remove any non-uniform jackets or sweaters. Avoid hands in pockets. Do not put your jacket on or close your hymnal while the recessional is being sung. Out of respect for our Lord, wait until the song is finished.
- Exit in a respectful fashion.
 - Others will remain to pray and the life of the parish goes on as we are leaving.
- Participate.
 - Sing the hymns when invited. Say or sing the responses. If you are uncertain about the Mass responses, use the card in the pews. Stand when the congregation is invited to stand. Kneel when invited to kneel.
- Unity at Communion.
 - When not receiving, students are to go up for a blessing with their arms crossed, hands on shoulders. The priest or extraordinary minister will offer a blessing. Do not remain in the pew or aisle while others go up for Communion.
- Receiving the Eucharist.

- When receiving our Lord, it is customary to bow reverently prior to reception and to respond to the priest or extraordinary minister with “Amen.” Students may receive on the tongue or in the hand.

School Uniforms

Land’s End is the school uniform supplier. School uniforms can be purchased at:

https://www.landsend.com/co/account/school-uniforms?launchSearch=true&cm_re=lec-_-uni-_-tab-_-hr1-1-1-_-shopbyschool-_-20180608-_-area

In all aspects, the uniform should promote a neat, clean, and modest appearance. Uniforms shirts, pants, and skirts may be purchased from Land’s End (www.landsend.com) anytime.

- Shirt: White or navy-blue polo shirt (long or short sleeved). If a short or long t-shirt is worn underneath a school shirt it must be solid white or navy-blue. Shirt is to be tucked in at all times.
- Options: Sweater, sweater vest, or blazer. A collared school shirt is to be worn under at all times.
- Pants: Solid khaki or navy-blue cotton twill are acceptable. No jeans, skinny jeans, or jean type material is acceptable. Absolutely no jeggings, leggings, sweatpants, yoga pants are allowed.
- Girls-Skirt: Must be pleated and purchased through Land’s End or Donald’s. The skirts must be the chosen blue plaid pattern and may not exceed two inches above the knee.
- Socks: Socks must be worn at all times. Socks must be white or black (no patterns) and must be showing. Tights are allowed in plain black or plain navy-blue (no patterns).
- Shoes: Shoes must be closed toed, neat and in good repair at all times. Shoes must be primarily white and/or black; logos can be present but must be white and/or black. No high-tops allowed. Safety regulations require closed toed shoes during the academic day.
- Hair, jewelry, make-up, etc.: All students should maintain a modest and respectful appearance. We want others to notice our students for who they are as individuals, not for their hair style/color, jewelry, and/or make-up choices.

Lunch Procedure

Students need to provide their own lunch and drink each school day. Students may not leave campus during their lunch period. Students are also strongly encouraged to bring a water bottle to have in class during the school day. Healthy eating habits lead to greater school success. Periodically, the students may create a family-style lunch as part of the Real World Wednesday program.

Supply List

- One 1” binder
- One 3” binder with dividers

- Five folders (3 hole punched)
- Four college ruled notebooks
- Graphing notebook or graphing paper
- Journal/composition size notebook (for Religion class)
- Two packages loose leaf paper (college ruled)
- Note cards (minimum 500)
- Two boxes of tissues
- Black or blue pens (3-5)
- Mechanical or regular pencils (3-5)
- Eraser for the pencils
- Pencil pouch
- Sharpie markers (4 pack or greater)
- Highlighter
- 12” ruler
- Assorted markers or colored pencils (16 count or better)
- The New Oxford Annotated Bible with Apocrypha: New Revised Standard Version 5th Edition
- TI-83, TI-83 Plus, or TI-84 Plus Calculator

Transportation

Students need to be dropped off and pick up in the lower level parking lot at Mary, Mother of the Church each school day. Students may only enter and exit through the doors located at the lower level turn around area. Students can be dropped off as early as 7:15 am and must be picked up by 3:30 pm (unless a previous arrangement has been made with school administration).

Daily Schedules (times are subject to change)

- Monday, Tuesday, Thursday, Friday
 - 7:45-8:00 am Homeroom and Prayer
 - 8:00-8:50 am Religion
 - 9:00-9:35 am Mass (Tuesdays will be a study period and/or phy ed)
 - 9:45-10:35 am History
 - 10:35-11:25 am Math
 - 11:30 am-12:30 pm Lunch (brought from home)
 - 12:30-1:20 pm English
 - 1:25-2:15 pm Foreign Language
 - 2:20-3:10 pm Science
- Wednesdays (Real World Wednesdays!)
 - 7:45-8:00 am Homeroom and Prayer
 - 8:00-9:00 am Holy Hour/Rosary/Contemplative Prayer
 - 9:00-10:00 am Life 101
 - Home economics
 - Life skills

- 10:00-11:00 am Pursuit Academy
- 11:00 am-12:00 pm Theater program
- 12:00-1:00 pm Lunch
- 1:00-2:00 pm Virtuous Leadership
- 2:00-3:10 pm Physical Education

