

# UNITY MIDDLE SCHOOL

2017-18

Student – Parent Handbook



Spirits Soaring High and Cool,

We Are Unity Middle School!

(Revised 8-16-17)

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## **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 lifelong 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 enriches life.**
- **learning thrives in a safe, caring, disciplined environment.**
- **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 AC/ACB), 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.

## **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> St., Hwy 46N

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**

**Unity School District Special Education Director**

**1908 150<sup>th</sup> Street, Hwy. 46 N**

**Balsam Lake, Wisconsin 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, Wis. 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, sub ch. V, Wis. 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 sub grantee 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, Wisconsin, 53707-7841.

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

## **Development and 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 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 contents of this handbook have been adopted by the Board of Education and are presented as a matter of information. Material include in this handbook is considered an extension to the school board policy. The school district reserves the right to modify, revoke, suspend, terminate or change any of all such plans, policies, and procedures in whole or in part, at any time with or without notice.

## **Appearance**

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:

### **General Apparel Guidelines**

1. Footwear must be worn at all times. No 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. 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.**

### **Athletics/Activities**

Youth programming, in a variety of sports, is available to 5<sup>th</sup> and 6<sup>th</sup> graders. WIAA sports are provided for seventh and eighth grade students (football, wrestling, basketball, volleyball, track, girls' softball, and boys' summer baseball.) 5<sup>th</sup>-8<sup>th</sup> grade students are eligible to participate in WIAA cross country. Student participation in athletics is governed by the WIAA and Unity Middle School Athletic/Activity Code. Specific information regarding these programs will be provided in special meetings with our coaches. Students must have a signed parent / student sign-off sheet on file before practicing in a sport.

Unity Middle School also offers numerous co-curricular activities which are open to all interested students. Information regarding school sponsored activities will be posted in the daily bulletin. Parents may access the daily bulletin through the district website. Drama and Forensics are open to interested 6th through 8th grade students. Destination Imagination is open to all 5<sup>th</sup> through 8<sup>th</sup> grade students.

Unless a student is in an organized and supervised activity, he/she is to be out of the building by 3:40 p.m. and may be asked to leave the buildings and grounds if found in violation.

## Attendance

### **SS 118.15, SS 118.16, Polk County Resolution 55**

Regular and punctual attendance is essential to a student's success in school. School district compulsory school attendance requirements are mandated by State Statute 118.15 and 118.16.

Excused absences are limited to those permitted by State Statute 118.15 (3) (4), Board of Education Policy, and those for which administrative approval has been granted.

The school principal is designated as the person to serve as the building attendance officer dealing with matters related to building school attendance and truancy. Age requirements, provision for excuses from school, as well as released time for religious instruction are as established in state statutes. Implementation of this policy shall be in accordance with Board adopted administrative guidelines.

“Truancy” means any absence of part or all of one or more days from school during which the school attendance officer (building principal) has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the State Statutes on attendance. SS 118.15

“Habitual truant” shall mean a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester. (WI act 239 6/18/98) “Acceptable excuse” shall mean an acceptable excuse as defined in Sections 118.15 and 118.6 (4), Wisconsin Statutes. The school attendance officer (building, principal) shall determine daily which pupils enrolled in the school are absent from school and whether that absence is excused. Ss118.16 (2a)

According to Wisconsin State Statute, a student who is excused in writing or by phone by a parent/guardian before the absence occurs will be excused from school, but a student may be excused by the parent/guardian under this provision **for not more than five (5) days in a semester and/or ten (10) days in the school year**. A student may be required to bring a doctor's excuse for three or more consecutive days of absence. A principal may also require a note from medical provider or other official approved by the principal when the total number of absences (excused and unexcused) have totaled more than 5 days in a semester/ 10 days in a school year. A medical provider may also fax the excuse to the Middle School Office at (715)825-4410.

Penalty, upon finding that a child is habitual truant, the Polk County District Attorney's Office shall enter an order making one or more of the following dispositions:

1. No person shall, by any act or omission, knowingly encourage or contribute to the truancy of a person under the age of eighteen (18) years of age as defined under Section 118.16 (i) [c], [Wisconsin Statutes, 1999 – 2000]. A person guilty of this violation shall be subject to forfeiture for each offense.
2. No person under the age of eighteen (18) years of age, who is a resident of Polk County or who attends a public school situated in Polk County shall be truant.
  - A person found to have violated this ordinance shall be subject to forfeitures of plus costs for any second or subsequent violation committed within twelve months of previous violation.

All or part of the forfeiture plus costs may be assessed against the person, the parents or guardian of the person, or both.

3. No person under the age of eighteen (18) years of age, who is a resident of Polk County, or who attends a public school situated in Polk County, shall be habitually truant.
  - A person found to have violated this ordinance shall be subject to a forfeiture plus costs, subject to section 938.37 [Wisconsin Statutes, 1999 - 2000]. All or part of the forfeiture plus costs may be assessed against the person, the parents or guardian of the person, or both.

### **Consequences**

Unless the office has been notified of the reason for an absence, an unverified absence will be changed to an unexcused absence after three days. Unexcused absences will count against fieldtrips, dances, and other criteria activities.

**Tardy:** A student who arrives at school after the second bell (8:25am) will be considered tardy. If the reason is unexcused, the student may attend Noon Reflection. Numerous tardies may result in a truancy referral.

### **Specifics Regarding Attendance**

- Students who become ill the afternoon of a school day may not attend after school and evening events.
- A tardiness detention may be delayed for extremely valid situations.
- Students suspended from school are also suspended from all after-school and evening school events on those dates.
- Tardiness and student attendance automatically becomes part of the student's permanent record.
- Reporting of absence to the school shall be made preferably via the telephone between the hours of 7:30 and 8:30 a.m. Advance absences may be reported to the school via a note from home.
- Students absent from school for a planned excused absence may attend evening events.
- Athletes returning from a late away game are expected to be in school on time the following day or risk being suspended from practice that day.

Students who are excessively absent will be dealt with according to the laws of the State of Wisconsin, Polk County and the school rules of Unity Middle School.

#### **Contributing to Truancy (941.16)**

- (1) Except as provided in sub. (2), any person 18 years of age or older who, by the act or 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.
- (2) Subsection (1) does not apply to a person who has under his or her control a child who has been sanctioned under s.49.50 (7) (h).
- (3) An act or omission which contributes to the truancy of a child, whether or not the child is adjudged to be in need of protection or services, if the natural and probable consequences of that act or omission would be to cause the child to be truant.



