

2016-  
2017

# Unity High School Student Handbook

Please Sign and Return the Last Page of the Handbook by Friday, Sept. 9, 2016



## Welcome

Dear Parents and Students,

It is my pleasure to welcome you to Unity High School on behalf of the entire Unity High School staff. We will strive to make sure that each student achieves academically and continues to develop their character while displaying school pride and spirit during the 2016-2017 school year. Our goal is to make sure that all of our students graduate from Unity High School career and/or college ready. We ask that you as parents remain involved in your child's education through graduation day.

Please take the time to read this handbook together so that you are familiar with the expectations that we have for all Unity High School students. With your help in ensuring that your child understands these expectations and is supported in achieving them, we know that this school year will be a positive learning experience for your child and family.

Sincerely,

*Jason M. Cress*

Jason M. Cress  
Unity High School Principal  
Balsam Lake, WI



## Unity's Mission and Beliefs

Our mission is to prepare each student for a changing world by building strong character and developing the skills to become a life-long learner through a safe, caring and challenging environment in partnership with students, families, school and community.

### WE BELIEVE:

- The student, family, school and community as partners, share the responsibility for a successful educational experience.
- An awareness of, and a tolerance for diversity enrich life.
- Learning thrives in a safe, caring, disciplined environment and learning is life-long.
- Character development (respect, trustworthiness, responsibility, fairness, caring, citizenship) is an essential component of effective education.
- All individuals learn in different ways, at different rates, and at different times.
- Education includes social, emotional, intellectual, physical, and aesthetic growth.
- Problem solving, critical thinking, effective communication and working cooperatively are fundamental life skills.
- In challenging individuals to develop to their fullest potential, education provides students with a solid academic foundation.

### NON-DISCRIMINATION POLICY

No person may be denied admission to any public school in this district or be denied participation, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational or other programs or activity because of the person's sex, race, national origin, religion (Board Policy 411), ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, learning disability or handicap as required by S.118.13, Wisconsin Statutes. The policy also prohibits discrimination as defined by Title IX of the Education amendments of 1972 (sex), title VI, and title VII of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities of 1990.

## High School Office

Office Phone: 715-825-2131

Hours: 7:30 a.m. – 4:15 p.m.

Cress, Jason: High School Principal

E-mail: [jcress@unity.k12.wi.us](mailto:jcress@unity.k12.wi.us)

Phone Extension: 1400

Johnson, Cal: School Counselor

E-mail: [caljohnson@unity.k12.wi.us](mailto:caljohnson@unity.k12.wi.us)

Phone Extension: 1430

DeLozier, Jennifer: High School Secretary

E-mail: [jdelozier@unity.k12.wi.us](mailto:jdelozier@unity.k12.wi.us)

Phone Extension: 1410

Ince, Tammy: High School Secretary

E-mail: [tince@unity.k12.wi.us](mailto:tince@unity.k12.wi.us)

Phone Extension: 1420

Ramich, Doug: High School Athletic Director

E-mail: [dramich@unity.k12.wi.us](mailto:dramich@unity.k12.wi.us)

Phone Extension: 2170

Puetz, Anthony: School Liaison Officer

E-mail: [apuetz@unity.k12.wi.us](mailto:apuetz@unity.k12.wi.us)

Phone Extension: 1015

District Administrator's Office: 825-3515

Elementary/Middle School Office: 825-2101

Transportation: 825-3359

Pool: 825-3542

Unity Website: <http://www.unity.k12.wi.us>

Please reference the Unity website for the staff directory for teaching staff contacts.

EAGLE HOTLINE  
Keep Our School Safe

The Unity School District has established an EAGLE HOTLINE. The hotline enables individuals to call in and report safety issues to school officials. This information may include student concerns, abuse, weapons, thefts, drug issues, damage to school property, underage drinking parties, and other related information. This is strictly 100% voicemail activated and confidential. Keep our school safe and use the EAGLE HOTLINE at 715-825-3996.

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## Complaint Procedure

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Unity School District. Any questions concerning this policy or any questions concerning s. 118.13, Wisconsin Statutes, or Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Brandon Robinson, District Administrator  
Unity School District  
1908 150<sup>th</sup> Street  
Balsam Lake, Wisconsin 54810

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Carol Kline, Director of Special Education  
Unity School District  
1908 150<sup>th</sup> Street  
Balsam Lake, WI 54810

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to Brandon Robinson (District Administrator). He shall send written acknowledgement of receipt of the complaint within 45 days.

Step 2: A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and ch. 115, WI Statutes, relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V, WI Stats. Complaints under 20 USC s. 12313-3 and 34 CFR ss 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

Step 3: If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the state superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgement within complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707-7841.

Step 4: Discrimination complaints on some of the above bases may also be filed with the federal government at the Office of Civil Rights, U.S., Department of Education, 300 South Wacker Drive, 8<sup>th</sup> Floor, Chicago, Illinois, 60606.

## Academic Dishonesty

The following actions are reflective of academic dishonesty and are subject to disciplinary action by the school and/or district. Some offenses may be criminal in nature and therefore prosecutable under local, state, or federal laws.

1. Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work;
2. Using notes, aids, or another student's assistance to complete a test, a project, or other assignment in a way other than that expressly permitted by the teacher. Unless otherwise directed by the teacher, students should accomplish all assignments individually;
3. Looking at another student's test, answer sheet, or other materials;
4. Talking during a test. The teacher cannot be expected to determine the content of a private conversation between students, therefore, all talking during tests is considered cheating;
5. Copying from or allowing another student to copy from a test, homework, or other course work- which is not intended to be collaborative in nature;
6. Tampering with an instructor's records of grades or scores; abusing the privilege of internet access as stated in Unity High School's policy for use of the internet;
7. Accessing, deleting, modifying, transferring, or receiving of computerized files without authorization of the teacher. Although a student may authorize another student to copy or transfer electronic files, this action is considered cheating if effected without teacher permission;
8. Plagiarizing materials - that is taking the specific or general substance of another person's work and offering it as one's own work without giving credit to the original author. Plagiarizing encompasses omitting quotation marks for directly quoted material, omitting bibliographic references either in the text or on a source page appended at the end of the assignment, and/or paraphrasing an author without giving credit to that author for use of his or her ideas. Paraphrasing is the student's use of an author's idea by rewording and/or rearranging that author's original text;
9. Any use (talking, text messaging, taking pictures, etc.) of a cell phone or any other electronic communication device before, during, or after a test or exam is strictly prohibited. Students using these types of devices during an exam or test will be issued a "0" as a score on said test or exam.

### Disciplinary Action for Academic Dishonesty

A teacher will refer any academic honesty infraction in written form to the administrative office.

Administrators reserve the right to respond to violation with punitive action of varying severity including temporary suspension or permanent removal of the student from the class, school, or special program depending on the nature of the infraction and the number of previous infractions. Consequences for a student's involvement in an act of academic dishonesty will include one or more of the following actions:

**First Major Offense:** The student will receive an automatic zero (failing grade) on the assignment or test; no make-up work will be offered to compensate for the zero. Additionally, the student may be issued a detention depending on the infraction.

**Second Major Offense:** The student will receive an automatic zero (failing grade) on the assignment or test; no make-up work will be offered to compensate for the zero. The student may be removed

from the course with a grade of “F” (failure). The student will be issued a detention and/or be suspended from co-curricular activities/athletics and/or be issued an in-school or out-of-school suspension.

**Note:**

- The student will be dropped from the class immediately on the first offense with no credit if the student is involved in an act of academic dishonesty in the class where he or she is a student aide to a teacher.
- The student may be dropped from the National Honor Society (NHS) if the student is a member of that organization.

## Accident Insurance

The School Board provides student accident insurance to cover injuries to students resulting from accidents during the regular school term. Such insurance shall cover students while:

- Attending regular school sessions.
- Participating in school sponsored co-curricular activities.
- Traveling to and from school for regular sessions and to and from school for school-sponsored activities while under the supervision of a school employee.
- Practicing for or competing in interscholastic sports schedule by the school and while under the supervision of a school employee.
- Traveling to and from such practices or competition while under supervision of a school employee.

## Activity Code / Eligibility Standards

All students who participate in athletics are governed by WIAA Rules of Eligibility and the Unity School Activity Code.

- All students participating in athletics will receive a copy of the Activity Code, which outlines all rules of eligibility and the penalties for violations.
- The Student Handbook signature page must be signed and on file in the High School Office before a student may participate. The code is in effect for the entire school year.



## Unity High School Co-Curricular Activity Code

### Section 1.A. – Philosophy

The Unity School District supports athletic and co-curricular activities for all interested students. The intent of the programs is to promote organized competition, citizenship, scholastic achievement, physical fitness, school spirit and pride, personal motivation, presentation skills, sportsmanship, student wellness, and the opportunity to develop long-term friendships.

### Section 1.B. – Objectives

- ✚ To develop within the students the personal motivation necessary to complete their chosen goals.
- ✚ To develop self-discipline.
- ✚ To develop a willingness to place the good of the group before the desires of the individual.
- ✚ To teach that a penalty follows the violation of a rule.
- ✚ To provide a “whole school” interest and activity that will develop school spirit and pride in all students.
- ✚ To provide opportunities to exemplify and observe good citizenship and sportsmanship.
- ✚ To provide opportunities for developing lasting friendships, both with teammates and opponents.

### Section 2 – Responsibilities

The privilege of participating in co-curricular activities is extended to all students provided they are willing to assume certain responsibilities. The participant’s greatest responsibility is to be a credit to himself/herself, his/her parents, school, and community. Therefore, it is required that all participants:

- ✚ Display positive behavior and good sportsmanship.
- ✚ Display proper respect for those in authority.
- ✚ Display a spirit of cooperation.
- ✚ Meet scholastic eligibility criteria.
- ✚ Dress appropriately when attending a contest.
- ✚ Use non-offensive language at all times.
- ✚ Have a signed physical examination card or buff card, and activity code/student handbook on file as defined by WIAA regulations.
- ✚ Report all injuries to the supervising advisor/coach immediately.
- ✚ Accept financial responsibility for loss of, and/or negligent damage to equipment.
- ✚ Complete their respective season in good standing to be eligible for awards/letters.
- ✚ Practice with and be a member in good standing with the team until season end if suspended in order to complete the suspension.
- ✚ Ride to and from events with their team or activity group by the means of transportation provided by the school unless written arrangements are made between the parent and the advisor/coach.

- ✚ Be full-time Unity High School students.

### Section 3.A. – Attendance

A student must attend at least 7 periods of the day of an activity to participate that day and must attend the entire afternoon. This can be a combination of on-site or virtual school coursework, but students must attend at least one (1) on-site class to be eligible to participate in Wisconsin Interscholastic Athletics. Exceptions include family emergencies, doctor, dental, and other appointments as approved by the principal. Any suspension, in-house or out-of-school will make a student ineligible to participate on that day(s).

### Section 3.B. – Academic Requirements

No failing progress report or semester grades are allowed (for the purpose of the activity code, incompletes will be treated as failing grades until made up). If a student receives a failing grade for their progress report or semester grade, they will be ineligible for the next five (5) school days. After the fifth day of ineligibility, the student's grades will be checked again. If at this time, the student is no longer failing a class, they will regain their eligibility. If, however, the student is still earning an "F" in a course, they will remain ineligible until the next progress report or semester grade (approximately 4 ½ weeks).

### Section 3.C. – Non-Academic Violations & Penalties

#### ✚ Violations

1. All forms of tobacco are prohibited (possession and/or use of).
2. All alcoholic beverages including non-alcoholic beer are prohibited. This includes drinking, buying, contributing to the purchase of, selling, possessing, and/or transporting.
3. All controlled substances and paraphernalia and look-alikes are prohibited. This includes possession, sale or use of controlled substances and/or paraphernalia.
4. All involvement in criminal activity. This includes, but is not limited to, theft, burglary, and assault.
5. All unsportsmanlike conduct that does not represent Unity High School positively.
6. Presence at Parties – any student who finds himself/herself at a party of a student gathering where alcohol or controlled substances are present must remove himself/herself from that situation immediately.