The Nuts & Bolts of UHS

ABSENCES & TARDIES

Absence Reporting Procedure

All students and their parents/guardians are responsible for the following attendance procedures:

- Parents/guardians must contact UHS before 7:30 A.M. on the day a student is absent or is going to be tardy.
 - Preferred is via email to mike@unityhighschoolmn.com
 - Or via phone to 952.495.6181
- A request to leave the school premises must be accompanied with a written note or a telephone call from the parent/guardian requesting that the student be dismissed.
- A parent/guardian must sign the student out in the front office during the school day. If students are dropped off or picked up anytime between 7:45 A.M. and 3:10 P.M., an adult must come into the office to sign the student in or out.
- Students not returning from an appointment should have a parent/guardian call the school.
- Students who are absent at the start of the school day but arrive at a later time must check in at the office before attending any classes.
- Planned absences should be communicated to UHS in a note written by parents/guardians.
- Students are responsible for contacting teachers about missing assignments following an absence.

Pre-Arrangement of Absences

Excused absences other than illness must be made in advance of the absence. Students are to bring a written note signed by their parent/guardian to the office at least one day in advance of the absence. It is preferred that if an absence is known in advance, the student begins making arrangements as far in advance as possible.

The school recognizes the right of the parent/guardian to take the student on vacation during school and the educational value of family vacations. Students are to inform the office and their teachers at least one week in advance. It is the student's responsibility to arrange with their teachers to make up missed assignments.

Homework in Cases of Absenteeism

The following guidelines are in effect with regard to the collection of homework by parents/guardians via the office for a child who has been absent from school:

Parents/Guardians may request homework/assignments during their child's absence.

- Homework/assignments requests made by 10:00am may be ready at 3:00pm the same day.
- Requests made after 10:00am may be ready the next school day.

Homework will be available in the office.

Faculty encourages students to exchange phone numbers with a fellow student, who will be able to assist them when they have been absent.

Make-Up Guidelines

For unplanned excusable absences, a student who is gone will have two school days for each day absent from school to submit any homework for full credit that was assigned while the student was out. This does not apply when a student was in attendance the day of the assignment but absent on the due date. Assignments not turned in to the teacher within the two-day guideline may result in the assignment receiving a lower grade or no credit.

In the case of a prolonged excused absence, the teacher and student shall mutually agree on a deadline. Students being excused for a school activity are to complete all assignments before the day of the activity or make arrangements with their teachers for completion deadlines.

Classification of Absences

Absences are considered excused or unexcused.

Excused absences:

- illness
- medical/dental appointments
- funeral services
- legal appointments
- family emergencies
- religious holidays
- family vacations
- college visits

An unexcused absence is an absence without a valid and verified excuse from the parent/guardian or approval by the school. Forged notes and fraudulent telephone calls will result in the absence being considered unexcused.

Truancy is an unexcused absence which is by the student's own choice and neglect. Leaving school grounds during the school day without checking out through the office constitutes truancy.

Additional examples are coming to school but not attending class or obtaining a classroom pass but failing to report to the appropriate classroom. Truancy is reported to parents/guardians and the county.

The following are examples of unexcused absences:

- Truancy – an absence which was not approved by the parent/guardian and/or school.
- Any absence in which the student failed to comply with any reporting requirements of the school's attendance policy

- Any other absence not included under the attendance procedures set out in this policy.

Truancy Interventions and Attendance Letters

When a student reaches 5 unexcused absences in a calendar year, a phone call will be made to the parents/guardians and a letter will be mailed home to parents/guardians to raise awareness, encourage better attendance, and inform of county referral. A meeting may occur with the student and administration to discuss solutions.

When a student reaches 8 unexcused absences in a calendar year, a second phone call is made and a letter is mailed home informing parents/guardians of their student's actions and to request a meeting with school administration. The County Attorney's Office will also be informed of the truancy, and subsequent legal action may be taken by the county. This is according to Minn. Stat. 120.10.

Tardiness

Punctuality to class is an important characteristic all students should develop. When a student is late for class, she/he disturbs, even if in a minor way, the learning of others and disrupts his/her own learning by missing important instructional time. Excessive tardiness is considered truancy and is reportable to the County Attorney.

- Students tardy to school (after 7:45 A.M.) are to report to the office.
- If tardiness becomes excessive, a parent/guardian conference with the student will be held. Additional consequences may apply.

Student's Responsibility

It is the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

HOMEWORK COMPLETION

Students should anticipate having homework from time to time (generally this will be preparing for tests). Students are expected to complete their homework prior to the due date. Homework assignments will be graded

on the quality of answers and the quality of the work. Partial credit will be given for assignments submitted late, partially completed assignments or poor quality work.

Incompletes

- If the student does not have the assignment completed in class at the time it is due it is considered incomplete.

Late Work Policy

- Assignments not completed or turned in to the teacher on the day the assignment is due are considered late.