## **Student Attendance at School Events**

The school encourages students to attend as many school events held after school as possible; without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safe-guarded, a student must be accompanied by his/her parent or guardian when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

Additionally, unless a student is in an organized and supervised activity, he/she is to be out of the building by 3:40 p.m. Students who are found in violation may be asked to leave the building and grounds and/or may lose the privilege to attend after school events.

The school will continue to provide adequate supervision for all students who are participants in a school activity.

## **Cases Not Covered By Specific Rules**

It is understood that these rules are not all inclusive. The administration shall take such action as 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.

Note: Infraction of the policies, regulations, and related rules of Unity Student Handbook may also cause the student(s) to become ineligible for athletic competition and/or awards under the current WIAA Rules of Eligibility and the Unity Middle School Athletic Code.

## **Absences**

### **Excused Absences**

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

1. Illness, death in the family
2. Medical appointments, Court appearance, Counseling, Secondary School visitations, Bonafide religious holidays.
3. Family emergencies, weddings
4. Family vacations (pick up vacation release forms from the MS Office)
5. Impassible roads or extreme weather conditions
6. Unavoidable work at home for which advance arrangements have been made
7. Suspension or Expulsion pursuant to 120.13 WI Statutes

\*The school principal has the right to limit the number of parent excused absences after the child has missed 5 days in a semester and/or 10 days in a school year.

### **Unexcused Absences**

The following lists some unacceptable excuses for absence, but is not limited to:



1. Oversleeping
2. Missing the bus
3. Shopping
4. Trips or vacations with non-parent or guardian or excessive number of days missed for trips/vacations
5. Not bringing a signed note from home stating the reason for absence
6. Working for others other than parent/guardian
7. Job interviews
8. Truancy
9. Hair appointments

## **Homework during Absences**

### **Excused Absence:**

The student will have two days to make up schoolwork for each day of absence; the student may receive more time at the discretion of an instructor. Unity Middle School will send homework with any parent who:

1. calls early in the morning for assignments
2. makes arrangements to pick up the assignments

### **Unexcused absence:**

Unless the office has been notified of the reason for an absence, an unverified absence will be changed to an unexcused absence after three school days.

**\*\*A student will have the opportunity to make up work missed but will not receive full credit for this work.**

Phone calls after 7:30 a.m. to inform the school of absences are appreciated and will take the place of a written note from the parent or legal guardian.

## **School Meetings with Students**

For a school to function effectively educationally, it may be necessary that students meet periodically with the school principal. Discussing behavior, reasons for behavior, consequences, and circumstances regarding school incidents are a natural occurrence. School officials reserve the right to meet with students and impose consequences for their choices as is necessary. If students are given a consequence, communication with parents regarding these meetings may occur, and will most likely be in writing unless immediate communication is warranted.

## **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 harm or could pretend to be 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 OF 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 ounce, 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 student 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.

### **Questioning By Police**

A cooperative effort shall be maintained between the Principal/Staff and law enforcement agencies. It is paramount that the rights of the school, home, the 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:

1. The Principal has been informed.
2. The officer(s) report to the Principal's office.
3. Permission of the parent(s)/guardian(s) has been obtained and their presence is invited, or:
4. If 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.
5. The questioning is conducted in a private room out of view and hearing of students and school personnel.
6. If the officers are called by the school, the Principal may be present during the questioning.
7. The student is advised of his rights by the officer.

### **Definition of Consequences for Behavior Code Infractions**

#### Probation

A student may be placed on conditional enrollment during a trial period. Parents are to be apprised of both the time and conditions of each probation. Students shall be required to be in attendance and meeting the conditions set forth for a fixed period of time.

#### Temporary Exclusion (appropriate to case)

A student may be excluded temporarily from all or part of the school building or grounds, pending a parent conference, when an emergency situation requires the immediate imposition of this restriction. Temporary exclusion may be employed for a period of time not to exceed one full day following the day of exercising the measure. If the condition of temporary exclusion, such as conferencing with the parents is not met within the time limitation, the student is to be reinstated in school unless a formal suspension is initiated.

#### Suspension (appropriate to case)

A student may be denied access to any or all parts of the school and any instructional services for a set time period. In all cases of suspension, the principal must promptly report the facts to the superintendent and the parent/guardian of the student. Suspension may not be effected for an indefinite time period. The maximum period of time for suspension effected by the school principal may not exceed five (5) school days per offense.

In all cases of suspension, the principal is to communicate in writing the term of the suspension (not to exceed five days) and provide a summary to the superintendent.

## **Test for Alcohol**

The building principal or his/her designee or a law enforcement office 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. 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 discipline, suspension, or expulsion of a student due to alcohol use (Board Policy 443.4).



## **Middle School Behavior Code**

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

Unity Middle School 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 Middle School.

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

### **Behavior Matrix**

The behavior matrix is a detailed description of expected behaviors in each school setting. Primary students behaviors for each setting are addressed throughout the matrix. There are additional expectations addressed within the handbook and/or in accordance with local, state, or federal laws. The rules of conduct apply to all Unity Middle School 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. (Specific expectations may change throughout the year.)