\*A person witnessing a violation or having reliable information regarding a violation must present the date, place, and type of violation to the principal/athletic director/advisor in writing and signed within 7 days of the violation occurring. This deadline does not include items in Section 3.C.4.

#### ✚ Penalties

1. First Offense – Suspension from contests for 30% of the current season. Student is required to practice with the team and is not allowed to travel with the team to contests.

If the student and/or parent self-reports the incident prior to school personnel finding out about it, the suspension will be reduced to 15% of the current season. \*

2. Second Offense – Suspension from contests for 50% of the current season. Student is required to practice with the team and is not allowed to travel with the team to contests. \*
3. Third and Subsequent Offenses – Suspension for one calendar year from the date of suspension.
4. Presence Offense(s) – Suspension from one contest. Student is required to practice with the team and is not allowed to travel with the team to the contest.

\*If a penalty is not completed during a given season, the remainder of the consequence will be enforced at the beginning of the student's next season regardless of school year.

\*\*All WIAA Tournaments count as one (1) contest for all WIAA sports and dance.

#### Section 4 – Co-Curricular Activities Governed by this Activity Code

Baseball, basketball, cross country, football, golf, gymnastics, hockey, softball, tennis, track, volleyball, and wrestling are all covered by the activity code. A student participating in a co-curricular non-athletic activity (class officers, destination imagination, forensics, FBLA, FFA, migizi club, NHS, quiz bowl, SkillsUSA, Spanish club, student council, and theatre arts) is expected to meet all the requirements in accordance with Section 3 of this code. A student in a co-curricular activity may have an individualized consequence based upon the length of the season, number of events, type and number of offenses, and the nature of the activity. The disciplinary sanction will be determined by the high school principal in consultation with the athletic director and/or co-curricular advisor.

#### Section 5 – Awards Policy

All awards will be given out at specific team banquets, except for the Outstanding Athlete Awards and the Outstanding Honor Athlete Awards, which will be given out at the annual Awards Banquet. The Outstanding Athlete Awards are presented to Seniors, one female and one male. The coaching staffs do nomination and selection and the award is based solely upon athletic ability. Nominees must be graduating Seniors that are Unity Varsity Letter Winners, and do not serve a co-curricular suspension during their Senior year. They will be judged on their athletic contribution: sports participated in, letters won, special mention such as being a captain, all conference, regional, sectional, and state qualifiers. HS coaching staff members are eligible to cast one ballot for one male and one female athlete. Winners are determined by a simple majority vote (when a tie exists, both candidates shall be selected). The Outstanding Honor Athlete Awards are presented to Seniors, one female and one male. Nomination and selection is based on athletic contribution (same criteria as above), scholastic achievement (GPA and class rank), and civic accomplishment (organizational/club memberships, offices held, special mention in extra-curricular activities, etc.). Nominees for both awards must be graduating Seniors that are Unity Varsity Letter Winners, and have not served a co-curricular suspension during their Senior year. HS faculty members and head coaches are eligible to cast one ballot for one male and one female athlete. Winners are determined by a simple majority vote (when a tie exists, both candidates shall be selected).

## Section 6 – Appeals Process

If the student and/or parent(s)/guardian(s) is/are not satisfied with the decision of the principal or athletic director, he/she may request an appearance before the Athletic and Activities Board. He/she must make the request in writing to the principal or athletic director within three (3) school days from the notification of the decision rendered by the principal or athletic director. If the student does not request appearance before the three (3) school days time limit, the appropriate penalty for that violation will be enforced.

The makeup of the Athletic and Activities Board will consist of two (2) uninvolved advisors, two (2) uninvolved coaches, and the athletic director. The high school principal will act as the non-voting chairperson of the board and the decision of the board is final.

Revised July 2016

## Activity List (Extra-Curricular)

- Boy's Athletics – Baseball, Basketball, Cross Country, Football, Golf, Hockey, Track, and Wrestling
- Girl's Athletics – Basketball, Cross Country, Gymnastics, Golf, Softball, Tennis, Track, and Volleyball
- Student Presentations – Theatre Arts Performances
- Student Organizations / Groups – Destination Imagination, FBLA, FFA, Migizi Club, National Honor Society (NHS), Quiz Bowl, and SkillsUSA

## Alternative Diploma Program (ADP)

This program is designed for students (ages 16-20) who are at risk of not completing the required number of credits to graduate. Enrollment priority is given for those in 11<sup>th</sup> and 12<sup>th</sup> grade. If interested please see the Guidance Counselor or High School Principal.

## Animals & Pets

Animals may be brought into the classroom for educational purposes. They must be vaccinated as required by local governmental ordinances, appropriately housed, and properly handled. Poisonous and dangerous animals will not be permitted. Persons bringing animals into the school must receive prior permission from the classroom teacher. Animals are not to be transported on school buses. Parents should be involved in the transport of animals to and from school once the classroom teacher grants permission.

## Alcohol and Other Drug (AODA)

It is a violation of school district policy for any student of the Unity School District to use, possess or be under the influence of any of the following:

- a. Controlled substances or intoxicants
- b. Substances which are represented as drugs or intoxicants

Furthermore, it is also a violation of school district policy for any student of the Unity School District to use or possess drug-related paraphernalia. This policy is in effect while students are on the grounds of Unity School District or when attending any school-related activity (home or away). Determinations relative to the violation of this policy shall be within the jurisdiction of the building principal or their designees. Failure to submit to a breath test will also result in an AODA violation.

### **First Major Violation**

When a student of Unity High School violates this policy, school officials will take the following course of action:

- Automatically suspend the student out of school for 3-5 days.
- Refer the student to the IEP team if the student has been identified as a special education student.
- Immediately report the student's actions to parent/guardian.
- Report the student's actions to law enforcement officials.
- Possible expulsion

Failure to abide by the above requirements shall result in a referral to the School Board for possible expulsion from school.

### **Second and All Subsequent Major Violations**

When a student of Unity High School violates this policy for the second time, school officials will take the following course of action:

- Automatically suspend the student out of school for 5 days pending an expulsion hearing.
- Refer the student to the IEP team if the student has been identified as a special education student.
- Immediately report the student's actions to parent/guardian.
- Report the student's actions to law enforcement officials.
- Recommend the student for expulsion from the Unity School District as defined by Wisconsin Statutes. If expelled, a student will not receive credits for said semester(s) unless noted otherwise by the board of education.

### **Tests for Alcohol Use**

A building principal or his/her designee or a law enforcement officer may require a pupil to provide one or more samples of his or her breath for the purpose of determining the presence of alcohol in the pupil's breath whenever he/she has reasonable suspicion that the pupil is under the influence of alcohol while the pupil is on school premises or while participating in a school-sponsored activity.

The device used shall be a breath-screening device approved by the Department of Transportation for the purpose of determining the presence of alcohol in a person's breath to determine if alcohol is present in a pupil's breath. The results of the breath screening device, or the fact that a pupil refused to submit to a breath test, will be made available for use in any hearing or proceeding regarding the discipline, suspension, or expulsion of a student due to alcohol use (Board Policy 443.4).

## Appearance/Student Dress Code

Student appearance has an important effect on attitudes toward themselves, toward other students and the school. While it is recognized that choice of attire/grooming are matters of expression and subject to fashion or current trends; any form of dress that is determined to interfere with the educational process or could cause injury to one's self or others is prohibited. The following general rules apply:

### A. General Apparel Guidelines

1. Footwear must be worn at all times. No bedroom shoes or slippers are permitted.
2. Midriff and low-cut shirts that allow inappropriate exposure such as tank tops, halter-tops, tube tops, or spaghetti strap tops shall not be worn. Shirts and pants should meet to prevent inappropriate exposure.
3. Undergarments should be covered at all times. Any see through apparel is not permissible.
4. Shorts, skirts, dresses, and pants shall be of an appropriate length to allow for standing, sitting, and bending while still providing adequate body coverage. Think...more is better than less. If you can reach down and touch your leg, it is too short!
5. Jackets, hats, caps, headscarves (do-rags), bandanas, stocking caps, sweatshirt hoods, and sunglasses shall not be worn in the school building during regular school hours. Students are to remove these items upon entering the building for the school day. Exceptions to this rule will only be allowed during a school-sponsored activity to promote school spirit when announced by school administration. These items will be confiscated by teachers or administrators and may be returned at the end of the day.
6. Clothing shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement, or artwork. This includes apparel advertising alcohol/tobacco products, those promoting drugs/drug paraphernalia, or ones with any type of sexual connotations.
7. Hazardous items cannot be a part of the student's attire. Examples include wallet chains, canes (unless with physician's note), spiked necklaces and/or bracelets, or any other item that could cause injury to self or others.

If a student attends school wearing clothing that does not follow the school dress code, that student will be asked to change. Non-compliance will result in parental notification and disciplinary procedures. Temporary clothing may be available and continued violations will result in a greater degree of discipline. THIS HANDBOOK IS THE ONLY WARNING REGARDING APPROPRIATE DRESS.

## Approval of Handbooks

Handbooks stating current rules and regulations shall be prepared for school personnel, students, and parents for use in the schools. These handbooks shall govern the conduct of students and personnel and contain such rules and regulations as shall be needed and/or required. These handbooks are not all inclusive in their delineation of work roles, conduct rules or other regulations. Copies of the handbooks shall be approved prior to the opening of school by the Board of Education.

Though written by the administrative staff, material of this nature shall be considered an extension of Board policy and shall be adhered to as such. Additions or deletions that may be necessary shall remain in force until acted upon at the next meeting of the Board.

The content of this handbook has been adopted by the Board of Education and is presented as a matter of information. The school district reserves the right to modify, revoke, suspend, terminate and/or change any of all such plans, policies, and procedures in whole or in part, at anytime with or without notice.

## Assemblies (School-Wide)

From time to time programs will be presented to the student body. Students are requested to attend such programs unless otherwise excused. These programs may be held in the Auditorium or either of the gymnasiums. Students will be required to sit in pre-designed areas when K-12 is involved. We ask that you continue to show respect at all performances. School rules for behavior are still in effect at school-wide assemblies.

## Athletic Physicals

All athletes must have a physical examination before they will be allowed to participate in any athletic program (including practice). Physical forms are available in the high school office. Examinations allowing participation are good for 2 years (green form). Athletes who are not required to have an examination in a particular year must have an alternate year form (cream colored) signed by their parents allowing participation. These forms are also available in the office. Athletes and their parents should be aware that it is their responsibility to arrange for their physical as well as make payment for them - each year a form (green or cream colored) must be completed and turned into the high school office.

## Attendance

Unity High School, in recognition of Wisconsin statutory requirements for attendance provides the following information concerning attendance (brief overview):

- Attendance will be taken and recorded for each individual class period, including homeroom/leadership, throughout the day.

- According to Wisconsin State Statute, a student who is excused in writing or by phone by his/her parent/guardian before an absence occurs, will be excused from school, but a student may be excused by the parent/guardian under this provision for not more than then five (5) days in a semester and /or ten (10) days in the school year.
- Parents will be notified in writing any time a student has an unexcused absence.
- Wisconsin State Statute 118.16 (1)(a)(c) states:
  - “Habitual truant” means a pupil who is absent from school without an acceptable excuse under sub (4) and s.118.15 for either of the following:
    - Defeating the intent of s.118.15 part or all of five (5) days on which school is held during the semester
    - “Truancy” means any absence of part or all of one or more days from school during which the school attendance secretary or principal has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil.