Credit

- When assignments are turned in same day in the class in which it is due it will receive full potential credit based on quality. Assignments that are turned in after the due date will be considered late and will not receive full potential credit. Please see the course syllabus for the late work grading policy. Partial credit has a positive effect compared to receiving no credit at all.

Tests & Quizzes

- Make-up assessments that are not completed within a week of being administered may receive lower than the score earned due to a late grade penalty. Assessments must be completed prior to a mid-quarter or quarter time period.

CELL PHONES/ELECTRONICS

All cell phones and electronic devices (including -but not limited to- tablets, MP3 players, electronic games, earbuds, and headphones) will not be allowed during the school day between the hours of 7:45 am and 3:10 pm in common areas and in classrooms. These common areas include hallways, rest rooms, media centers, stairwells, assemblies, and any on campus outdoor area. Students may use their phone in the front office area during the school day if necessary and with permission.

Under some circumstances (e.g. school “reward” for accomplishing a goal, etc.), students may use their cell phones during lunch.

Students will turn in cell phones during their homeroom period at the start of the school day. Cell phones will be stored in a secured area in the office. Phones must be turned off or on silent when turned in. Any phone or device seen or heard by a teacher at an inappropriate time will be confiscated by the teacher and turned in to administration.

CHILD ABUSE REPORTING

MN State Law mandates that teachers and school officials report cases of suspected child abuse/neglect. This abuse may be physical, sexual or emotional. The school will report all suspected abuse.

DATA PRIVACY POLICY

Parents/Guardians have rights under federal and state law to inspect and review student educational records maintained by the school. Parents/Guardians have the right to request an amendment to student records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.

Parents/Guardians also have the right to direct the school not to designate certain information relating to the student, including the student's name, address and telephone number, as "directory information" accessible to the public. This refusal must be made in writing and received by September 15th. It will be effective for one school year. Parents/Guardians have the right to consent in writing before UHS discloses to the public any other information within the student's educational records. (Parental/Guardian consent may not be required for disclosure to UHS teachers, officials and certain other agencies).

Student Records

A cumulative folder providing information about each student is kept in the school. The folder contains report card grades, attendance records, test scores, student data and other information. If a student is receiving or has received special education services, a confidential file is kept and secured in the school office.

The collection, maintenance and use of student records is governed by the Family Educational Rights and Privacy Act of 1974, which establishes that student records be kept confidential, that parents/guardians be allowed access to their children's educational records and that parents/guardians be allowed to challenge information kept in their children's educational records. Parents/Guardians should contact the Principal if they wish to review their child's records.

EMERGENCY PROCEDURES

Emergency Closings

Emergency announcements regarding school closings, early dismissals or delayed openings are announced on TV stations KARE(11), WCCO(4), and KSTP(5). These stations interrupt their normal broadcasts to announce and list school emergency closings. School closings are often listed at the bottom of the television screen. If there is a need to close school earlier in the day, we will attempt to contact parents/guardians by phone or e-mail.

Fire/Tornado Drills

Students are required to be familiar with all evacuation procedures. In the event of a fire or tornado, students are expected to seek shelter in designated area with their assigned teacher. Students are required to remain with their classroom teacher during emergency situations.

Lockdown/Disaster

UHS has a school lockdown procedure in the event of emergencies which jeopardize student safety. A lockdown can be used to protect people inside a facility from a dangerous external event or from an unsafe internal event. Students are expected to follow school lockdown procedures by remaining in a designated classroom and following all instructions given by the supervising teacher. Students will be informed when the school has been secured.

GRADING SYSTEM

Report Cards

Report cards are delivered twice each year (end of semester and end of year). Report cards do not have to be returned to the school. Interpretation of the marks is as follows:

- A – Indicates outstanding work in the subject.
- B – Indicates above average work.
- C – Indicates average work for the grade level.
- D – Indicates a below average performance.
- F – Indicates failure. The student has not met the minimum requirements of the course, and has made no definite effort to do the assigned work in a satisfactory manner.
- I – Indicates a student has not completed all required assignments.

A plus (+) or minus (-) sign is also used with letter grades of A, B, C, D to indicate a more specific level of achievement.

GRADING SCALE

- | | |
|-------------|---------------|
| ● 94-100% A | ● 67-69% D+ |
| ● 90-93% A- | ● 64-66% D |
| ● 87-89% B+ | ● 60-63% D - |
| ● 84-86% B | ● Below 60% F |
| ● 80-83% B- | |
| ● 77-79% C+ | |
| ● 74-76% C | |
| ● 70-73% C- | |

INTERNET ACCEPTABLE USE AND SAFETY POLICY

Students use technology in some classes. Online services and the internet are accessible on computers throughout the building. The use of and access to Unity High School's Internet is a privilege, not a right. With the privilege of technology comes responsibility for its use. This includes network etiquette as well as careful and reasonable use of equipment. Students who deliberately vandalize equipment or sabotage programs will lose computer privileges. Costs incurred to repair or replace equipment will be charged to the student. Inappropriate use of email, instant messaging, and/or other communication tools will not be tolerated.