	All settings	Assemblies	Bathroom	Bus	Cafeteria	Computer Lab	Electronic Communication	Hallway	IMC	Playground
<b>B E R E A D Y</b>	<ul style="list-style-type: none"> <li>* Be on time</li> <li>* Have all necessary materials</li> </ul>	<ul style="list-style-type: none"> <li>* Leave unnecessary items in your locker</li> </ul>		<ul style="list-style-type: none"> <li>* Be on time to board your bus</li> <li>* Obtain a blue note in the AM for a different bus</li> </ul>	<ul style="list-style-type: none"> <li>* Know your lunch code</li> <li>* Walk and wait in line</li> </ul>	<ul style="list-style-type: none"> <li>* Have all necessary materials</li> </ul>	<ul style="list-style-type: none"> <li>* Have ipad fully charged at start of day</li> <li>* Bring iPad to all classes unless directed otherwise</li> </ul>	<ul style="list-style-type: none"> <li>* Arrive to class on time</li> <li>* Lock your locker</li> </ul>	<ul style="list-style-type: none"> <li>* When checking out a book, quickly find your name and point it out</li> </ul>	<ul style="list-style-type: none"> <li>* Line up quickly after whistle</li> <li>* Dress for the activity and the weather</li> </ul>
<b>B R E S P O N S I B L E</b>	<ul style="list-style-type: none"> <li>* Leave no trace</li> <li>* Follow the dress code</li> </ul>	<ul style="list-style-type: none"> <li>* Sit in designated area</li> <li>* Move during breaks</li> </ul>	<ul style="list-style-type: none"> <li>* Flush when finished</li> <li>* Report vandalism</li> <li>* Report need for supplies</li> </ul>	<ul style="list-style-type: none"> <li>* Leave no trace</li> <li>* Report any unsafe behavior to the driver</li> </ul>	<ul style="list-style-type: none"> <li>* Throw away garbage</li> <li>* Clean up your area</li> <li>* Ask permission to leave lunchroom area</li> <li>* Keep all food in cafeteria area</li> </ul>	<ul style="list-style-type: none"> <li>* Log off and shut down</li> <li>* Follow the acceptable use policy</li> <li>* Keep work space clean</li> </ul>	<ul style="list-style-type: none"> <li>* Use equipment as directed</li> <li>* Keep iPad cover on when not using</li> <li>* Remember username and password</li> <li>* Follow the acceptable use policy</li> <li>* Keep ipad with you or in classroom safe zone</li> </ul>	<ul style="list-style-type: none"> <li>* Open and close locker quietly with your hands</li> <li>* Keep hallways clean</li> </ul>	<ul style="list-style-type: none"> <li>* Line up when directed</li> </ul>	<ul style="list-style-type: none"> <li>* Return equipment to proper location</li> <li>* Keep all food in the cafeteria area</li> <li>* Keep all technology equipment indoors and out of the gyms</li> </ul>
<b>B R E S P E C T F U L</b>	<ul style="list-style-type: none"> <li>* Treat others the way you want to be treated</li> <li>* Use kind words and manners</li> <li>* Be attentive and wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>* Focus on presentation</li> <li>* Positive audience manners</li> <li>* Use low voices when entering and exiting</li> </ul>	<ul style="list-style-type: none"> <li>* Give privacy to others</li> <li>* Use voice level 1</li> </ul>	<ul style="list-style-type: none"> <li>* Voice level 2</li> <li>* Follow all directions from the driver</li> </ul>	<ul style="list-style-type: none"> <li>* Voice level 2</li> <li>* Be courteous to cafeteria staff</li> <li>* Say "please" and "thank you"</li> <li>* Respect others' space</li> </ul>	<ul style="list-style-type: none"> <li>* Voice level 1</li> <li>* Treat equipment with care</li> </ul>	<ul style="list-style-type: none"> <li>* Be a positive digital citizen</li> <li>* Use when directed</li> </ul>	<ul style="list-style-type: none"> <li>* Voice level 1 during class time</li> <li>* Voice level 2 during passing time</li> <li>* Respect each other's personal space</li> </ul>	<ul style="list-style-type: none"> <li>* Voice level 1 in the IMC</li> <li>* Voice level 0 when class is in session</li> <li>* Listen to teacher and classmates</li> </ul>	<ul style="list-style-type: none"> <li>* Use good sportsmanship</li> <li>* Include others</li> <li>* Follow supervisor's directions</li> </ul>
<b>B S A F E</b>	<ul style="list-style-type: none"> <li>* Keep hands, feet, and other objects to yourself</li> <li>* Report bullying</li> <li>* Stay in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>* Sit appropriately for event</li> <li>* Enter and leave in a safe manner</li> </ul>	<ul style="list-style-type: none"> <li>* Wash hands with soap and water</li> </ul>	<ul style="list-style-type: none"> <li>* Walk to and from the bus</li> <li>* Stay seated while the bus is in motion</li> <li>* Keep aisles clear</li> <li>* Face forward. Bottom to bottom. Back to back.</li> </ul>	<ul style="list-style-type: none"> <li>* Keep hands, feet, objects to yourself</li> <li>* Walk to and from the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>* Push chair in when done</li> </ul>	<ul style="list-style-type: none"> <li>* Guard your privacy</li> <li>* Report cyberbullying</li> </ul>	<ul style="list-style-type: none"> <li>* Walk on the right side of the hallway</li> <li>* Keep hands, feet, and objects to yourself at all times</li> </ul>	<ul style="list-style-type: none"> <li>* Enter quietly and take your seat</li> </ul>	<ul style="list-style-type: none"> <li>* Use equipment as designed</li> <li>* What is on the ground stays on the ground</li> <li>* Injury-free play</li> </ul>

**Audience Manners:**

- \* Sit up straight
- \* Eyes and shoulders facing speaker
- \* Voices off
- \* Listen attentively
- \* 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:**

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

**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, and become part of regular Success instruction on Fridays. 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 Middle School students will earn individual “Eagle Eye” tickets 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 Disciplinary 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 within a 30-day time span, it becomes a major infraction and the principal, or administrative designee, will address the behaviors. Minor behaviors include inappropriate language/comments, defiance, disrespect, non-compliance, disruption/instruction stoppers, dress code violations that can be fixed, technology violation/electronics misuse, not remaining seated, tardies, and other small behaviors not meeting school expectations. Supervising staff members 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.

Major behaviors are issues that result in office time and will be handled by the principal and/or administrative designee. Parents and/or guardians will be notified by the principal or designee regarding major infractions. Major infractions include behaviors such as 3 or more minors of the same behavior in a 30 day time span, abusive/inappropriate language/profanity, fighting/physical aggression, defiance/disrespect/non-compliance, lying/cheating/plagiarism, harassment/bullying, disruptions/instruction stoppers, tardy/skipping/truancy, equipment/property damage/vandalism, forgery/theft, dress code violations, technology violations/electronics misuse, inappropriate displays of affection, moving seat to seat (bus only), use/possession of tobacco, alcohol, drugs, combustibles, false alarm/public threat/arson, possession or use of weapons, or other major behaviors as determined by the principal or designee. Infractions of a serious nature will automatically be referred to the Office. Behaviors constituting an Office Managed Referral will be managed in accordance with the Office Disciplinary Referral (ODR) Infractions and Consequences.

## **OFFICE DISCIPLINARY REFERRAL INFRACTIONS AND CONSEQUENCES**

### **A. SCHOOL ATTENDANCE**

*Right:* All students living within the boundaries of Unity School District who are under the age of 21 are entitled to a free public education through the twelfth grade.

*Responsibility:* Students are expected to attend school on a regular basis.

A-1 TRUANCY—Truancy Referral

A-2 LEAVING CAMPUS—1st offense-Reflection, parent contact. 2nd offense in-school suspension, truancy referral.

A-3 TARDINESS—3 or more late unexcused tardy marks per class will result in Reflection.

A-4 FAILURE TO REPORT TO OFFICE UPON BEING ASKED TO LEAVE A CLASS – Suspension, Parent Conference.

### **B. STUDENT/STUDENT RELATIONSHIPS**

*Right:* Each student has the right to attend school and school activities and be free from threats against his or her feelings, physical wellbeing, and property.