### Excused Absences

The following lists some of the reasons acceptable for being absent:

- Personal illness of the student
- A family emergency or other emergencies or circumstances beyond the control of the student at the discretion of the principal
- Medical, dental, chiropractic, optometrical, or other valid professional appointments. Parents or guardians are requested to make their appointments during non-school hours
- A death in the immediate family or funerals for close relatives
- Bona fide religious holidays with 3 days of school notice
- A court appearance or other legal procedures which require the attendance of the student
- Quarantine imposed by a public health officer
- Attendance at special events of educational value which are approved by the principal/designee
- Approved school activities during class time
- Suspensions from school
- Special circumstances that show good cause, which are approved in advance by the principal

### Unexcused Absences

The following lists some unacceptable excuses for absence, but is not all inclusive:

- Oversleeping
- Missing the bus
- Shopping
- Trips or vacation with non-parent/non-guardian without principal approval
- Not bringing a signed note from home stating the reason for absence
- Working for others other than parent/guardian
- Job interviews
- Hair appointments



### Absence Procedure

For an absence to be excused, the following procedure must be followed:

1. After a student is absent from school, for either an excused or unexcused reason, the student must bring a signed note to their school office from his/her parent or guardian. This note must include the **time**, date and reason for absence. For an absence to be ruled excused it must be for one of the reasons included above and parents will be notified of any absence ruled unexcused. If a note is not received from the parents/guardians within 3 days of the absence, the absence will be deemed unexcused. Phone calls to and from parents are acceptable.
2. If the absence is excused, the teacher will assign make-up work for the missed period. The student will have two (2) days to make up schoolwork for each day of absence; the student may receive more time at the discretion of an instructor. Students may receive a failing grade on all daily classroom work missed due to unexcused absence(s), but will be permitted to make up major tests and projects within two days. If not made up in the given time period, a failing grade for that test/project will result. Classroom procedures and grading requirements will be developed which reflect the importance of daily assignments, classroom discussion and examinations in grading students.

### Consequences

- Truant students and their parents/guardians will receive written notification from the high school principal/designee explaining the consequences for the unexcused absence(s). Students will be referred to the police liaison office for truancy citations. Other possible consequences could include: detention, suspension, or removal from school (18+ year-olds).
- (Parents/Guardians) Contributing to Truancy is defined as any person 18 years of age or older who, by the act of omission, knowingly encourages or contributes to the truancy, as defined under s. 118.16 (1) (c), of a child is guilty of a Class C misdemeanor and is also subject to a police referral.
- Students and parents that fall under the previous two bullets and are found to have violated truancy laws shall be subject to forfeitures. All or part of the forfeiture plus costs may be assessed against the person, the parents or guardians, or both.

## Battery

Causing bodily harm to another by an act done with intent to cause bodily harm to that person or another without the consent of the person harmed.

### First Major Violation:

- Parent/Guardian/Police notified, up to five (5) days suspension, and/or possible recommendation for expulsion.

### Repeated Major Violations:

- Parent/Guardian/Police notified, up to five (5) days suspension, and/or possible recommendation for expulsion.

## Bulletin Boards / Posters

Students must have approval from the office before posting any notice, poster or publicity for student activities. No documents will be posted without an administrative signature. Posters and other materials involving activities not directly sponsored by the school must be left in the office for posting.

## Bus Rules & Regulations (Policy 750)

Kobussen Buses Ltd is the contractor that provides student transportation services in the form of bussing to Unity School District. Kobussen Buses Ltd may be contacted at 715-825-2101 x5060. Specific procedures will be provided parents and students prior to the start of the school year.

### **Unity Bus Discipline**

#### **Positive Behavioral Interventions and Supports (PBIS) – Soar Like and Eagle**

Unity School District has adopted Positive Behavioral Interventions and Supports (PBIS), which is a school-wide system that takes a proactive and positive approach to behavior. There are four expectations of students at Unity School District.

- *Be Respectful*
- *Be Responsible*
- *Be Safe*
- *Be Ready*

**Behavior Matrix**

The behavior matrix is a detailed description of expected behaviors in each school setting. Student behaviors for each setting are addressed throughout the matrix. There are additional expectations addressed within the building level handbooks and/or in accordance with local, state, or federal laws.

The rules of conduct apply to all Unity students at times when they are going to or from school, on school grounds, in school buildings, or on school provided transportation and away from school grounds or school buildings when representing the school at a school activity. This matrix will be posted throughout the school as a constant reminder of the four school-wide expectations. All buses will maintain assigned seats, by relative age of students.

	All settings	Bus
<b>BE READY</b>	<ul style="list-style-type: none"> <li>• <b>Be on time</b></li> <li>• <b>Have all necessary materials</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Be on time to board your bus</b></li> <li>• <b>Contact Bus Company by? for a change in transportation</b></li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>• <b>Leave no trace</b></li> <li>• <b>Follow the dress code</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Leave no trace</b></li> <li>• <b>Report any unsafe behavior to the driver</b></li> </ul>
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>• <b>Treat others the way you want to be treated</b></li> <li>• <b>Use kind words and manners</b></li> <li>• <b>Be attentive and wait your turn</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Voice level 2</b></li> <li>• <b>Follow all directions from the driver</b></li> </ul>
<b>BE SAFE</b>	<ul style="list-style-type: none"> <li>• <b>Keep hands, feet, and other objects to yourself</b></li> <li>• <b>Report bullying</b></li> <li>• <b>Stay in designated areas</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Walk to and from the bus</b></li> <li>• <b>Stay seated while the bus is in motion</b></li> <li>• <b>Keep aisles clear</b></li> <li>• <b>Face forward. Bottom to bottom. Back to back.</b></li> </ul>

### **Teaching Expectations**

All students are explicitly taught school-wide expectations. At the beginning of the year, students will be taught the four expectations in each school area (all settings, assemblies, bathroom, bus, cafeteria, computer lab, electronic communication, hallway, IMC, and playground). Teachers will help students learn what the expectations “look” and “sound” like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year. All staff, students, and parents work together to ensure that the students are safe, accountable, responsible, and kind at all times.

### **Eagle Eye Recognition**

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. Unity PK-12 students will earn individual “Eagle Eye” tickets only for demonstrating behaviors that exemplify the 4 school expectations. Each student will be able to save their Eagle Eye tickets for special prizes, privileges, and drawings. Students with good behavior will have the opportunity to earn special reward days and fieldtrips.

### **Office Disciplinary Referral (ODR) / Minor and Major Behaviors**

Discipline is that part of growing up that helps children to be in charge of themselves. Discipline is part of the total teaching-learning process. Having clear rules of student conduct, which are fairly and consistently enforced, can help to achieve a safe, healthy, and orderly environment in which students can best learn and teachers can effectively teach.

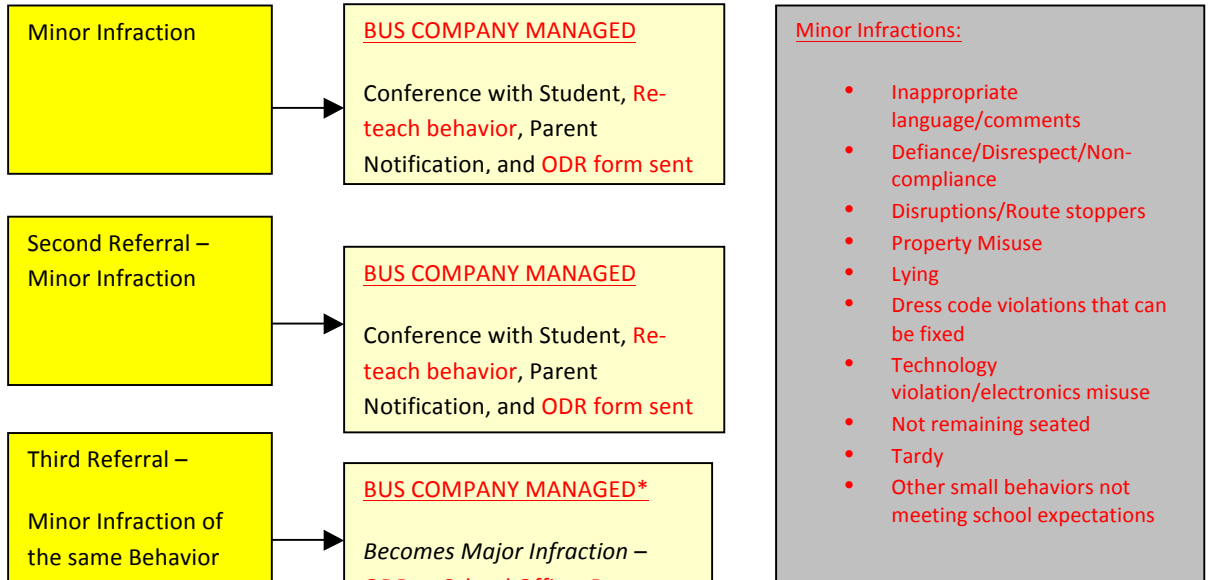
Within PBIS is a documented discipline system that is integrated with the district’s Code of Conduct. When problem behaviors occur, students are provided a full continuum of supports to address the behavior. If students do not respond, the intensity of the support and/or consequences increases.

Even with clear expectations and positive reinforcement, sometimes children will misbehave. To address inappropriate behavior, an Office Discipline Referral (ODR) form will be implemented. Discipline issues are divided into major and minor infractions.

Minor infractions are behaviors that are disruptive to the learning environment, but are handled by the supervising staff member. If a child receives three minor infractions for the same behavior within a 30-day time span, it becomes a major infraction and the bus company will address the behaviors. The bus company may use strategies, which include, but are not limited to, re-teaching behaviors, verbal corrections, apologies, conferences with the students, reinforcing appropriate behaviors, restitution, home-school contacts, and behavior contracts.

Most major behaviors are handled by the bus company and will likely result in bus suspension. Parents and/or guardians will be notified by the bus company regarding major infractions. A student displaying serious inappropriate behavior may be given other disciplinary consequences, including school suspension and/or expulsion in accordance with State Statutes. While Major Infractions will primarily be handled by the Bus Company, building level principals reserve the authority to investigate and/or issue

bus discipline accordingly. Minor Infractions are not appealable, however, parents may appeal Major Infractions to a building level principal.

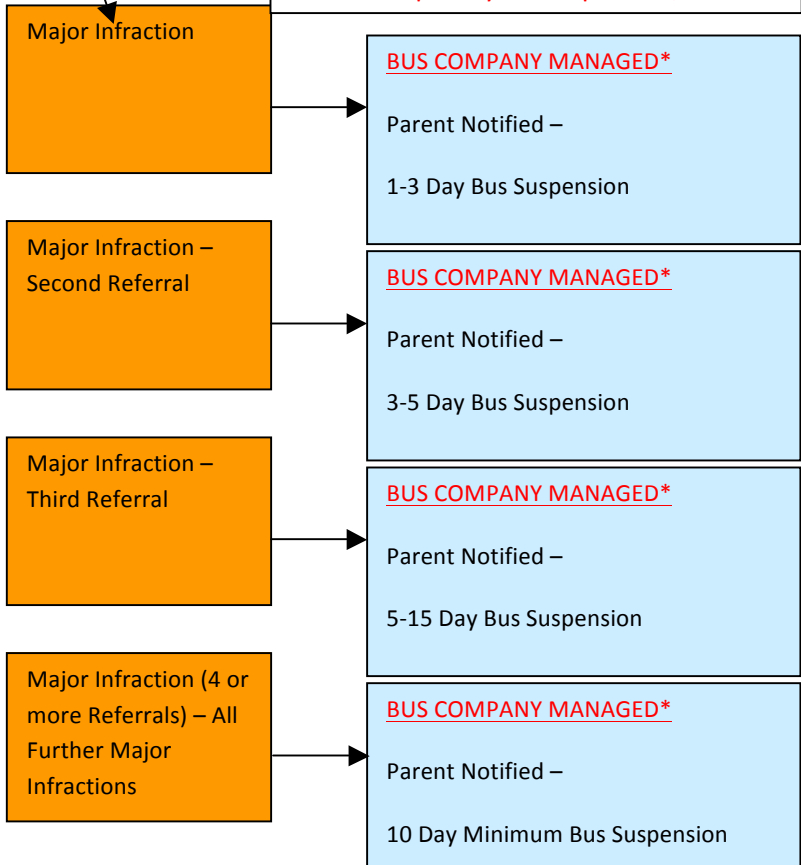


- Minor Infractions:
- Inappropriate language/comments
  - Defiance/Disrespect/Non-compliance
  - Disruptions/Route stoppers
  - Property Misuse
  - Lying
  - Dress code violations that can be fixed
  - Technology violation/electronics misuse
  - Not remaining seated
  - Tardy
  - Other small behaviors not meeting school expectations

**\*Note:**  
While Major Infractions will primarily be handled by the Bus Company, building level principals reserve the authority to investigate and/or issue bus discipline accordingly. Minor Infractions are not appealable, however parents may appeal Major Infractions to a building level principal.