Depending on the nature, degree of the violation and the number of previous violations of unacceptable use of the school's computers or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges, payment for damages and repairs, discipline under other appropriate school policies; including suspension, expulsion, exclusion, or civil or criminal liability under other applicable laws.

The following use of the school system and internet resources or accounts listed below are unacceptable.

- Users will not use the school system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language or images
 - Information or materials that could cause damage, danger or disrupt the educational process
 - Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment or discrimination.
- Users will not use the school system to gain unauthorized access to information resources or to access another person's materials, information or files without the permission of that person.
- Users will be held responsible for anything posted online including material deemed defamatory, obscene, proprietary legally libelous or harassing. This includes threats or other comments posted online that could have an impact on school climate, cause a disruption in the school or threaten the safety of a student or school employee.
- Users will not use the internet to say something about someone else that's not true, impersonating another person, encouraging others to harm someone, posting obscene comments, pictures, or videos attacking other students or teachers, and other intentional acts of harassment, defamation, and libel.
- Users will not use the school system to violate copyright laws or usage licensing agreements, or otherwise use another person's property without the person's prior approval or proper citation, including downloading or exchanging pirated software or copying software to or from any school computer, and will not plagiarize works they find on the internet.

SEARCHES

Lockers

Pursuant to Minnesota statutes, school lockers are the property of Unity High School. Student lockers are to remain unlocked at all times. At no time does Unity High School relinquish its exclusive control of lockers

provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities or from a designated representative acting on behalf of administration. Any items discovered during a search that do not comply with school policies and/or law will be confiscated, the student will receive appropriate consequences as identified with school policy, and parents and law enforcement officials may be contacted. Confiscated items will be disposed of properly by Unity High School administration or law enforcement officials.

Personal Possessions/Student's Person

The personal possessions of students and/or a student's person may be searched when school authorities or a designated representative acting on behalf of administration have reasonable suspicion that the search will uncover a violation of law or school policy as it pertains to drugs, weapons, contraband, etc. The search will be reasonable in its scope and intrusiveness.

Items discovered during a search that do not comply with school policies and or law will be confiscated, the student will receive appropriate consequences as identified with school policy, and parents and law enforcement officials may be contacted. Confiscated items will be disposed of properly by Unity High School administration or law enforcement officials.

MEDICATION/FIRST AID

Students becoming ill during the school day, except in the case of an emergency, are to report to their class and then get a pass to the office. Parents/Guardians are contacted when a student is to be sent home because of illness or injury. If they are unavailable the school will contact the person(s) listed as emergency contacts on the emergency card.

The school secretary or administration only dispenses medications to those students with written permission from their parents/guardians and a signature from the physician and the original container of the medication. All medications must be stored in the office, with the exception of inhalers and or as specified in an IEP, Section 504 plan, or IHP. Students are not permitted to keep medication in their lockers or carry medication with them throughout the school day.

The medication must be administered in a manner consistent with the instructions on the label.

Emergency contact information must be on file in case of illness or an emergency. If a parent/guardian plans to be out of town, please inform the office with contact information and identify who is responsible for the care of the student.

NOTICE OF NONDISCRIMINATION

It is the policy of UHS to comply with federal and state laws and regulations prohibiting discrimination. No person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard

to public assistance, sexual preference, age or disability be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any educational program.

SECTION 504 PLANS

Purpose

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations or programs in order that such learners may receive a free appropriate public education.

Policy

Disabled students are protected from discrimination on the basis of a disability. Under this policy, a disabled student who is protected under Section 504 is one who (a) has a physical or mental impairment that substantially limits one or more major life activities, including learning; (b) has a record of such an impairment; or (c) is regarded as having such an impairment (34 C.F.R. Section 104.3). Students may be protected from disability discrimination and be eligible for services, accommodations, or provisions of Section 504 and this policy even though they do not require services pursuant to the Individual with Disabilities Education Act (IDEA).

Student Sex Nondiscrimination

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. Unity High School provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied benefits of or otherwise subjected to discrimination under any educational program or activity operated by the school on the basis of sex. It is the responsibility of every Unity High School employee to comply with this policy.

The school board hereby designates its school principal as its Title IX coordinator; Mike Smalley 3333 E. Cliff Road, Burnsville, MN 55337.

PROMOTION GUIDELINES

There will be a year end review of students who should be considered for grade retention. Areas taken into consideration during the review include: attendance records, academic gains during the year, achievement test results, progress reports and whether or not retention would benefit the student.

High School students must earn adequate yearly credit and make progress towards graduation. A minimum of 24 credits is required for graduation, approximately 6 per school year. Each semester course passed earns .5 credit toward graduation.

RESIDENCY CHANGES

Telephone and residency changes which take place during the school year are to be reported to the main office. These changes will be recorded on the student's emergency card.

STUDENT BEHAVIOR

I. Purpose

This policy ensures that students are aware of and comply with Unity High School's expectations for student conduct. Compliance will enhance UHS's ability to maintain discipline and ensure an orderly and safe educational process. UHS will take appropriate disciplinary action when students fail to adhere to acceptable behavior standards established by this policy.