*Responsibility:* Each student shall be responsible to respect the feelings, property, and physical well-being of other students.

B-1 THREATENING OR INTIMIDATING ACTS— suspension 1-5 days, authorities referral, parent conference, consideration for recommendation of expulsion.

B-2 PHYSICAL ATTACK—suspension 1-5 days, authorities referral, parent conference, consideration for recommendation of expulsion.

B-3 DISRESPECT/ABUSIVE /INAPPROPRIATE LANGUAGE—reflection or possible suspension.

B-4 HARRASSMENT—suspension 1-5 days, authorities referral, parent conference.

B-5 FIGHTING: SCUFFLE—suspension up to 5 days, authorities referral, parent conference.

B-6 PROPERTY DAMAGE—minor damage-restitution/reflection. Major damage-restitution/suspension, parent conference, possible referral to law enforcement.

B-7 THEFT—suspension 1-5 days, restitution, authorities referral.



B-8 INCITING OTHERS TO VIOLENCE OR DISOBEDIENCE—1st offense— up to 5 days in or out of school suspension. Subsequent violations-up to 5 days out of school suspension.

B-9 POSSESSION OF PORNOGRAPHIC MATERIAL—Parent/guardian contact, 1-3 days suspension.

### **C. STUDENT/STAFF RELATIONSHIPS**

*Right:* Students and staff have the right to work, study, and teach in an atmosphere of mutual respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed below.

*Responsibility:* Students have the responsibility to respect authority, feelings, physical –well-being, and property of members of the school staff.

C-1INSUBORDINATION—1st offense-reflection. 2nd offense-suspension 1-5 days, parent conference

C-2THREATENING OR INTIMIDATING ACTS/HARASSMENT—suspension 1-5 days, authorities referral.

C-3PHYSICAL /SEXUAL ATTACK—suspension 3-5 days, authorities referral, possible expulsion recommendation, parent conference.

C-4DISRESPECT/ABUSIVE /INAPPROPRIATE LANGUAGE—Suspension 1-3 days, authorities referral.

### **D. SCHOOL PROPERTY**

*Right:* Each student is entitled to a well-equipped, well-maintained, clean and aesthetically pleasing school environment.

*Responsibility:* Each student is responsible to respect and help maintain the appearance and cleanliness of the building.

D-1VANDALISM: DESTRUCTION- TO RENDER UNUSABLE, DEFACING- DAMAGE REQUIRING CLEANING OR REPAIR, MISUSE OF PRINTED MATERIAL—minor damage-restitution/reflection. Major damage-restitution/suspension, parent conference, authorities referral, possible expulsion recommendation.

D-2 LITTERING—Work detail assigned, detention.

D-3 IMPROPER USE OF SCHOOL PROPERTY—minor damage-restitution/reflection. Major damage-restitution/suspension, parent conference, possible expulsion recommendation.

### **E. PROTECTION OF THE PUBLIC SAFETY**

*Right:* All people have the right to be safe and secure

*Responsibility:* Students have responsibility to conduct themselves in such a manner as not to pose a threat to the health and welfare of others.

E-1BOMB THREAT—Suspension 5 days, Parent Conference. Authorities referral. Possible expulsion recommendation.

E-2FALSE ALARMS: THE ACTS OF INITIATING A FIRE ALARM OR INITIATING A REPORT WARNING OR FIRE OR OTHER CATASTROPHE WITHOUT JUST CAUSE—Suspension 5 days, authorities referral, restitution.

E-3ARSON—Suspension, 5 Days, Authorities Notified, Possible Expulsion/Restitution Recommendation

E-4POSSESSION OF WEAPONS ON PERSON OR IN LOCKERS—Suspension, 1-5 days. Possible Expulsion Recommendation, Authorities Notification, Parent Conference.

E-5DISORDERLY CONDUCT—Suspension 1-5 days, Authorities notified, parent conference.

## **F. ALCOHOL, TOBACCO AND DRUGS**

*Right:* Each student has the right to associate with students, who are free from the use of alcohol, tobacco, and drugs and not be subjected to those wishing to buy, sell, or use such substances.

*Responsibility:* Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

**F-1ALCOHOL AND DRUGS: POSSESSION, USE, OR SALE OF ALCOHOL, DRUGS OR INHALANTS, CONTROLLED SUBSTANCE, DRUG PARAPHERNALIA, OR LOOK-ALIKE**—1st Offense-Suspension 3-5 days, parent conference, authorities referral. Possible Expulsion Recommendation/Homebound Placement/Restrictions at School. 2nd Offense-Expulsion, authorities referral.

**F-2TOBACCO: USE AND/OR POSSESSION OF TOBACCO ON RESTRICTED SCHOOL PREMISES OR AT FUNCTIONS UNDER SPONSORSHIP OF THE SCHOOL – INCLUDING BOTH SMOKING, CHEWING TOBACCO, and ELECTRONIC CIGARETTES (OR LIKE DEVICES)**—1st Offense-Suspension, 2nd Offense-Suspension 1-3 days, parent conference. Polk County Ordinance Forfeiture.

## **G. OTHER DISCIPLINARY INFRACTIONS**

**G-1REPEATED OR SERIOUS CLASSROOM DISRUPTION**—Suspension, possible expulsion/removal recommendation

**G-2DISRUPTION OF MEETINGS AND ASSEMBLIES**—Removal from further assemblies/events, suspension.

**G-3CHEATING, E.G., STEALING A TEST, TAMPERING WITH GRADE BOOK, COPYING WORK, ETC.**—1st offense-reflection, parent contact, no credit for work. 2nd offense-reflection, parent conference, no credit for work 3rd offense-suspension, no credit for work.

**G-4FORGERY: WRITTEN OR SPOKEN MISREPRESENTATION OF THE TRUTH: E.G., FORGED PASSES, PARENT SIGNATURES, FALSE PHONE CALLS, MISINFORMATION TO SCHOOL PERSONNEL, ETC**—1st offense-reflection. 2nd offense-suspension 1 day.

**G-5MISUSE OF FOOD: IN THE CAFETERIA AND OTHER AREAS OF THE BUILDING**—removal, reflection, suspension as noted in cafeteria policy.

**G-6 BEING IN AN UNAUTHORIZED AREA**—reflection, possible suspension.

**G-7 FAILURE TO REPORT TO DETENTION**—Double reflection, followed by suspension.

**G-8 INAPPROPRIATE DISPLAY OF AFFECTION AND/OR DISRUPTIVE BEHAVIOR**—1st offense Student conference and possible parent contact, 2nd offense-reflection, parent informed, 3rd offense-suspension.