**\*Note:**  
A student displaying serious inappropriate behavior may be given other disciplinary consequences,

- Major Infractions:
- 3 Minor behavior in 30 day time span of the same offense
  - Abusive/inappropriate language/profanity
  - Fighting/physical aggression
  - Defiance, disrespect, non-compliance
  - Lying
  - Harassment/Bullying
  - Disruptions/route stoppers
  - Tardy-late to assigned bus departures
  - Equipment/property damage/vandalism
  - Forgery/theft
  - Dress code violation
  - Technology violation/electronics misuse
  - Inappropriate display of affection
  - Moving from assigned seat while bus is in motion
  - Use/Possession of tobacco, alcohol, drugs, combustibles
  - False alarm/public threat/arson
  - Possession of Weapons
  - Hands or heads out the windows
  - Other major behaviors



## Care of School Property

Accidents may happen. When by accident something is broken, we will accept this as such and the school will bear the expense of fixing or replacing it. Some people vandalize, break or deface school property. In cases where school property or equipment is damaged, lost or vandalized due to deliberate, negligent or careless action by a student, the student will be charged the value of the property or equipment. Law enforcement authorities may also be contacted.

## Cases Not Covered By Specific Rules

It is understood that these rules are not all inclusive. The administration shall take such action, as it is necessary and not forbidden by law to insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which impairs the usefulness and well being of the school regardless of the existence of a rule covering the offense.

## Cell Phones & Other Electronic Devices

Unity High School recognizes the increasing use of cell phones and other electronic devices (iPods, tablets, MP3 players, kindles, etc.) amongst students and families. While the use of technology is encouraged and supported, it is recognized that personal electronic devices can be a distraction to the learning environment when not used properly. Unity High School students may bring cell phones and/or other electronic devices to school as long as the following guidelines are met:

Students may use their personal device before and after school, during lunch, during passing times, and in the classroom for instructional purposes with teacher permission. Students cannot use them in class, in the hallways, bathrooms, locker rooms, or anywhere else in the building during instructional time. Cell phones and other devices capable of taking pictures or video are not allowed in bathrooms or locker rooms (board policy 731.1). Use of cell phones for field trips and co-curricular activities will be at the discretion of the chaperone/advisor/coach. The school district will not be responsible for the loss, damage, or theft of any electronic device brought to school.

### First Major Violation:

- Cell phone confiscated. Student must pick up cell phone at the end of the school day from the High School Office.

### Second Major Violations:

- Cell phone confiscated. Detention and student's parent must pick up the cell phone from the High School Office.

Third Major Violations:

- Cell phone confiscated. Half-day In-School Suspension and student's parent must pick up the cell phone from the High School Office.

Subsequent Major Violations:

- Cell phone confiscated. In-School Suspension and student's parent must pick up the cell phone from the High School Office.

## Change of Address

If at any time during the school year a student moves to a different address, the change should be reported to the office. A change in a telephone number should also be reported.

## Cigarette Lighters

Because cigarette lighters have been used in malicious destruction of school property and because they present safety problems in certain situations, they are henceforth barred from school buildings.

First Major Violation: Lighter will be confiscated

Further Major Violations: Detention or suspension

## Computer Usage/Internet Policy

The Unity School District has a computer usage/internet policy for students (363 and 363.3). This policy also includes the use of student work selected for inclusion on the district web site. This policy will remain in effect so long as the student is enrolled in the Unity School District.

## Counseling Services

- Counseling should be used when appropriate to assist a student to understand when their conduct interferes with their educational progress, threatens the right of others or is contrary to school policy or regulations and needs to be corrected.
- Counselors are available to help students with exploration, goal setting, personal problems or school difficulties. Students may see a counselor individually, during class meetings, as part of the developmental guidance program or in small groups.
- College, technical and private school representatives visit with high school students on a continuing basis during the school year. Representatives from all of the Armed Services are also available.

- Counselors are also available to assist with registration for college entrance exams and post-secondary financial assistance. Students interested in applying for scholarships can also obtain information from the counselor's office.

## Course Offerings

Subjects offered by the Unity High School are described in a special booklet entitled "Unity High School Course Offerings". This booklet is available from the guidance office or main office. It may also be found on the Unity website.

## Dances, Parties, and Extra-Curricular Events

The following rules shall be in effect for all school sponsored dances or parties:

- All school dances are "closed dances". A "Closed Dance" admits only regularly enrolled students. If one of the students has a "steady" boy- or girlfriend, we will allow the student to invite this person to our "closed dances". Persons who qualify in this regard must have made all necessary arrangements (Filled in and obtained required signatures on the admittance to dance form) before the evening of the dance. Visitors while here will be expected to abide by the same rules as govern the actions of our students.
- Graduates of Unity High School will be welcome at these school functions as a guest of our students provided that the formalities outlined previous are abided by.
- Parents of students are welcomed spectators at any time.
- Doors will be locked after a reasonable time is allowed for getting to the dance. Anyone leaving the building, except with permission from a chaperone, will not be allowed to return.
- Students younger than high school age will not be allowed to attend Unity High School dances.

## Detention

Detention may be required of a student for one or more major violations of school rules. Detention will be completed at the time the school assigns. Every effort will be made to insure that students will be doing schoolwork during this time. Seniors (grade 12) must complete all detention time before a diploma is issued.

### REFUSAL TO ATTEND:

- Student will receive an additional day of detention for each unexcused day missed.



## Discriminatory Acts

Any act, verbal or in writing, directed toward a person on the basis of race, sex, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or disability that promotes negative stereotyping, degrades, or flagrantly demeans any individual. Parent/guardian notified.

### First Major Violation:

- Up to five (5) days suspension.

### Second Major Violation and/or Subsequent Major Violations:

- Up to five (5) days suspension.
- Possible recommendation for expulsion

## Disorderly Conduct

Engaging in violent, abusive, indecent, profane, spitting, boisterous, out of control, or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance.

### First Major Violation:

- Parent/Guardian/Police notified, up to five (5) days suspension, and/or possible recommendation for expulsion.

### Repeated Major Violations:

- Parent/Guardian/Police notified, up to five (5) days suspension, and/or possible recommendation for expulsion.

## Disrespect

To insult, call derogatory names, dishonor, or in other manner abuse verbally or in writing any member of the school staff or student body.

Parent/guardian notified.

### First Major Violation:

- Parent/Guardian notified, detention and/or up to five (5) days suspension

### Repeated Major Violations:

- Parent/Guardian notified, detention and/or up to five (5) days out-of-school suspension

## Expulsion of Students

The School Board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules, or finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the school district in which the pupil is enrolled, and is satisfied that the interest of the school demands the pupil's expulsion.

The School Board may expel from school a pupil who is at least 16 years old if the School Board finds that the pupil repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority.

The School Board shall commence expulsion proceedings and expel a pupil from school for not less than one year whenever it finds that the pupil, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18USC 921 (a) (3). Annually, the school board shall report to the department the information specified under 20USC 8921 (d) (1) and (2).

Prior to expelling a pupil, the school board shall hold a hearing. Not less than 5 days; written notice of the hearing shall be sent to the pupil and, if the pupil is a minor, to the pupil's parent or guardian, specifying the particulars of the alleged refusal, neglect, or conduct, stating the time and place of the hearing and stating that the hearing may result in the pupil's expulsion. Upon request of the pupil and, if the pupil is a minor, the pupil's parent or guardian, the hearing shall be closed. The pupil and the pupil's parent or guardian, if the pupil is a minor, may be represented at the hearing by counsel. The School Board shall keep written minutes of the hearing. Upon the ordering by the School Board of the expulsion of a pupil, the school district clerk shall mail a copy of the order to the pupil, and if the pupil is a minor, to the pupil's parent or guardian. The expelled pupil or the pupil's parent or guardian, if the pupil is a minor, may appeal the expulsion to the department. If the School Board's decision is appealed to the department within 60 days after the date on which the department receives the appeal, the department shall review the decision and shall, upon review, approve, reverse, or modify the decision. The decision of the school board shall be enforced while the department reviews the decision. An appeal from the decision of the department may be taken within 30 days to the circuit court of the county in which the school is located. This paragraph shall be printed in full on the face or back of the notice.

## Extraordinary Instruction Arrangements

A student may be removed from his/her regular class schedule and required to pursue special instructional arrangements for a fixed period of time, or until certain specified conditions have been fulfilled. The school shall assist them in pursuing the special instructional arrangements. No student may be removed from their regularly scheduled class to engage in individual study and/or special study groupings unless instructional arrangements are such that they are afforded an opportunity to receive full credit for all work performed under extra-ordinary instructional arrangements. The regular classroom teacher is not relieved of the responsibility for the student's learning during this period of time.

## False Reports

The act of falsely reporting or making false accusations or giving false information to school personnel that would affect the welfare of others. Parent/guardian notified.

### First Major Violation:

- Detention or up to five (5) days suspension

### Subsequent Major Violations:

- Up to five (5) days out-of-school suspension

## Field Trips

All students must complete and return to the classroom instructor a "Field Trip Consent Form" in order to be included on a field trip. This does not apply to field trips, which involve only the regular class period and no transportation. Students/parents will be provided the appropriate information prior to the trip. Seniors are only eligible to participate in the Senior Class trip if they meet the 90% attendance requirement outlined in the Graduation Requirements section of this handbook (Board Policy 345.62).

## Fighting

Fighting is defined as aggressive, hostile bodily contact with others. Parent/guardian notified.

### First Major Violation:

- Up to five (5) days suspension and police referral

### Repeated Major Violations:

- Up to five (5) days out-of-school suspension, police referral, and possible recommendation for expulsion

## Fire & Tornado Drills

State law requires a monthly fire drill and a yearly tornado drill. Students are expected to cooperate with directions provided to them by teachers and the principal. The signal for a fire drill is an intermittent horn blast. Tornado instructions/notification will be given from the principal's office. When the horn sounds please proceed to designated shelters.

## Food/Beverage Use

Due to health and cleanliness concerns, the following guidelines concerning food and beverage consumption at Unity High School will be enacted:

- All food and beverages purchased at Unity High School (all vending machine sales, fundraising activities, etc.) **MUST BE CONSUMED IN THE CAFETERIA** during lunch only.
- Open food or beverages of any kind cannot be stored in lockers (lunch items must be stored in a closed container in lockers).
- Mandatory consumption of food/beverages must be medically documented in the office to be an exception to the rule.
- Food and/or beverage purchased outside the school and brought into the school for rewards/activities/organizations, etc. will be permitted with prior staff member approval in an area designated by that staff member. This food and beverage cannot be consumed or transported outside the designated area once it is brought into the school for valid events or activities. Students and staff are responsible for cleaning the designated area after the activity.
- Sack lunches and school lunch menu items must be consumed in the cafeteria. The only exception is if a student is issued a lunch pass by a teacher to meet for instructional purposes during the lunch period. The student must possess the signed pass for the teacher approved lunch meeting in order to transport food in the hallways.
- Water is the only beverage permitted.