II. General Statement of Policy

Unity High School believes that a fair and equitable instructional discipline policy will contribute to the quality of a student's educational learning experience. Therefore, this school wide instructional discipline policy has been adopted.

It is the responsibility of the school board, administrators, teachers and employees to safeguard the health and safety of each student. The school board and administrators will support school employees who, in dealing with students on disciplinary matters, act in accordance with state law and this policy.

No policy will cover all situations. Therefore, the school administrators will make a determination of consequence/disciplinary action when student actions are not specifically addressed. All actions by an administrator will be made on a case-by-case basis.

III. Student Responsibilities

When students conduct themselves in a safe and orderly manner, it promotes a positive school climate for everyone. As a best practice, students who are not demonstrating appropriate conduct will be asked by a teacher or administrator to correct their behavior. Students are expected to:

- Conduct yourself according to the classroom rules, or a teacher's request.
- Report to all classes on time and be prepared with all necessary materials.
- Make necessary arrangements for making up work when absent from school.
- Act appropriately and use respectful language in all areas of the school.
- Respect and maintain the school's property and the property of others.
- Respect and follow instructions from all adult supervisors in the building.
- Be in approved areas only, both before and after school.
- Dress appropriately (in uniform) for the school day, this includes physical education classes.
- Be aware of all school rules, policies and procedures, including those in this policy, and to conduct themselves in accord with them.

IV. Unacceptable Behaviors

The discipline policy that follows provides examples of unacceptable behavior. Unacceptable behavior also includes violation of any local, state or federal law when appropriate. The examples in the policy are not intended to be an exhaustive list. A student who engages in any unacceptable behaviors is disciplined in accordance with this policy.

This policy applies to the school building, school grounds, and school property, UHS field trips or activities. This policy also applies to student behavior that has a nexus to school property or the student's status as a UHS student. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of UHS or the safety or welfare of the student, other students, or employees.

Students are required to cooperate in all disciplinary investigations.

V. Disciplinary Action Options

Unity High School's general policy is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is at the discretion of the school administration. At a minimum, violation of school rules and/or policies will result in discussion of the violation and a verbal warning. UHS will, however, impose more severe disciplinary sanctions for any violation if warranted by the student's misconduct, as determined by the school administration. Disciplinary action may include, but is not limited to:

- Student conference with teacher, Principal, or other school personnel
- Parent/Guardian contact
- Parent/Guardian and/or student meeting with the teacher, team of teachers, or the Principal
- Confiscation of any item prohibited by, or used in violation of any school policy and/or state or federal law
- Removal from class
- Loss of school privileges
- In-school suspension
- Financial restitution (i.e. "you break it, you buy it")
- Out-of-school suspension
- Modified school programs
- Referral to police, fire chief or juvenile authorities
- Expulsion/Exclusion

VI. Removal from Class

Removal from class is the short-term exclusion of a student during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal and/or his/her lawful designee. The removal of a student shall not exceed three consecutive class periods except under special circumstances. Students shall be removed from class only upon agreement of the appropriate teacher and principal after an informal administrative conference with the pupil. The decision of removal shall ultimately be made by the principal. Removal from class may be imposed without a

conference where it appears that the student will create an immediate and substantial danger to him/herself or to persons or property around him/her. The length of time removed from class shall be at the discretion of the principal after consultation with the teacher. Students shall be returned to class upon completion of the removal terms established at the informal administrative conference including, but not limited to, the completion of any make-up work.

VII. Suspension

Out of school suspension is the short-term exclusion of the student from attending class or school for a period of no more than ten school days. Students may be suspended from school on the following grounds:

- Willful violation of any reasonable school administration regulation
- Willful conduct which materially and substantially disrupts the rights of others to an education
- Willful conduct which endangers the students or other students or the property of the school
- Insubordination

The following procedures will be followed:

1. The student is informed of the violation by an administrator during an administrative conference that includes the student's parents/guardians. At this meeting, specific act(s) that support the violation and notice of suspension will be discussed.
2. The parents/guardians are notified by telephone whenever possible prior to the suspension and are informed as to the reasons for the dismissal. When parents/guardians cannot be contacted, the decision to send the student home, to allow the student to remain on school premises, or to refer the student to the proper authorities, will be made with consideration of the student's age, safety, maturity, and the nature of the misconduct that caused the suspension.
3. If a student is suspended, a letter will be mailed to the parents or guardians stating time, date, charge(s), and specific acts that support the charge(s) for the suspension. Procedures to be followed by the student and the parents/guardians for reinstatement will be included in the letter.
4. Students will not be permitted to participate in any school activity/function while under suspension.

VIII. Expulsion and Exclusion

Serious misconduct by students may result in expulsion (up to 12 months from the date the pupil is expelled) or exclusion (for the balance of the school year). No refunds of tuition will be made for any student facing expulsion or exclusion.