**G-9 IMPROPER USE OF THE INTERNET/E-MAIL/ iPad OR OTHER TECHNOLOGY EQUIPMENT** - Loss of technology privileges, reflection/suspension.

**G-10 CUTTING CLASS**—Reflection, Make up amount of time missed during recess and/or free times, suspension, possible truancy referral.

**G-11 STUDENTS CARRYING OR USING COMMUNICATION DEVICES**— 1st offense—confiscation, student pick up device at end of school day, 2nd offense - confiscation, parent and or guardian must pick up device, Lunch Reflection, 3<sup>rd</sup> offense-confiscation, parent and or guardian must pick up device, ½ day In-School Suspension, 4<sup>th</sup> Offense and all subsequent offenses for the remainder of the school year - confiscation, parent and or guardian must pick up device, 1 day In-School Suspension

**G-12 GANG ACTIVITY** Police referral, suspension, and/or possible expulsion recommendation. Cell phones and other communication devices must be turned off.

**H. 3 MINOR PBIS INFRACTIONS (3 minor PBIS infractions in a 30-day time span becomes a major infraction)**

H-1 Possible consequences include, but are not limited to, Reflection assignment, student conference, re-teaching, restitution, behavior contracts, parent contact, and suspension.

**Bus Rules and Safety Recommendations – Bus Discipline**

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.

**Positive Behavioral Interventions and Supports (PBIS) – Soar Like an 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
BE READY	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Have all necessary materials</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time to board your bus</li> <li>* Contact Bus Company by? for a change in transportation</li> </ul>
BE RESPONSIBLE	<ul style="list-style-type: none"> <li>• Leave no trace</li> <li>• Follow the dress code</li> </ul>	<ul style="list-style-type: none"> <li>• Leave no trace</li> <li>• Report any unsafe behavior to the driver</li> </ul>
BE RESPECTFUL	<ul style="list-style-type: none"> <li>• Treat others the way you want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>• Voice level 2</li> </ul>

	<ul style="list-style-type: none"> <li>• Use kind words and manners</li> <li>• Be attentive and wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>• Follow all directions from the driver</li> </ul>
<b>BE SAFE</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and other objects to yourself</li> <li>• Report bullying</li> <li>• Stay in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>• Walk to and from the bus</li> <li>• Stay seated while the bus is in motion</li> <li>• Keep aisles clear</li> <li>• Face forward. Bottom to bottom. Back to back.</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.

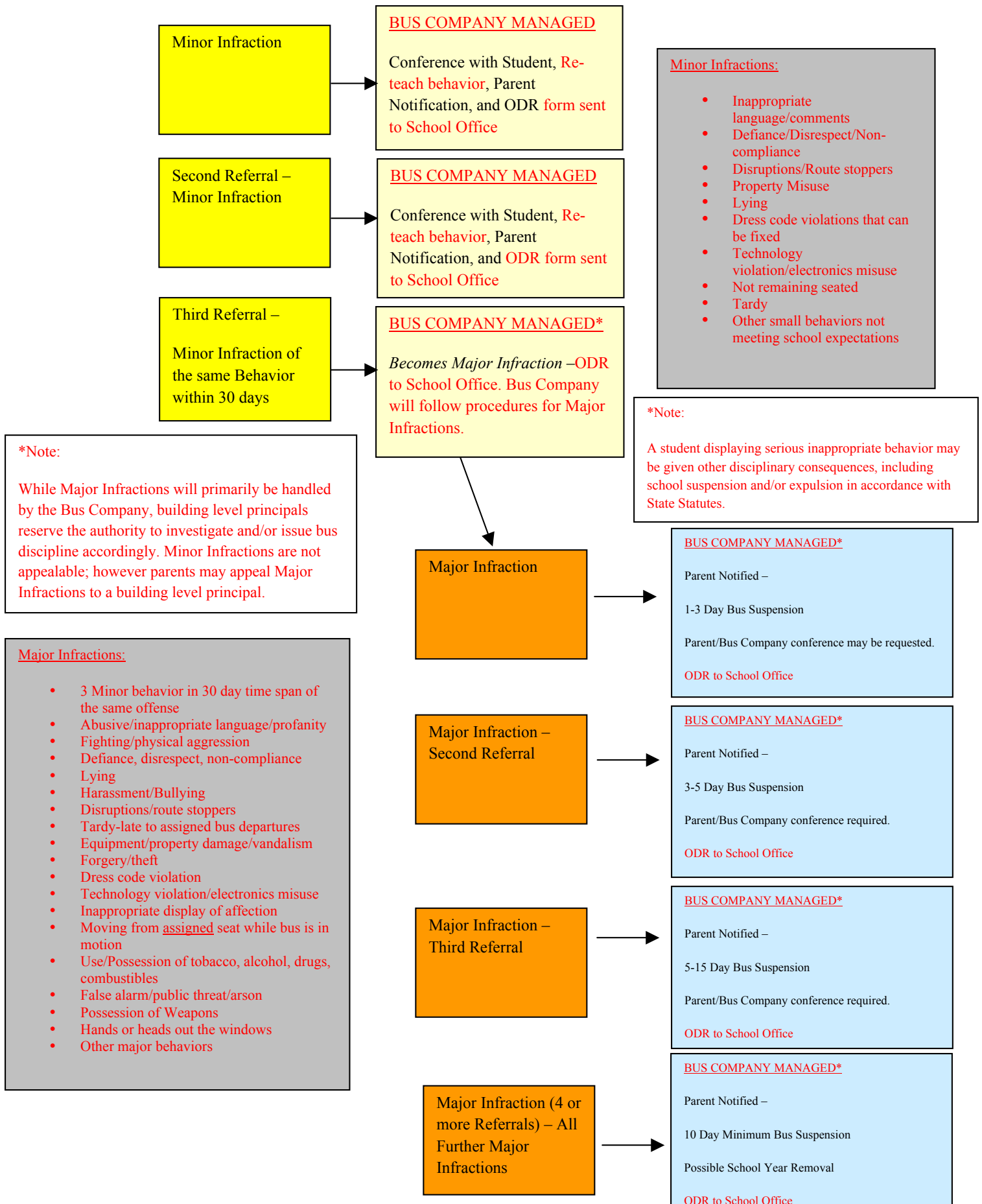
Within PBIS is a documented discipline system that is integrated with the district’s Code of Conduct. When problem behaviors occur, students are provided a full continuum of supports to address the behavior. If students do not respond, the intensity of the support and/or consequences increases.

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.

### UNITY BUS DISCIPLINE FLOWCHART



## **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 healthful environment, surveillance cameras and recording devices are used in district buildings and transportation vehicles. Policy 731.3.