### Major Violations:

- Detention

## Food Service

The school provides breakfast and lunch programs. Free and reduced prices are available, depending upon family income. All information provided to the school is held in strict confidence. Money will be paid in advance and entered into the student's computerized food account. Each time a student has breakfast or lunch he/she will present their lunch I.D. number and an appropriate amount of money will be subtracted from your family account. If you have questions or concerns, please call the High School Office at 825-2131. Students may not have "carry out" food delivered to the school by vendors unless authorized by the Principal's Office.

The Unity School District uses the services of PayTek for all checks returned to the school district unpaid due to insufficient funds. Monies are recovered electronically along with state allowed recovery fees. Exact prices for meals and ala carte for both breakfast and lunch can be found on the district website.

## Foreign Exchange Students

It shall be the policy of the Unity School District to permit unlimited foreign exchange students to attend Unity High School at the discretion of the high school principal. Foreign exchange students attending under the auspices of an accredited Foreign Exchange program may attend up to one (1) year.

## Forgery

Forgery is the act of falsely using, in writing, the name of another person or falsifying time, dates, grade, addresses, or other data on school forms. Parent/guardian notified.

### First Major Violation:

- Detention or up to five (5) days suspension and possible police referral

### Subsequent Major Violations:

- Up to five (5) days suspension and possible police referral

## Fundraising

Students and/or others are not to sell anything at Unity High School without the written permission of the principal. Fundraising for school-sponsored activities will take place only during designated times and after school. Material not related to school-sponsored activities, curriculum or academic programs should not be distributed or displayed in public areas of the school property by individuals, employees, community groups or organizations without approval of the principal.

## Gang Activity

Gang activity in the Unity High School or on school property is prohibited. A gang is defined as an organized association, either formal or informal, of two or more persons with common signs, symbols, and other identifying factors, who individually or collectively engage in criminal activity. A student who participates in gang activity on school grounds or at school activities may be subjected to a police referral, suspension, and/or possible recommendation for expulsion.

## Grading System

- Scholastic achievement is indicated by the following grade code:
  - A – Excellent (credit)
  - B – Above Average (credit)
  - C – Average (credit)
  - D – Below Average (credit)
  - F – Failure (no credit)
  - I – Incomplete (no credit until the incomplete is made up. Incompletes must be removed within two weeks or they become failures.
  - S – Satisfactory (credit)
  - U – Unsatisfactory (no credit)
- Semester grades are recorded on the student’s permanent high school transcript.
- Report cards are mailed to parents after the end of the first semester and second semester.
- Informal progress reports, to include three equaling-spaced progress reports per semester, may be sent to parents any time the student’s work drops below a level of expectancy.
- Parents also have access to Grades on the Unity website for classroom grading and daily attendance.
- Students who maintain a semester grade point average of 3.500 or better are eligible for the Scholastic Honor Roll. Award Certificates will be presented to students.
- Students who maintain a semester grade point average of 3.000 to 3.499 are eligible for the Scholastic Honorable Mention. Award Certificates will be presented to students.

## Graduation Requirements

- Students must carry a minimum of 3.5 credits each semester plus Leadership/Homeroom.
- Independent study classes are designed for students who have surpassed classroom expectations within various curriculum areas and want to pursue a more focused area of study. Students opting for these classes must obtain the teacher and/or department approval and submit that approval to the Principal’s office. Students (Juniors and Seniors) must be registered for a minimum of 6 academic courses prior to requesting an independent class. A maximum of 2 independent classes can be taken during one semester. If a student does not pass an independent study class from the previous semester they may be ineligible to take another independent class the next semester.
- To graduate from Unity High School, a student must earn twenty-six (26) credits. The following are required to graduate:
  - ✓ English – 4 credits
  - ✓ Math – 3 credits
  - ✓ Science – 3 credits
  - ✓ Social Studies – 3.5 credits

- ✓ Physical Education – 1.5 credits
  - ✓ Health Education - .5 credit
  - ✓ Electives – 10.5 credits
- 40 hours of “Community Service” must be completed on an independent basis.
  - To participate in the graduation ceremony, a Senior can only be ½ credit short of the graduation requirements.
  - To participate in the graduation ceremony, a Senior must have attended 90% or more of the school days during his/her Senior year. All absences, excused and unexcused, will count against the 90% school day minimum. Four periods equals ½ day and eight periods equals one full day. Seniors not meeting this requirement and wishing to participate in the ceremony must meet with the High School Principal to arrange a plan that will require time to be made up after school, selected non-school days, or on Saturdays. Plans will not be developed for students who have not attended 80% of the school year unless there are some of the extenuating circumstances listed below. Extenuating circumstances include injuries or illnesses requiring a hospital stay or extended home recovery period, incarceration, or family emergencies.
  - Graduating Seniors are required to wear the traditional cap/gown/tassel provided by the school.
  - Attend eight (8) semesters or be board approved for early termination.
  - Early Termination of Attendance. The Board of Education may also grant early termination of attendance to students who have completed all graduation requirements by the end of their seventh semester if such early termination of attendance is necessary for the student to carry out his/her post-secondary educational plans. Students who seek early termination of attendance must make formal application to the Board of Education NO LATER THAN SEPTEMBER 15 of their senior year. This application must include a statement of the student’s post-secondary educational plans, documents that indicate the reasonableness of the plans and the necessity of early termination of attendance, and parent approval of the early termination of attendance request.

## Hallway Misconduct

Disruptive or inappropriate behavior that distracts or disrupts the regular flow of activities within the school (horseplay, impeding hallway traffic flow, running in the halls, etc.) will not be tolerated.

### Major Violations:

- Students may be assigned a detention or up to five (5) days of suspension depending on the circumstance and severity of the behavior.

## Harassment, General and Sexual

HARASSMENT, GENERAL AND SEXUAL - The Unity School District acknowledges all regulations, requirements, and responsibilities defined by the E.E.O.C. regarding sexual harassment as violation of

Title VII and Title IX. This acknowledgement is found in Board Policies AC, ACB, GBCB, KL, and also includes pupil harassment.

Pupil Harassment means behavior (comments, gestures or physical attacks which are vulgar, obscene or threatening) toward pupils based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile or offensive school environment.

STUDENT-STUDENT HARASSMENT – Procedures for students to follow:

- Any person, including a student who is either a victim of the bullying/harassment or is aware of the bullying or any other concerned individual is encouraged to report the conduct to a staff member or Building Principal.
- Reports of bullying/harassment may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented.
- Consequences can include parent notification, suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

## Health & Safety

Health & safety violations are caused by behavior, which endangers the health or safety of any student, staff or other persons. Parent/guardian notified.

### First Major Violation:

- ◆ Possible referral to police, detention, up to five (5) days in-house suspension, up to five (5) days of out-of-school suspension, and/or possible recommendation for expulsion

### Subsequent Major Violations:

- ◆ Possible referral to police, detention, up to five (5) days of out-of-school suspension, and/or possible recommendation for expulsion.

## Health Services

The Unity School District has a Registered Nurse on our staff. Students should report illness or injuries to their teacher when possible, but if serious situations arise they should report directly to the High School Office or Principal. Parents/relatives/designee will be notified in case of emergencies to assist with appropriate medical decisions. If a parent/guardian, relative, or designee cannot be contacted by phone, the Registered Nurse or principal will arrange for transportation to a clinic or hospital if necessary. An emergency card will be provided to all students on the first day of school. Please complete and return this



card immediately. We also ask that you update the school office on address and phone number changes that may occur during the school year.

- Parents should notify the High School Office of any health conditions that could affect the behavior or wellness of their child.
- Student accident insurance is carried by the Unity School District, and it will apply in most cases toward payment of medical costs beyond that covered by your family policy. Contact the High School Office to fill out an accident report.
- Students suspected of carrying a communicable disease will be excluded from school until a doctor's note is received stating the doctor's approval of the student's re-entry to school.
- Administration of medication should be done at home whenever possible.
- Absenteeism due to illness should be specified clearly on the written excuse returned to school.

## Highly Qualified Teachers

Federal law requires that we share with you the qualifications of staff members in the Unity School District. There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? If so, what are their qualifications?

All teachers have at least a bachelor's degree in the Unity School District and the majority have advanced degrees. In addition all of the teachers in the Unity School District are fully licensed for their assignments. If you want to see the state qualifications of your child's teacher you may ask us or find it on the DPI website at <https://elo.wieducatorlicensing.org/datamart/publicSearchMenu.do>.

In addition, we have more than a dozen instructional associates, and they all are considered qualified for this work. If you would like more information, please feel free to call Principal Jason Cress in the High School Office at 825-2131 x1400.

## Homecoming Court

All Seniors in good standing (Activities Code) will be afforded the opportunity to be selected to the homecoming court. A nomination and election process will be conducted during the month of September and any Seniors who were on the Junior Prom court will not be eligible.

## Inciting Others to Violence or Disobedience

This includes inciting others by words, acts, or deeds giving encouragement to demonstrations or protests, which disrupt the normal educational process of the school. Parent/guardian notified.

### First Major Violation:

- Detention or up to five (5) days of suspension

### Subsequent Major Violations:

- Up to five (5) days of suspension

## Inclement Weather

Normally notification of school closing because of inclement weather is done before 6:00 a.m. Besides the automated calling system, notification of school closing is done through local radio and television stations, the school website, and the school district Facebook page.

## Insubordination

The willful failure to respond or carry out a reasonable directive by authorized school personnel. Parent/guardian notified.

### First Major Violation:

- Detention or up to five (5) days of suspension, depending on severity

### Subsequent Major Violations:

- Up to five (5) days of suspension.

## Leaving School During the Regular School Day

- Permission to leave school during the regular school day must be obtained from the office.
- Students who are on accepted release time programs may leave school according to their identified release time by checking out in the office.
- Any student who leaves school for any reason other than those outlined in #1 or #2 above will have an unexcused absence and be subject to disciplinary actions. (Closed Campus Policy)

## Library / IMC

The High School IMC exists for the benefit of all students. The media specialist and educational assistants are available to help you with academic work, recreational reading, and computer use.

## Lockers

- A student locker is provided by the school for the convenience of the student, to be used solely and exclusively for the storage of outer garments, footwear, and school related materials, and no student shall use the locker for any other purpose. Lockers are assigned to the student, but are not the student's property or under their exclusive possession.
- The Unity School Board retains ownership and possessory control of all student lockers and if determined necessary or appropriate, without the consent of the student, notifying the student, or obtaining a search warrant, the principal can conduct a search of the locker. This may include personal possessions as to insure the safety of others; no dangerous weapons, alcohol, drugs (including tobacco products), explosive material, pornographic /obscene material, and/or stolen property. Any unauthorized item found will be removed. Periodic locker checks may be held at the discretion of the principal (Board Policy 446.1)
- Canine searches by the Sheriff's Department will be conducted at the request of school officials to insure a drug free school building.
- Students are required to put locks on their lockers. Failure to do so will be considered insubordination. Student locks will be distributed to students at the beginning of the year.
- Each student is responsible for the condition of his/her locker. The outside of the locker must be kept free of marks or stick-ons of any type.
- The school is not liable for personal valuables lost or stolen.
- Students are not to exchange lockers or share lockers.
- Each student will be issued a physical education locker and combination lock.
- Students are asked to be very cautious about leaving valuables in an unguarded situation. Thefts do occur, and they are much easier prevented by removing the opportunity for the theft than rectified after they occur. It is each individual student's responsibility to make sure no valuables are left unguarded in the locker room and/or hallway lockers.