IX. Student Discipline Records

The policy of Unity High School is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records is consistent with state and federal law and district policy

DISCIPLINARY PLAN AND GUIDELINES

Every student and employee of Unity High School is entitled to learn and work in a safe and holy school environment. To ensure this safe environment, UHS has established clear student discipline policies, consequences appropriate to behaviors, and a practice to implement these guidelines fairly.

When entering Unity High School, students signed a covenant stating that they will comply with the behavioral expectations of the school. Students are expected to behave in accordance with federal, state, and local laws; school wide policies; and in a way that respects the rights and safety of others. To tolerate unacceptable behavior from a few would deny the right of the majority to a full day's education.

The following plan has been developed to assist the teachers and school in handling discipline issues in a fair and consistent manner to promote a positive learning environment. It is meant to provide additional direction when initial efforts to improve student behavior are unsuccessful. These guidelines and potential consequences apply any time a student is present on school property, participating in a school-sponsored activity, or traveling in a school vehicle. Listed are the violations and recommended consequences, although all determinations will be made on a case-by-case basis.

When applicable, Minnesota State High School League consequences may also apply in accordance with its rules and policies.

Restitution or restorative justice principles may be utilized when appropriate for the disciplinary infraction. All offenses are reported to administration and documented. It is at the discretion of staff to decide if behavior warrants an infraction.

DISCIPLINARY DEFINITIONS

What follows are the explanations for behaviors that result in disciplinary action.

UHS ACADEMIC HONESTY POLICY

Definition of Academic Dishonesty

Unity High School defines academic dishonesty as using someone else's words, work, and/or ideas and claiming them as your own.

Examples of Cheating

- Allowing others to do an assignment or portion of assignment for you.
- Copying homework.

- Turning in someone else's work
- Letting your science lab partner do all the work and putting your name on the final report.
- Buying a paper or project (print version or online version).
- Letting a parent or guardian complete a class project.
- Collaborating on an exam or assignment with any other person without prior approval from the instructor.
- Copying or attempting to copy from others during an exam or on an assignment.
- Pre-programming a calculator or other handheld computer device to contain answers or other unauthorized information for exams.
- Using small handheld computer devices to pull up information while taking a test, or to share questions or answers.
- Using unauthorized materials, prepared answers, written notes, or concealed information during a test or exam.
- Taking an exam for another person or having someone take an exam for you.
- Enabling someone to copy your work.

Examples of Plagiarism

- Building on someone else's ideas without proper citations or acknowledgments.
- Paraphrasing of another person's original phrase, metaphor, or other literary device without acknowledgment.
- Copying and pasting from works of others or information found on the Internet into, for example, a word processing document, without giving proper credit to the source.

Procedures for Reporting Academic Dishonesty

1. If a staff member has belief that a student violated the academic honesty policy, they will discuss the incident with the student.
2. The staff member will give the student an Office Referral.
3. The staff member will inform the parent/guardian of the incident via phone or email.
4. The teacher will set a date and time NOT TO EXCEED 4 SCHOOL DAYS of the violation to complete an alternate assessment.
 - a. If a student fails to complete it within the stated time frame, the teacher will issue a score of zero.
 - b. An alternative assignment will earn a reduction in credit based on the incident number.
5. Administration will meet with the student during the Office Referral process. A follow-up meeting with parent(s) may be necessary to review the student's actions.
6. The violation will be entered into the student's discipline record via the Office Referral process.

Misbehaviors with Substances

ALCOHOL OR CHEMICALS POSSESSION AND/OR USE

The possession or use of any alcohol, narcotic, illegal substance, controlled substance or drug paraphernalia (including any “electronic” versions) is prohibited while on school property, participating in a school-sponsored activity, or traveling in a school bus.

Students will refrain from possessing, using, providing, consuming, transmitting, or being under the influence of chemicals, alcohol or illegal drugs, or possessing paraphernalia on school property and at school sponsored activities. If school authorities have reason to believe that an illegal act or violation of school policy have been committed, administration or a designated representative acting on behalf of administration is authorized to search the student and his or her property or school property and confiscate any contraband. If students are suspected of being under the influence of chemicals, alcohol, or illegal drugs while at school or at school sponsored activities, administration or a designated representative acting on behalf of administration is authorized to detain the student and parents and law enforcement officials may be contacted. The student will receive appropriate consequences as identified with school policy.

Items discovered during a search that do not comply with school policies and or law will be confiscated, the student will receive appropriate consequences as identified with school policy and parents and law enforcement officials may be contacted. Confiscated items will be disposed of properly by Unity High School administration or law enforcement officials.

MEDICATION MISUSE (OVER THE COUNTER AND/OR PRESCRIPTION)

Any student in possession of or using an “over the counter” or prescription medication must do so in a manner consistent with school policy. Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any “over the counter” or prescription medication is prohibited.

TOBACCO USE OR POSSESSION

UHS prohibits the use of cigarettes, smokeless tobacco (chewing tobacco, snuff, dip), cigars, and pipes (including “electronic” versions of all of the above examples) for students, faculty/staff and visitors during any school related activity in school buildings, outside on school grounds including parking lots and fields.