## **Animals**

Prior approval of the principal, health services, and/or the classroom teacher must be obtained before animals are brought into the school. If the principal receives a parent complaint, he/she will take appropriate action which may include having the animal removed from the school. Pets brought in for show and tell, unit study, etc. may be brought in on occasion, for a limited time provided principal permission has been granted and the owner/parent remains with the pet and provides supervision of the animal during its entire stay in the classroom. In addition, the teacher/caretaker must notify parents in writing. (383)

## **Unity Middle School Activity/Athletic Code (Grades 5-8)**

### **Section 1 – Statement of Purpose**

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

### **Section 2 – Academic Requirements / Attendance**

· Students must join activities at the beginning of a season. Students will not be allowed to join after the first week of practice. The Athletic Director and Middle School Principal may approve exceptions for students who are new to the district and demonstrate the necessary skills for competition.

· All students will attend school the day of the activity of which they are participating in compliance with the Unity Attendance Policy.

Students that receive an ‘I’ for a quarter grade:

· No incompletes are allowed. If a student receives a failing grade for the quarter, they will be ineligible for the next 10 school days. At this time, the student can pick up an academic reevaluation form from the Athletic Director and take it to the teacher(s) of the course(s) they received an “I”. If, at this time, the student is no longer earning an “I” in the course(s) identified at the quarterly grading period, they will regain their eligibility. If, however, the student is still earning an “I” in the course(s), they will remain ineligible for the remainder of the quarter.

### **Section 3 – Offenses**

#### *A. Offenses*

1. All forms of tobacco are prohibited.
2. All alcoholic beverages including non-alcoholic beer are prohibited.
3. All controlled substances and paraphernalia and look-alikes are prohibited.
4. Involvement in criminal activity.
5. Unsportsmanlike conduct. Any activity or behavior that does not represent Unity Middle School positively.

#### *B. 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. Students who are proven to have not removed themselves will be penalized under *Disciplinary Procedures, Part A*.

### **Section 4 – Disciplinary Procedures**



**A. *Presence Offense***

Suspension for one contest. Student will be allowed to practice with the team.

**B. *First Offense***

Suspension from contests for 25% of an athletic season. Student is allowed to practice with the team. If a student ACCEPTS RESPONSIBILITY upon investigation of an offense, he/she will have his/her suspension reduced to 15 % upon successful completion of three Student Assistance Program (SAP) meetings.

**C. *Second Offense***

Suspension from contests for 50% of an athletic season. Student is allowed to practice with the team. Students who are suspended under the Second Offense must meet with a member of SAP five times to regain eligible. If these requirements are not met, the student remains ineligible indefinitely.

**D. *Third Offense***

Suspension for one calendar year from the date of suspension. To regain eligibility, the student must undergo an evaluation from a chemical dependence center as arranged by the athletic director. All costs of the assessment and treatment are the responsibility of the student/parents. If these requirements are not met, the student remains ineligible indefinitely.

**Section 5 – Co-Curricular Activities**

A student participating in a co-curricular activity (Drama, Forensics, FFA, DI, etc.) is expected to meet all the requirements in accordance with Sections 2 and 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 nature of the activity. The disciplinary sanction will be determined by the middle school principal in consultation with the athletic director and co-curricular advisor.

**Section 6 - Youth Sports and Activities for 5th/6th Graders**

Students participating in non-WIAA sponsored Unity youth sports programs and co-curricular will follow the Unity Middle School Activity/Athletic code.

**Section 7 - Appeals Process**

If the student 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 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.

**Section 8 - Transportation**

Students must ride to and from events with their team or activity group by the means of transportation provided by the school.

The only exception will be if written arrangements are made between the parent and the advisor/coach.

**\*\*EFFECTIVE DURING THE SCHOOL CALENDAR YEAR\*\***

**Computer Usage Agreement****Guidelines**

The use of school computers must be consistent with the educational objectives of the Unity School District.

**Inappropriate Language and Material**

Users shall abide by the rules of network etiquette:

- Be polite, use appropriate language and Maintain privacy.

- Do not vandalize or steal.
- Respect other users.
- Accessing or transmitting material that is profane or obscene (i.e. vulgar language, pornography, sexually explicit materials) is prohibited.
- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Transmission of any materials in violation of any U.S. or state regulations is prohibited.

### **Plagiarism and Copyright Infringement**

- Users will not plagiarize works that they find on the Internet. Plagiarism is presenting the work of others as if it was original to the user.
- Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. All communications and information should be assumed to be private property and subject to copyright. If work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure if the work can be used, he/she should request permission from the copyright owner and appropriately reference the work.

### **Personal Safety and Respect for Others**

- Users will not post personal contact information about themselves or other people. Personal contact information includes addresses, telephone numbers, work addresses, credit card numbers, Social security numbers, etc.
- Users will not engage in on-line chatting without staff permission.
- Personal e-mail is not permitted without staff permission.
- Students are not to take pictures and/or video of others without permission.

### **Respect for Resource Limits**

- Web page construction may be done only with staff supervision.
- Direct access of the Internet cannot be used for personal profit.

### **Security**

- Computers and software are educational tools owned by the district and can be monitored or accessed by district personnel at any time.
- Internet filtering programs shall be in use at all times.
- Users shall not access or change computer system or program settings.
- Users shall not access or change network system or programs settings.
- Users will use the system solely for educational and professional or career development activities.
- Other student use must be approved by staff.

### **Acceptance of Guidelines**

- Internet use is monitored by staff. Any violation of these guidelines may result in Internet/computer privileges being restricted or revoked and also may result in school disciplinary action.
- Because offenses occur in varying degrees, the staff member observing will report any unacceptable activity to the building administrator for further disciplinary action.

## **Care of School Property**

Accidents may happen. When by accident something is broken using reasonable behavior, we will accept this as such and the school will bear the expense of fixing or replacing it. 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 repair or replacement costs.

Students and parents are asked to take pride in the appearance and cleanliness at their school. Help keep the school clean and free of vandalism, damage and graffiti by picking up paper or garbage and immediately reporting areas needing cleaning or repair.

### **Checks**

The Unity School District uses the services of Electronic Check Alliance Processing, Inc. (E-CAP) for all checks returned to the school district unpaid due to insufficient funds. Monies are recovered electronically along with state allowed recovery fees.

### **Computer/Internet Usage**

The Unity School District Computer/Internet Policy provides that all students/parents must sign the Parent-Student Handbook in order to have Internet privileges. The agreement, once signed, will remain in effect so long as the student is enrolled in the Unity School District. Violation of the Internet Policy will result in loss of Internet privileges. Just as with lockers, school representatives have the right to “search” documents, preview e-mail, review hard drives, and monitor on-line usage.