## Lying to Teacher or School Official

Honesty and Integrity are a valued part of society. Students are expected to exemplify positive citizenry. Being dishonest to a teacher or school official will result in the following:

1<sup>st</sup> Major Violation: Detention and/or parent contact

2<sup>nd</sup> Major Violation: Detention and parent contact

Subsequent Major Violations: Up to five (5) days of suspension and parent contact

## Out of Assigned Area

During the course of the school day students are expected to be in their assigned classes unless they are given a pass to be in another part of the building. Whenever a student leaves the room, they should always sign in and out and be carrying a pass. Students must have passes at all times throughout the school day and during lunch to attend meetings, see teachers, or go to the restroom or offices.

Major Violations: Students will be issued a detention by a teacher or administrator for each offense.

Repeated Major Violations: Possible suspension.

## PBIS (Positive Behavioral Interventions & Supports)

Unity High School has adopted Positive Behavioral Interventions & Supports (PBIS), a school-wide proactive & positive approach to behavior. There are four expectations of students at Unity High School:

- Be Respectful
- Be Responsible
- Be Safe
- Be Ready

The behavior matrix is a detailed description of expected behavior in each school setting. The most important behaviors are listed, however, there may also be other expectations not listed in the matrix. The rules of conduct apply to all Unity High School students at all times when they are going to or from school, on school grounds, in school buildings, or when representing the school at a school activity. This matrix will be posted throughout the school as a constant reminder of the four school-wide expectations.

### Teaching Expectations

All students are explicitly taught school-wide expectations. At the beginning of the year, students will be taught the four (4) expectations in each school area (all settings, assembly, bathroom, bus, etc.). Teachers will help students learn what the expectations “look” and “sound” like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year, and will become part of regular Leadership/homeroom instruction. All staff, students, and parents will work together to ensure that the students are safe, accountable, responsible, and kind at all times.

### Eagle Eye Recognition

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. Unity High School students will earn individual “Eagle

Eye” tickets for demonstrating behavior that exhibit the four (4) expectations. Each student will be able to redeem their Eagle Eye tickets for special prizes, privileges, and rewards.

**UNITY HIGH SCHOOL PBIS EXPECTATION MATRIX** \* updated 2/14/13

	All settings	Assembly	Bathroom	Bus	Cafeteria/ Lunch Line	Electronic Devices	Hallway	Outdoor Classroom	School Events and Community	School Grounds and Parking Lot
<b>B E A D Y</b>	* Know your role * Be on time  * Have your materials for the setting that you're in	* Report upon dismissal to the assembly  * Place iPads in locker prior to entering the assembly	* Have a pass when using the restroom  * Keep iPads and cell phones out of the restroom	* Be on time to board your bus	* Keep line moving * Know your lunch code	* iPads are charged  * Phones and other personal electronic devices are off	* Gather materials for the next class	* Have necessary materials for the appropriate environment	* Have necessary materials	* Check in/out at the office during the school day * Leave school promptly after dismissal unless involved in a supervised after-school activity
<b>R E S P O N S I B L E</b>	* Leave no trace * Be engaged and contribute * Follow the dress code	* Sit in designated area * Move during breaks	* Use restroom closed to assigned classroom  * Use the restroom during passing time  * Report vandalism or maintenance issues to a staff member	* Report any unsafe behavior to the driver	* Be in compliance about food guidelines * Clean up your area * Maintain a positive account balance	* Be aware and follow iPad guidelines * Remember usernames and passwords * Log off and shut down	* Carry iPad with two hands * Use the bathroom and get a drink from the drinking fountain during passing time	* Take only necessary items, leave only footprints	* Follow expectations for designated event	* Follow all safe driving practices * Secure your personal items * Display your parking permit in vehicle
<b>R E S P E C T F U L</b>	* Accept redirection, feedback, and directions from staff * Use kind language * Keep electronic devices off and out of sight unless staff approved for educational purposes	* Use low voices when entering and exiting * Use audience manners	* Give privacy to others * Use voice level 1	* Follow the directions of the bus driver * Voice level 2	* Voice level 2 * Be courteous to cafeteria staff and other students * Respect other's space	* iPad closed during instructional time	* Voice level 2 a in-between class time * Voice level 0a class in session * Keep your locker area and hallways clean * Be mindful of others needing to utilize the hallways	* Voice level 0a instructional time * Voice levels 2 discussion time * Follow directions	* Voice level varies depending on situation * Positive feedback and encouragement	* Be aware of the safety of others * Voice level 2-3 arrival/ dismissal
<b>S A F E</b>	* Stay in supervised areas * Be aware of and practice procedures for emergency situations * Maintain personal space	* Enter and leave in safe manner	* Practice good hygiene	* Walk to and from the bus * Stay seated while the bus is in motion * Keep aisle clear	* Walk to and from the lunch line and cafeteria * Wait your turn	* Know the whereabouts of your electronic devices at all times * Protect your personal information	* Walk in the hallways * Maintain open access to lockers, stairways, classrooms, and high-traffic areas	* Stay with the group * Be aware of surroundings	* Follow directions	* Obey traffic laws in the parking lot * Drive under 10 mph in parking lot

**Audience Manners:**

1. Sit up straight
2. Eyes and shoulders facing speaker
3. Voices off
4. Listen attentively
5. Applaud appropriately

**Voice Levels:**

0. Off -no sound
1. Low -whisper level
2. Medium -conversational level
3. High -presentation level
4. Crazy -stadium cheering

**Positive Digital Citizen Practices:**

1. Tell a trusted adult if someone sends you threatening or uncomfortable text/photos
2. Avoid insulting or hurting other's feelings through text/photos
3. Avoid responding to insulting text/photos (get help from an adult)
4. Respect the privacy of others
5. Follow the same standards electronically as you do when talking with people directly

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. Unity High School students will earn individual “Eagle Eye” tickets for demonstrating behavior that exhibit the four (4) expectations. Each student will be able to redeem their Eagle Eye tickets for special prizes, privileges, and rewards.

Office Disciplinary Referral (ODR) / Minor and Major Behaviors

Discipline is that part of growing up that helps children to be in charge of themselves. Discipline is part of the total teaching-learning process. Having clear rules of student conduct which are fairly and consistently enforced can help to achieve a safe, healthy, and orderly environment in which students can best learn and teachers can effectively teach.

Even with clear expectations and positive reinforcement, sometimes children will misbehave. To address inappropriate behavior, an Office Disciplinary Referral (ODR) form will be implemented. Discipline

issues are divided into major and minor infractions with three (3) minor infractions over a 30-day period becoming a major infraction.

PBIS is a documented discipline system that is integrated with the district's Code of Conduct. When problem behavior occurs, students are provided a full continuum of supports to address the behavior. If students do not respond, the intensity of the support and/or consequences increases.

Minor infractions are behaviors that are disruptive to the learning environment, but are handled by the supervising staff member. Minor behaviors can include defiance, disrespect, non-compliance, disruption, dress code violations, inappropriate language, physical contact, property misuse, tardies, technology violations, and other small behaviors not meeting school expectations. Supervising staff members may use strategies which include, but are not limited to, verbal corrections, student apologies, conferences with students, modeling appropriate behavior, restitution, home-school contacts, and behavior contacts when re-teaching behaviors.

Major behaviors are issues that result in office referral/actions. Parents and/or guardians will be notified by the principal regarding major infractions. Major infractions include defiance, disrespect, disruption, dress code violations, fighting, forgery/theft, harassment/bullying, inappropriate displays of affection, inappropriate language, inappropriate location, lying/cheating, physical aggression, property damage/vandalism, cutting class, excessive tardiness, technology violations, truancy, bomb threats/false alarms, use of or possession of alcohol/tobacco/drugs/weapons, and three or more minor infractions in a 30-day timeframe. Infractions of a serious nature will automatically be referred to the Office.

## Photos (Student)

The school may video or take pictures of students without parental permission if such is used solely for school purposes. Pictures may be published on the district website and/or in various district print publications. Please notify the school office in writing if you have concerns about student photos. Students may take pictures of others for educational purposes with permission. Students may not post pictures publicly, share, or send pictures of students or staff to others without prior principal approval.

## Physical Attack on Staff Member

The act of intentionally pushing or striking a staff member.

Major Violations: Parent/guardian notified. Police notified. Up to five (5) days of suspension and possible referral to the Board of Education for a recommended expulsion.

## Police Involvement

Teachers and administrators work closely with law enforcement officials. Students who are in violation of federal, state, or local ordinances on school property or in association with school activities should expect that such violations will be reported to appropriate authorities for prosecution.

## Pornographic Materials

Any student bringing materials onto buses and/or school premises, which are deemed pornographic (replete with suggestive pictures or sex-related four letter words or offensive to the general public).

Major Violations: Parent/guardian notified. Suspension up to three (3) days.

## Possession of Stolen Property

Possessing or wearing items that belong to another person, organization or school systems without the consent of the rightful owner.

First Major Violation: Parent/guardian notified. Possible police notification, up to five (5) days of suspension.

Subsequent Major Violations: Parent/guardian notified. Possible police notification, up to five (5) days of suspension.

## Profane Language

The use of profane or vulgar language or other means of expression is forbidden on school grounds and at school activities. Students using such language or other modes of expression will be subjected to the following penalties:

1<sup>st</sup> Major Violation: Detention and/or a reasonable alternative consequence given by staff member with prior administrative approval.

Repeated Major Violations: If such use is serious enough (particularly when directed at other persons) the guilty student may be assigned in-house or out-of school suspension. Continued violations may result in further consequences up to and including recommendation for expulsion.

## Prom Court

All Juniors in good standing (Activities Code) will be afforded the opportunity to be selected to the Prom Court. A nomination and election process will be conducted. Any Juniors who are selected for the court will not be eligible to be on the Homecoming Court during their senior year.

## Public Displays of Affection

Kissing, embracing, fondling, or other displays of affection are not appropriate behavior in a school setting.

Major Violations: Students will be issued a detention by a teacher or administrator for each offense.

## Pupil Records

- An accurate cumulative record shall be maintained for every student enrolled in the Unity Schools. The records shall include student progress records, behavioral records, physical health records, and directory data.
- If a student has been referred for an exceptional educational need, a separate folder will be maintained in the School Psychologist's office.
- Only authorized school personnel, adult students and parent/guardians of a minor student shall view the records without subpoena. The student, with the consent of his/her parents/guardians, may view his/her record upon request.
- Law enforcement officers' records shall be maintained separately from a student's other records pursuant to section 118.125(3).
- The parent or legal guardian of a minor student and an adult student has the right to review and file an objection or request for deleting of material in the folder.
- School officials will forward transcripts from the cumulative record upon request of parents, legal guardians, and students 18 years old or over, and former students to educational institutions and potential employers.
- Maintenance of pupil Health Care Records. The Board of Education recognizes the need for maintaining the confidentiality of pupil health care records as required by 118.125 of the Wisconsin Statutes and the Family Educational Rights and Privacy Act of 1974. The Board of Education appoints the School Nurse/Principal(s) as the custodian of pupil health care records, who will be responsible for the overall direction and supervision of pupil health care record keeping in the district, and will ensure that policies in regard to pupil health care records shall be adhered to.
- All requests for inspection of pupil health care records shall be directed to the School Nurse, who will then determine whether inspection is permitted under this policy. Pupil health care records



shall be made available to licensed district employees and other district officials who have been designated by the Board to have legitimate educational or safety interests in the pupil health care records. School employees and officials are expected to maintain the confidentiality of pupil health care record information shared with them in the interest of education and/or safety. (Hippa Law/1996)

- The building principal or School Nurse will respond to a request for inspection without unnecessary delay and in no case more than 45 days after the request is made.