DANGEROUS AND/OR NUISANCE ITEMS

FIREARMS

Minnesota state law requires that school boards expel for a period of at least one year, a student who is determined to have brought a firearm to school. The definition of a firearm is found at 18 U.S. Code § 921. The school board may modify this expulsion requirement on a case-by-case basis.

NUISANCE OBJECTS

Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects may include, but are not limited to, laser pointers, lighters, radios, squirt guns, video games, portable media players, handheld computers, snaps, stink bombs, bolt cutters & crowbars.

POTENTIALLY DANGEROUS ITEMS

Possessing potentially dangerous items that if misused may be considered dangerous, illegal or could possibly cause harm are prohibited. If it is discovered that a student has accidentally brought such an item to school, the student may not be considered in possession of a weapon. Nonetheless, because students are responsible for what they bring to school and possession of these items are prohibited, the consequences outlined below apply. If a student directly or indirectly threatens another person or persons with such an object, the student will be determined to be in possession of a weapon and appropriate action will be taken in accordance with district policy.

PHYSICAL INFRACTIONS

ASSAULT

Committing an act with intent to cause fear in another person of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

AGGRAVATED ASSAULT

Committing an assault upon another person with a weapon or an assault that inflicts great bodily harm upon another person is prohibited.

FIGHTING

Engaging in any form of fighting where blows are exchanged is prohibited.

PUSHING, SHOVING, SCUFFLING

Physical contact that could harm others, but is not defined as an assault or fighting, is prohibited

SEXUAL MISCONDUCT

Sexual contact with another person including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent, is prohibited. Indecent exposure is also prohibited.

PROPERTY INFRACTIONS

FIRE EXTINGUISHER, UNAUTHORIZED USE

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are prohibited.

ROBBERY OR EXTORTION

Taking property from another person by use of force, threat of force compelling acquiescence, or under false pretenses is prohibited.

SECURITY SYSTEM TAMPERING

Any action that is intended to deactivate, damage or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera or an automatic locking door apparatus.

THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding or possessing of the property of another person without the consent of the owner or the receiving of such property is prohibited. Restitution, when appropriate, will be required.

TRESPASSING

Remaining on school property without authorization is prohibited. Students are not to go into other district buildings unless they have permission from the building administrator or attending a district-sponsored event. Any student on suspension who goes to a district location without permission is subject to being charged with trespassing and an increase in suspension time. Admitting others through a locked or secured entrance without the permission of district employees is prohibited.

VANDALISM, MINOR OR MAJOR ACTS

Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

TECHNOLOGY

CELL PHONE OR ELECTRONIC MOBILE DEVICES

Refer to "Cell Phone" section above.

PHOTOGRAPHY/RECORDING DEVICE MISUSE

Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera that impinges upon the rights of others is prohibited. This prohibition includes the distribution or receipt of a picture(s)/recording that impinges upon the personal privacy of another. Misuse of any device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process. Record devices may be used for student projects, class lectures, and other educational situations as approved by the teacher.

THREATENING AND/OR DISRUPTIVE BEHAVIOR

ABUSE, VERBAL

The use of language that is obscene, threatening, intimidating, or inflammatory or that degrades other people is prohibited. Verbal abuse may also be addressed under the guidelines for harassment and/or bullying, when appropriate.

BULLYING OR INTIMIDATING BEHAVIOR

Bullying can be classified as physical harassment, verbal harassment or relational harassment. Any act of bullying, including cyber bullying, by either an individual student or a group of students, is expressly prohibited on school property and/or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission and/or operations of the school or the safety or welfare of the student, other students or employees.

Cyber Bullying

Cyberbullying is the use of information and technology to intimidate, harass, victimize or bully a group or individual. Cyber bullying includes willful harm inflicted through any electronic media such as e-mail, chat rooms, social media sites, discussion groups, social networking sites, pictures, short message services, instant messaging, text messages, mobile phones, pagers and defamatory Web sites. If the incident takes place outside of school but the impact is seen at school, the same consequences will occur as if the event took place at school.

The school administrator will act to investigate all complaints of bullying, formal or informal, verbal or written and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school who is found to have violated this policy.

DISORDERLY CONDUCT

Disorderly conduct is prohibited. Disorderly conduct is an act that the student knows or has reasonable grounds to know will alarm, anger, disturb, others or provoke an assault or breach of the peace. Disorderly conduct may also be engaging in offensive, obscene, abusive, boisterous or noisy conduct or gestures or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others.

DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Disruptive or disrespectful behavior is prohibited. Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the school environment.

FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm, fire alarm system or sprinkler system is prohibited.

GAMBLING

Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance) is prohibited.

HARASSMENT OR RETALIATION

All forms of harassment (i.e. sexual, verbal, nonverbal, etc.) is prohibited. Retaliation to any other student or their family is strongly prohibited.