### **Dances/Activity Nights**

The Unity Middle School philosophy regarding dances is that evening dances are not appropriate for middle level age students. Student Council may sponsor after-school dances from 3:34 - 5:15 p.m. Guests are not permitted to attend dances. Activity nights that include swimming and open gym will be encouraged. More information will be provided in homerooms. Any exception to the evening dance philosophy will require administrative approval.

### **Drones on Campus or School Events**

For purposes of this policy, an unmanned aircraft (UAV), or drone, is defined as any powered, aerial vehicle that does not carry a human operator that (1) when operated outdoors, is subject to federal regulation as an unmanned aircraft, including as a "model aircraft"; or (2) uses aerodynamic forces to provide vehicle lift and can fly autonomously or be piloted remotely. A drone may be expendable or recoverable.

The Unity School District will enforce all Wisconsin Interscholastic Athletic Association (WIAA) policies related to the use of Unmanned Aerial Vehicles (UAVs or drones) at all WIAA events and tournament series events.

In addition, the District also requires conditions for the use of UAV's at all school district events and on school district property. These conditions and requirements include FAA approval or exemption, WIAA approval where applicable, venue host administrative approval, proof of insurance, and a statement that the operators are trained in the use of the UAV.

District permission or authorization to operate a drone that is given to any non-District third party shall not be construed to involve (1) the transfer of any liability to the District, or (2) the waiver of any District immunity from or any defenses to claims that the District otherwise would be permitted to assert.

A person who operates a drone or who attempts to operate a drone on or above District property, or in connection with a District-sponsored event or activity, in a manner that violates District policy, that is inconsistent with any approval or authorization given by the District or that is unlawful is subject to appropriate consequences, including but not limited to possible exclusion

from District property or event, possible district-imposed discipline, and/or possible state or federal prosecution or other enforcement actions.

Any request for the use of UAVs at school events or on school district property shall be submitted 24 hours in advance to the District Administrator.

### **Electronic Communication Devices / Cell Phones**

Middle school students may use personal communication devices (PCDs) before and after school, during their lunch break, and in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited, including class time.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. Such devices do not include the school provided tablets or computers middle and high school levels.

At the middle school level, devices must be turned off and stored in a secure locker during regularly scheduled class times unless special permission has been granted by a teacher and/or building principal.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other board-provided vehicles or on a school bus or board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or the sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held at the discretion of the principal or until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may

change clothes or be in any stage or degree of disrobing or changing clothes. The superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

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

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information. Possession of a PCD by a student at school during school hours and/or during extracurricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in district custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with policy and statute. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis. A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

**Consequences:**

1<sup>st</sup> Offense – Cell phone/electronic device confiscated. Students must pick up cell phone/electronic device at the end of the school day from the Middle School Office.

2<sup>nd</sup> Offense – Cell phone/electronic device confiscated. Reflection. The student's parent must

pick up the cell phone/electronic device from the Middle School Office.

3<sup>rd</sup> Offense - Cell phone/electronic device confiscated. ½ day In-School Suspension. The student's parent must pick up the cell phone/electronic device from the Middle School Office.

4<sup>th</sup> Offense and Subsequent Offenses for the Remainder of the School Year: Cell phone/electronic device confiscated. 1 day In-School Suspension. The student's parent must pick up the cell phone/electronic device from the Middle School Office.

### **Field Trips**

Each of the Middle School grades participates in field trips during the school year.

Parents/guardians will be asked to complete a field trip consent form which provides specific information on the trip prior to the field trip. There may be normal charges which students are asked to cover for the field trip. If there are ever difficulties with financially meeting the fees required for a trip, parents are asked to contact the middle school guidance counselor, Mr. Douglas Ramich at 825-2101 x 2170.

### **Fire, Safety, and Tornado Drills**

Fire, Safety, and Tornado Drills are required by state law. Fire drills are held month, safety drills two times per year, and tornado drills yearly. Emergency exit routes shall be posted in each classroom. Students are expected to cooperate with directions provided to them by teachers and principal.

- The signal for a fire drill is a steady horn blast.
- The signal for a safety drill may vary depending on the scenario. Students are to listen and follow directions.
- The tornado signal will be given through the Principal's Office.

### **Fundraising**

Students and/or others are not to sell anything within Unity Middle School without the written permission of the principal. Fundraising for school sponsored activities will take place only during designated times and after school.

### **Grades/Report Cards/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 two 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 the completion of the fifth week of each quarter.

Middle School Grading

#### **Middle School Grading Scale:**

- A = 100-90 – Exceptional**
- B = 89-80 – Above Average**
- C = 79-70 – Average**
- D = 69-65 – Below Average**
- I = 64- – Incomplete**

- Any grade less than a 'C' is not acceptable at Unity Middle School.
- If a student does not complete all work within 2 weeks of earning the quarter grade, the student may be required to attend summer school.



- Students earning 'I's may receive additional support in Guided Study Hall (GSH), Success/Homeroom (HR)/Response to Intervention or during Noon Study hall. Communication will be given to parents regarding the inadequate progress.
- Students with an 'I' for a quarter grade will be ineligible for athletic and co-curricular activities as per the Unity Middle School Activity Code.

## **School Counseling Services**

### **Counseling Program**

The counselor will meet with students individually and in group settings. Services provided include; study skills, social skills, career information, interpretation of test scores, drug/alcohol information, and help with home or school concerns. Students may see the counselor on their own or may be referred by parents, teachers or the principal. Please call the counselor at 825-2101 ext. 2170 if you have concerns about or need assistance with your child.

## **Student Activity Fees**

### **Music Instrument Fees**

Middle school students who are issued school instruments will be charged an annual fee of \$30 for instruments, per student per year. The maximum family fee for both middle school and high school is \$100 total. The fee will cover routine repair, costs and care. If the instrument is damaged, lost or vandalized due to deliberate, negligent, or careless action by the student, the student will be charged additional repair and/or replacement costs.

### **Fee Waiver**

To encourage all students to participate in all activities, regardless of the student's financial situation, it is the policy of the Board to waive the payment of part or all of the student(s) fees if the student or the student(s)' parent(s)/guardian(s) demonstrate an inability to pay such fees.

1. The fees will be waived entirely for students who have been approved by the District for free meals.
2. The fees will automatically be reduced by 50% for students who have been approved by the District for reduced meals.
3. A parent/guardian who is unable to pay the full amount of student fees may request relief in the form of a payment plan, reduction or waiver of eligible fees for their child(ren).
4. All requests shall be submitted in writing to the building principal using the Fee Relief Request Form. (Forms may be requested from Middle School Principal.)