## Questioning By Police (Policy 445)

A cooperative effort shall be maintained between the Principal/Staff and law enforcement agencies. It is paramount that the rights of the school, home, civil authorities, and that of the individual be clearly understood and protected.

The questioning of students by police officers about illegal activities shall be approved provided the following conditions are met:

- The Principal has been informed.
- The officer(s) report to the Principal's office.
- Permission of the parent(s)/guardian(s) has been obtained and their presence is invited, or if the parents cannot be located and a reasonable effort was made to reach them, Law Enforcement/School Administration will determine if the questioning will take place.
- The questioning is conducted in a private room out of the view and hearing of students and school personnel.
- If the school calls the officers, the Principal may be present during the questioning.
- The officer advises the student of his rights.

## Registration (Course)

- Registration for the first and second semester of the next school year takes place in the winter - early spring of the preceding school year.
- High School students select the subjects they wish to take and have their selections approved by their parents and School Counselor and/or High School Principal.
- CLASS SCHEDULE CHANGES will be made through the School Counselor's and Principal's Offices ONLY! Once a student has selected his/her classes no changes may be made unless approved by the School Counselor and/or High School Principal. The final day to make changes to semester schedules is the first Friday of each semester. Changes made after this date without administrative approval will result in failing grades in dropped courses.

## Removal of Dangerous, Unruly, or Disruptive Students

(Policy 447) Subject to 20 USE 1415 (k) and beginning August 1, 1999, a teacher may remove a pupil from the teacher's class if the pupil violates the code of classroom conduct adopted under s 120.13(1)(a) or is dangerous, unruly or disruptive or interferes with the ability of the teacher to teach effectively, as specified in the code of classroom conduct. The teacher shall send the pupil to the school principal or his or her designee immediately with the reasons for the removal. In addition, the teacher shall provide to the principal or his/her designee within 24 hours after the pupil's removal from the class a written explanation of the reasons for the removal. The school principal or his/her designee shall place the pupil in one of the following:

- An alternative education program, as defined in s 115.28(7)(e) 1.
- Another class in the school or another appropriate place in the school, as determined by the school principal or his/her designee.
- Another instructional setting.
- The class from which the pupil was removed if, after weighing the interests of the removed pupil, the other pupils in the class and the teacher, the school principal or his/her designee determines that readmission to the class is the best or only alternative.

This subsection does not prohibit the teacher who removed the pupil from the class or the Board of Education, school district administrator, school principal or their designees from disciplining the pupil.

## Report Cards/Grades/Progress Reports

We believe communication with a student's parent/guardian regarding progress is an important component of the parent/school partnership. We provide eight reports (progress/grades) and schedule four parent/teacher conference times throughout the year. We also rely on students and parents to communicate with each other on academic progress. Parents will receive progress reports from all classes before completion of the fifth week of each quarter.

## School Day

- The school day for Unity High School students is from 8:25 a.m. to 3:35 p.m. with ½ hour for lunch.
- The class periods may be rearranged from time to time to accommodate a special situation.
- No student should be in the building prior to 7:00 a.m. or after 3:45 p.m. unless requested by a teacher or participating in a supervised activity.
- Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the next day.
- Class schedule times:

1 <sup>st</sup>	8:25 – 9:10	5 <sup>th</sup>	12:08 – 12:52
2 <sup>nd</sup>	9:14 – 9:58	6 <sup>th</sup> / HR	12:56 – 1:11
3 <sup>rd</sup>	10:02 – 10:46	7 <sup>th</sup>	1:15 – 1:59
4 <sup>th</sup>	10:50 – 11:34	8 <sup>th</sup>	2:03 – 2:47
Lunch	11:34 – 12:04	9 <sup>th</sup>	2:51 – 3:35

## School Withdrawal

When a student leaves Unity High School to attend another school and/or district, the following procedure should be followed:

- A withdrawal form should be obtained from the High School office.
- Pay off all school debts/fines including lunch bill.
- Return all textbooks, school owned electronic devices, and library materials and secure teacher's signatures on the withdrawal form.
- Clean out lockers (hall and P.E.)
- Return completed form to office for office signature.
- Transferring students should indicate next school of attendance.

## Sexual Assault

Intentional touching of clothed or unclothed intimate part(s) of another person with any part(s) of the body or with any object or device thereby causing offense or and any act prohibited by Section 940.225, Wisconsin Statutes.

### Any Major Violation

- Parent/guardian notified
- Police notified, possible referral to social services.
- Up to five (5) days of suspension.
- Possible referral to the Board of Education with recommendation for expulsion.

## Skateboards/In-Line & Tennis Shoe Skates/Hacky Sacs

The use of skateboards and roller blades inside the high school building is prohibited. They will be confiscated and returned to parents/guardians only. Skateboards and in-line skating is prohibited on school property between the hours of 7:30 a.m. to 5:45 p.m. during the regular school year and summer school. The use of hacky sacs is limited to noontime and in an area designated by the High School Principal. \*\*Students are requested not to bring skateboards to school.

## Sleeping in Class

Students are expected to be engaged and attentive during instructional time.

Major Violations: Detention

## Snowmobile Use by Students

The following guidelines have been established for driving snowmobiles to and from school:

- All students operating snowmobiles must meet the State of Wisconsin guidelines for operation and registration. (DNR Snowmobile Safety Certification for children ages 12-16)
- Parents must sign a release and give permission for their child to ride to school.
- All snowmobiles must be registered in the office and have current registrations.
- Snowmobiles can only be operated coming to and going from school. They cannot be ridden on school property except to come and go.
- A designated parking area will be provided.
- No students are allowed in the designated parking area during school hours.
- Only the registered operator may operate a snowmobile on school grounds. Other students may not ride any snowmobile that they do not own.
- The speed limit for snowmobiles on school property is ten (10) miles per hour.
- A student's privilege of driving a snowmobile on school property may be suspended or revoked in the event the student driver violates any rule regulating the operation of snowmobiles on school property.

## Special Programs

- **GIFTED AND TALENTED.** Educational options will be available for students identified as possessing outstanding potential or demonstrated abilities in one or more of the following areas: intellectual ability, academic achievement, creativity, leadership, and artistic skill. The student's program will be based upon an individualized analysis for areas of interest and skill. With assistance and direction from our school counselors, every participating student will have the opportunity to explore learning activities that are uniquely related to the identified areas of interest and skill.
- **SUPPORT SERVICES.** Support services and programs are offered to help students perform at their best physically, academically, emotionally and socially. A counselor, special education teachers, nurse, speech therapist, and psychologist serve Unity High School. Special Education classes are provided for children between the ages of three and twenty-one. They include programs for learning disabled, speech and language disabled, emotionally disabled, cognitive disabled, and vision/hearing/physical handicapped students.

## Student Council / Class Officers

- The Freshmen, Sophomore, Junior, and Senior classes organize and operate class offices/officers. These class offices/officers operate within the limits established by the School Board and Administrative Policy.
- The High School Student Council members are also selected from each grade level.

## Student Publications

Official school publications will include newspapers, yearbooks, and literary magazines, which are prepared in regularly scheduled classes or by, approved co-curricular organizations and supervised by a faculty advisor appointed by the principal.

Student journalists will be responsible for the publication of factual materials, which are not to be obscene, libelous, or slanderous. Further, the material will not incite students to the commission of unlawful acts, violation of school regulations, or substantial disruption of school operations.

Student journalists will learn and follow the Code of Ethics of the American Society of Newspaper Editors.

## Study Hall (RtI Time)

Study Hall Rules and Regulations:

- Students are required to bring work with them to study hall and should be encouraged to begin their schoolwork as soon as the hour begins.
- Students interested in using the IMC or weightroom (if available) during this hour must secure a pass to the given location prior to the school day beginning. Students who earn one or more D or F on their progress report or quarter/semester grade report will be restricted from these locations. This restriction will be in effect until the next grading period.
- Students are only allowed to leave their assigned classroom with a “Pass to Success” from another teacher. Students are not to be sent to other teachers’ classes without this prearranged pass. Students that leave study hall on a “Pass to Success” must stay with that teacher the entire hour.
- Violation of any of the rules listed may result in assignment to detention or further consequences including suspension.

## Substitute Teachers

Our school is fortunate to have capable people to help us whenever regular teachers are absent. Be polite, helpful, and considerate to substitute teachers whose impression of our school will be carried into the community and surrounding communities. Proper behavior, respect for, and compliance with the directives of substitutes is required and expected.

## Surveillance Camera Use

The school district has a great concern for the safety of students, staff and general public on school property. To better provide a safe and healthy environment, surveillance cameras and recording devices are used in district buildings and transportation vehicles. (Board Policy 731.3).

## Tardiness

Tardiness is a two-way evil. A late arrival is always a disturbance to the class, and the person who arrives late always misses out on a vital portion of the material covered during the absence. When tardiness becomes a habit, it seriously reduces one's chances of success. Absences and tardiness are often the chief cause of failure.

If another teacher's detaining you caused your tardiness, you must present the teacher to whose class you are reporting tardy, a pass signed by the teacher who detained you. Ample time is allowed for passing from one classroom to another so there are few times when you are justified tardy to class unless a teacher has detained you. All tardies to school are UNEXCUSED except those, which consist of prearranged tardies for religious instruction, holidays, or tardies for sickness or injury that are attested to by written medical documentation.

Note: Car problems, oversleeping, missing rides, and babysitting are just some examples of tardies to school that are NOT excused.

Major Violations: Students with 3 unexcused tardies in a thirty (30) day timespan regardless of teacher/hour will receive detention

## Telephone (Office) Use

Telephone calls may be made to the school office (High School 715-825-2131) between the hours of 7:30 a.m. and 4:15 p.m. Only in case of emergency will students be called to the office for phone calls and only messages of an urgent nature will be delivered to students. School phones are for school use therefore students will not be allowed to make unnecessary calls

## Theft

The act of taking or concealing the property of another without that person's consent.

### Each Major Violation:

- Parent/guardian notified
- Up to five (5) days of suspension, referral to police, and/or restitution and damages paid by the student.
- Repeated offenses may lead to possible recommendation for expulsion

## Threats or Intimidating Acts

The act of verbally or by gesture threatening the well-being, health, or safety of any person on school property or in route to or from school.

### First Major Violation

- Parent/guardian notified, possible referral to police, up to five (5) days suspension, and possible recommendation for expulsion.

### Subsequent Major Violations:

- Parent/guardian notified, possible referral to police, up to five (5) days out-of-school suspension, and possible recommendation for expulsion.

## Tobacco (Use or Possession Of)

- It is the policy of the school district that all uses of any tobacco product or electronic cigarettes, or like devices, by any person are prohibited in all district facilities or on school grounds.
- Use of any tobacco product is prohibited in all school owned/leased/operated vehicles.
- Use and/or possession of any tobacco product or electronic cigarettes, or like devices, is prohibited by all students while they represent the Unity School District in any class or activity either at school or an off-campus event.

The failure of a student to follow this policy results in the following punishments:

### First Major Violation:

- Parent/guardian notified, referral to the police, 1-day of out-of-school suspension.

### Subsequent Major Violations:

- Parent/guardian notified, referral to the police, 1-3 days of out-of-school suspension.

## Unity School Spirit & Sportsmanship

- **COURTESY** – Toward all staff, fellow students and visitors.
- **PRIDE** – in everything our school endeavors to accomplish.
- **SPORTSMANSHIP** – The ability to win and lose gracefully. The Unity Spirit means loyalty to all functions of the school. A loyal student supports the school and does his/her scholastic and activity standards at the highest level.