HAZING

No student, teacher, administrator, volunteer, contractor or other employee of the school shall plan, direct, encourage, aid, permit, condone, tolerate or engage in hazing. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. The school will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school who is found to have violated this policy.

INSUBORDINATION

A deliberate refusal to follow an appropriate direction or to identify one's self when requested is prohibited.

SEXUAL HARASSMENT

The building administrators will act to investigate all complaints of sexual harassment, formal or informal, verbal or written. They will discipline any student who has been found sexually harassing another student of the school in accordance with school policy. A report will be filed and a follow-up conducted in thirty days.

THREATENING GROUP ACTIVITY

Threatening group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, etc. are prohibited.

THREATS OF PHYSICAL HARM TOWARD STUDENTS, EMPLOYEES, OR OTHER PERSONS

The use of language that is blatantly threatening or intimidating that could be interpreted as a death threat or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited. Making comments that could be interpreted as death threats or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited.

OTHER BEHAVIORS

FALSE REPORTING

Intentionally reporting false information about the behavior of a student or employee is prohibited.

RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, misrepresenting identity, or forging notes is prohibited.

STUDENT CODE OF CONDUCT

Unity High School asks for a commitment to respectful, honest and responsible behavior. We are committed to modeling, teaching and reinforcing attitudes and behaviors that will prepare students to be productive citizens. We want our students to embody these principles in school, in their homes and in everyday life. Finally, we ask that students behave in a manner that will not interfere with the learning process and/or endanger the safety of themselves or others. Each student is responsible for knowing the expectations of UHS which are strictly enforced.

As a student, I will:

- Continually challenge myself to push beyond what I already know and learn something new every day.
- Have a positive attitude, be enthusiastic and have fun in my new school environment.
- Give my best effort at everything I attempt.
- Participate in community service activities organized by the school.
- Be respectful of myself and others (treat every member of the UHS community with respect at all times).
- Be respectful of personal, school and community property.
- Be respectful in my use of language.
- Exhibit academic integrity.
- Maintain the cleanliness of the school.
- Arrive on time and always be prepared for class.
- Display responsible behavior with a cell phone
- Honor the school dress code.
- Leave the building only with the supervision of an adult.

INTERVENTIONS/CONSEQUENCES

I am aware that if I do not follow the above expectations, any of the consequences stated below may follow:

- Removed from class
- Loss of privilege(s)
- Office Discipline Referral

- Student conference with teacher(s)
- Parent/Guardian notification
- Student, teacher and school administration conference
- Student behavior contracts/Lunch Bunches
- Restitution (giving back something to anyone harmed)
- Suspension
- Expulsion (in consultation with Board)
- Notification of law enforcement agencies

I may discover that Unity High School may not be the appropriate learning environment for every student. If I repeatedly misbehave or continuously contribute negatively to the school community, I may well be asked to seek another school.

Helpful Hints for Student Success

We offer these tips for students (S) and parents (P) to promote success in school:

1. Supplies:
 - a. S – bring all necessary work materials
 - b. P – provide all necessary work materials
2. Study Time:
 - a. S – set aside the same time every day
 - b. P – provide a quiet place
3. Progress Report:
 - a. S – meet all make-up deadlines
 - b. P – look for these reports
4. Communication:
 - a. S – ask questions; seek help
 - b. P – call the teacher; listen and give feedback
5. Involvement:
 - a. S – learning requires active participation
 - b. P – be the “aware” audience
6. Learning:
 - a. S – learning is hard; should challenge you
 - b. P – allow a natural progression; supportive not the problem solver

TEXTBOOKS/SCHOOL MATERIALS

Unity High School will provide students with textbooks and other materials needed for their learning experience. Students are expected to handle textbooks and other materials with care. Textbooks are expected to

be covered. All textbooks and materials are expected to be returned in the same condition as when they were provided. Students will be expected to pay for the replacement cost and/or damages incurred to materials borrowed.

VISITORS

All visitors must, upon entering the building, report to the office to check in and receive a name tag. The school board and administration reserves the power to give, decline, or withdraw permission for parents/guardians, alumni, and community members to visit UHS and program sites. Anyone coming into the building during school hours should have an appointment for the person they have come to visit. The school board and/or administration will make these decisions as necessary to ensure the physical and emotional safety of students and to prevent disruption to the school's programs.

Communication with Parents/Guardians

UHS recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being. UHS supports parents'/guardians' efforts to provide a healthy diet and physical activity for their children. UHS encourages parents/guardians to pack healthy lunches, snacks and refrain from including beverages and foods without nutritional value. UHS supports parents'/guardians' efforts to provide their children with opportunities to be physically active outside of school.

WITHDRAWAL FROM SCHOOL

A student who intends to withdraw from school should notify the office at least five days before leaving. The student will receive a withdrawal slip that must be completed by all of their teachers on, or before, the last day of attendance. All books, workbooks and the student agenda must be returned. The student's locker must be cleared and left in the condition that it was issued. All outstanding financial matters must be satisfied.