### **UNITY SCHOOL SONG**

*FIGHT UNITY HIGH*

*LET'S FIGHT*

*LET'S WIN*

*UNITY HIGH TONIGHT*

*WE'RE LOYAL TO YOU*

*RED, WHITE AND BLUE*

*YES TO YOU!!*

*RAH, RAH, RAH*

*FIGHT FOR OUR FAME*

*THE EAGLES WILL*

*WIN ACCLAIM*

*FIGHT ON FOREVER*

*FOR UNITY AND*

*BRING US VICTORY!!*

**SCHOOL COLORS:** Red, White and Blue

**NICKNAME:** Eagles

### Student Behavior at Athletic Events

The policy on crowd behavior is to provide participants, officials and spectators with all the respect that is due them and ensure their safety. We believe that the following rules and recommendations will assist in meeting that goal:

- All fans are expected to be in the designated spectator area during the extra-curricular event.
- Abusive language and gestures toward officials, participants and spectators is prohibited.
- The possession of any type of projectile is prohibited.
- Use or possession of any controlled substance or alcoholic beverage is prohibited. Smoking is not allowed on school district grounds or at school events.
- Any cheers that ridicule, insult or use profanity are prohibited.
- Any noisemaker (whistles, etc.) will be prohibited
- Signs, cards, banners and pennants are prohibited during any tournament series and must be in good taste if used during the regular season.
- Any action that endangers the safety of participants, spectators or officials is prohibited.



Major Violations:

- Immediate ejection from the event.
- Referral to police when necessary.
- Possible suspension from school.
- Further suspension from athletic events as determined by the athletic director and the principal. This action could range from exclusion from one event to, and including, total ban from all future Unity events.
- Appeal of any decision made by the athletic director and principal, would follow the established method as published in this handbook.

## Vandalism/Criminal Damage

The act of intentional destruction of property belonging to others. This shall also include tampering with or causing the discharge of any sprinkler system or other apparatus installed in a school building for the prevention of fire or the safety of the school population or school property.

Each Major Violation:

- Parent/guardian notified, police referral, restitution, suspension, and/or recommendation for expulsion

## Vehicles on School Property

For the purpose of this policy, vehicles are defined as any motor vehicle, motorbike or snowmobile. VEHICLE PARKING PERMITS will be issued to students. Permits must be displayed from the rear view mirror at all times when the vehicle is parked on campus grounds during the regular school day. Permits are transferable between family owned vehicles. The first permit is free and a \$2.00 fee will be charged for replacement permits. Student driving privileges will be revoked for a specified period of time for non-display of parking permit. Motorcycles and snowmobiles must be registered but will not be issued a permit.

- Specific parking area will be designated for vehicles driven by school employees, students and visitors. The first 2 rows of the west lot are designated staff parking. Students are not to park in that area during school hours.
- The speed limit for all vehicles on school property is ten (10) miles per hour.
- Cars and motorbikes may be operated on driveways and parking areas only.
- Snowmobiles may be operated on established snowmobile trails only and are not to be operated on driveways or parking areas.
- All-terrain vehicles (ATV) are not permitted on school grounds during or after school hours.
- Students cannot go to any vehicle during the school day without permission from the office.

- The School District assumes no responsibility for damage to or theft of a vehicle or an item stolen in or on a vehicle parked on school property.
- Student driven vehicles may not be used to violate any school rules.
- A student's privilege of driving a vehicle on school property may be suspended in the event that the student driver violates any rule regulating the operation of vehicles on school property.
- Loitering in the parking lot or in cars will not be permitted before or after school.

## Visitors (Student)

The Principal's office is to be notified a minimum of two (2) days prior to visit. Student visitors may be permitted in school only after they have checked in at the office and only if their Unity High School chaperone is in good standing (does not owe detention time). These visitors will be kept at a minimum and must have an educational purpose to visit. Visitors are not allowed during the first 6 weeks or the last 6 weeks of school. Each teacher should check with the visitor to see if they have a pass signed by a principal. All visitors, including parents/guardians, must report to the principal's office, immediately upon entering the building, with a valid driver's license and/or equivalent state identification card. Visitor must sign in and wear their visitor identification badge while in the building. (Board Policy 860)

## Weapons (Dangerous Weapons in School)

It is the policy of the Unity School District to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. To aid in reaching that goal, the district shall strictly enforce a policy that no one shall possess, use or store a weapon or look alike weapon in or on school property, on school vehicles or at school related activities. Video surveillance may be used to enforce this policy. The possession of a dangerous weapon or look alike weapon on school premises, in a school vehicle, at a school event or other setting under supervision of a school setting is prohibited except as otherwise specifically provided. "School premises" includes any school building, grounds, recreation area or athletic field, or any other property owned, used or operated for school purpose or administration.

"Dangerous Weapons" is defined in detail below.

A "dangerous weapon" or look alike is also, defined in state statues and generally includes any object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or endangering the health and safety of student or staff. Ammunition and explosives are included within the weapons category.

A person found in violation of this policy may be subject to a criminal misdemeanor or felony charge. A child in violation of this policy is subject to the provisions of Chapter 48 of the Wisconsin Statutes unless jurisdiction is waived to the adult court.

## REGULATIONS:

### I. DEFINITION OF DANGEROUS WEAPON

“Dangerous weapon” includes but is not limited to any gun, BB/pellet gun, spud gun, firearm – loaded or unloaded, any “electric weapon”, metallic knuckles or knuckles of any substance which could be put to the same or similar use as metallic knuckles, a nunchaku or any similar weapon consisting of two sticks of wood, plastic, or metal connected at one end by a length of rope, chain, wire or leather; a cestuses or similar material weighted with metal or other substance and worn on the hands, a shuriken or any similar pointed star-like object intended to injure a person when thrown; a maricigusari or similar length of chain having weighted ends; pieces of medium to heavy chain; razors; a knife; pepper gas; explosive devices including manufactured ammunition; chemical agents; clubs; laser pointer/device and any other object which by the manner in which it is used or intended to be used, is capable of inflicting bodily harm, property damage, and/or of being used to threaten, frighten, or intimidate as defined per Wisconsin Statutes 948.60. “Dangerous weapon” also includes a weapon as defined under Section III of this policy or state and federal law.

“Electric weapon” means any device that is designed or intended to be used, offensively or defensively, to immobilize or incapacitate a person by the use of electric current.

### II. PROCEDURES FOR CONFISCATION WEAPONS

Disciplinary measures taken will be the responsibility of the building principal. General school personnel may attempt to confiscate the dangerous weapon or look alike but are not to do so at the risk of danger of injury to themselves, student, or other school personnel. School personnel may use reasonable and necessary force in securing a dangerous weapon or look alike weapon from a student: (1) to quell a disturbance or prevent an act that threatens physical injury to any person; (2) to obtain possession of a weapon or other dangerous object within a student’s control; (3) for the purpose of self defense or the defense of others; (4) to prevent a student from inflicting harm on himself or herself; (5) to protect the safety of others.

### III. DISCIPLINE: ONE-YEAR EXPULSION

If a student is found to be in possession of the following type of weapon on school premises, the student shall be expelled from school for a period of 12 months.

Any weapon which will, is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any explosive incendiary, or poison gas; bomb, grenade, rocket having any propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any

device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

The appropriate due process expulsion procedures must be followed prior to the expulsion. In addition, for students with disabilities, the appropriate state and federal procedures will be followed. The District Administrator may, on a case-by-case basis, recommend an expulsion for a period of time other than one year for a student.

## Work Permits

Work Permits may be obtained at the District Administration office. To obtain a permit, bring a copy of your birth certificate, baptismal certificate, hospital certificate, or driver's license, and your original social security card, written consent from your parents, and a letter from your employer assuring you of work. A fee of \$10.00 must be charged. Everyone under the age of 18 and employed is required to have a work permit under the Department of Industry, Labor and Human Relations.

## Work Study / Transition Programs

- A Work Study program has been established for those who will benefit from an educational program, which includes part-time employment along with the usual classroom curriculum. The Work Study Program will provide Seniors  $\frac{1}{2}$  credit per semester for work-related experiences. The credit earned under the Work Study program is above the minimum course load of 3.5 credits per semester required of a full-time student. Work Study credit will apply toward elective graduation requirements.
- To become eligible for the Work Study program, a student must complete a Work Study program application and have this application approved by the Principal. The application contains a Student Work Study agreement, and Employer Work Study agreement, and a Parental Work Study agreement. Work-study students may have their eligibility revoked at any time by administration because of academic and/or disciplinary concerns.
- To be approved, all terms of the Work Study program agreement must be maintained.
- A new application must be filled out each semester as part of the student's registration procedure.
- The Work Transition program applies to students with special needs. (EEN)

## Youth Options Program

The Youth Options program allows all public high school juniors and seniors who meet certain requirements to take post-secondary courses at a UW institution, a Wisconsin technical college, or one of the state's participating private, nonprofit institutions of higher education. The program opens the door to greater learning opportunities for students who are considering a technical career, students wishing to begin college early, or students who want to prepare to enter the workforce immediately after high school

graduation. The student does not have to pay for a post-secondary course if the school board determines the course may receive high school credit and the course is not comparable to a course offered in the school district. If approved by the school board, the student will receive both high school and post-secondary credit for a successfully completed course. The high school will grant a diploma to a student who has successfully completed high school graduation standards, regardless of whether the requirements were met at the high school or the college. Assembly Bill (183) limits youth option courses to 18 total college credits over a student's junior and senior years. The bill also allows school districts to seek reimbursement from students/parents for students who fail or drop a course for which the district has paid tuition, books, and/or equipment.

#### ELIGIBILITY, STUDENT/PARENT RESPONSIBILITIES:

Since all public high schools will participate in the Youth Options program, all juniors and seniors in Wisconsin public schools who meet the program requirements are eligible. To qualify for the program, a student must:

- Be in good academic standing (3.25 or better G.P.A. for technical college admission) and have no record of disciplinary problems.
- Apply to the college in the school semester prior to the one in which the student plans to attend the post-secondary course.
- Notify the school board (complete form PI-8700A) of the student's intention of enrolling in a college no later than March 1 for a course to be taken in the fall semester; October 1 for a course to be taken in the spring semester.
- Notify the school board if the student is admitted to the college.
- Notify the school board if the student is registered to attend a post-secondary course.
- A parent or guardian is responsible for satisfactory student attendance and the student's compliance with the compulsory school attendance law under s. 118.15 (1)(a), Stats.

#### DETERMINING HIGH SCHOOL CREDIT/COMPARABILITY:

The Board of Education shall determine whether a post-secondary course is eligible for high school credit, how much high school credit may be awarded, and whether the course is comparable to a course offered at the school district - regularly scheduled in-house courses and/or courses offered through the Northern Lights Network.

#### APPEALS:

A student may appeal the decision of the Board of Education regarding awarding of high school credit/comparability of a post-secondary course to the state superintendent within 30 days. Failure of the student to meet the 30-day timeline deprives the DPI of jurisdiction in the matter.

#### TRANSPORTATION:

Parents or students are responsible for transportation between the school and the college.

## 2016-2017 Parent/Student Acknowledgement Sheet

We have read and are familiar with the policies and procedures outlined in the Unity High School Student Handbook, which govern student learning at Unity High School. Furthermore, I pledge to uphold the standards of academic excellence and behavior while attending Unity High School. This acknowledgement sheet also meets the requirement of signing the activity code since the activity code is contained within.

**Student Signature:** \_\_\_\_\_ **Grade** \_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent E-mail Address:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

Please contact the high school office if you do not want information regarding your child released to military recruiters.

Please contact the high school counselor if you do not want your child to receive Tier II interventions if they are not completely successful in Tier I alone.

Please Return this Portion to the High School Office by Friday, September 9, 2016