## **Harassment and Bullying**

### **Introduction**

The Unity School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The School District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

### **Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as,



but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

### **Prohibition**

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the School District. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

### **Procedure for Reporting/Retaliation**

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to their Building Principal.

Any other person, including a student who is either a victim of the bullying 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 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. A written record of the report, including all pertinent details, will be made by the recipient of the report. The school official receiving a report of bullying shall immediately notify the Building Principal who will investigate the report. The following school district employees have been identified as the investigators: Building Principals and District Administrator.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

### **Procedure for investigating reports of bullying**

The person assigned by the District to conduct an investigation of the bullying report shall, in a timely manner, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

### **Sanctions and supports**

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the School District Administration and School Board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

### **Disclosure and Public Reporting**

The policy will be distributed annually to all students enrolled in the School District, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The School District will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy. An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public. Harassment, Bullying and Hazing Complaint Form is included with the beginning of the year student material, and are available from the school office upon request.

Unity School District – Balsam Lake, WI 54810

**HARASSMENT, BULLYING AND HAZING COMPLAINT FORM**

Administrative Form

Name: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Type of Complaint (circle one)      Harassment      Bullying      Hazing

Date of Incident: \_\_\_\_\_

I wish to register a complaint against (name of person, school: give department, program, activity, etc):

\_\_\_\_\_  
\_\_\_\_\_

1. Specify your complaint by stating the problem as you see it. Describe the incident, participants, background to the incident and any attempts you have made to resolve the problem. Please note relevant dates, times and places.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List any witnesses:

\_\_\_\_\_  
\_\_\_\_\_

3. Proposed solution: Indicate your opinion on how this problem might be resolved. Be specific as possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I certify that there is no falsification of the above information and events are accurately depicted to the best of my knowledge.*

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

## **Health Services**

The Unity School District is fortunate to have full time health services. Students should report illness or injuries to their teacher when possible, but if serious situations arise, report directly to the office or principal. The office secretary or principal will issue passes to the students to go to the health services office. Students are NOT to report directly to the health services office. Parent/relatives/designees will be notified in case of emergencies to assist with appropriate medical decisions. If a parent/guardian, relative, or designee can't be contacted by phone, the 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 homeroom. Please complete and return the card and notify the office of any address or telephone changes that occur during the year.

1. Parents should notify the health services office of any health conditions that could affect the behavior or wellness of their child.
2. 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 nurse to fill out an accident report. (See Student Accident Insurance insert at back of this booklet.)
3. Students suspected of carrying a communicable disease will be excluded from school until a doctor's note is received stating that re-entry to school is approved.
4. Medication Guidelines
  - 🍏 Non-prescription drugs **MUST** come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dose.
  - 🍏 Unity School District will **NOT** be providing any nonprescription medications including: acetaminophen (Tylenol) and ibuprofen (Advil or Motrin), cough drops, antacids, diphenhydramine (Benadryl), burn spray, antibiotic ointment, hydrocortisone cream, Vaseline, bio-freeze, oragel, eye drops or any other nonprescription medication.
  - 🍏 If your child requires any non-prescription medications, to be administered during the school day, please fill out the medication consent form. Parents must bring the medications to the Health Service's office in its original container.
  - 🍏 Prescription medication requires a written permission signature from the physician and a parent. The doctor must also provide details regarding dosage instructions. A medication consent form may be picked up from the nurse's office to give to the doctor. The medicine must be in legible pharmacy labeled container and brought to the Health Service's Office by the parent.
  - 🍏 All medications must be stored in the Health Service's office.
  - 🍏 If you have any questions regarding these changes or need medication consent paperwork, please contact the nurse's office at 715-825-2101 ext. 3010. Whenever possible, medications should be kept in the middle school office or health services office. Students should not keep medication in their lockers.

If your child needs a non-aspirin pain reliever on a planned basis, this should also be provided from home. The school nurse is responsible for the administration of medication. If the nurse is unavailable, the secretarial staff is trained to administer medication. The school nurse is the appointed custodian of the pupil health care records. All requests for the inspection of pupil health care records shall be directed to the school nurse who will then determine whether inspection is permitted under the records policy. Pupil health care records are made available to licensed district employees and officials who have been designated by the Board to have

legitimate education or safety interests in pupil health care records. Confidentiality will be maintained.

### **Maintenance of Pupil Health Care Records**

1. 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 1994. The Board of Education appoints the school nurse 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. In her absence, the building principal or his/her designee shall serve as custodian of pupil health care records.
2. 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 record information shared with them in the interest of education and/or safety.
3. 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.

### **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 staff are highly qualified. All teachers have at least a bachelor's degree in the Unity School District and the majority have an advanced degree. 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 <http://tepd.dpi.wi.gov/licensing/elo-public-search>. In addition, we have instructional associates, and they all are considered qualified for this work. If you would like more information, please feel free to call Principal Elizabeth Jorgensen in the Middle School Office at 825-2101 X2300.

### **Inclement Weather**

Unity School District will attempt notification of school closing due to inclement weather before 6:00 a.m. Some weather circumstances prevent the district from making this decision by 6:00 a.m. This district will attempt to make a phone contact via the Campus Messenger Notification System. It is important for families to notify the district, or respective office, of phone number changes during the year in order for Campus Messenger to be effective. Families may also stay tuned to one of the radio or television stations for school closing or delay information.

## **Lockers**

Each student will be provided a locker in the middle school for books and coats. Lockers are furnished for student use only and remain the property of the school. Students are responsible for the condition of the locker and must keep lockers free of written marks and tape inside and outside. It is suggested that students use magnetic devices (magnets) rather than tape on the inside. Students with lockers needing cleaning or minor repair may be assessed a fine from \$7.00 - \$25.00. It is each individual student's responsibility to insure no valuables are left unattended in his/her locker. We recommend that items of significant value not be brought to school. The school is not liable for personal valuables lost or stolen.

Students are not to exchange lockers or share lockers. Students should not share their locker combination with anyone.

Even though a student has the right of expectancy of privacy in person and possessions, the school reserves the right to inspect his/her locker under the following conditions:

1. Safety of others.
2. Suspicion of weapons.
3. Reasonable suspicion of civil problems.
  - a. Drugs.
  - b. Liquors and/or malt beverages.
  - c. Explosive material.
  - d. Pornographic or obscene material.
  - e. Stolen property.

The locker remains school property and periodic locker checks may be held at the discretion of the principal. Any unauthorized item found will be confiscated. Canine searches by the Sheriff's Department will be conducted at the request of school officials to insure a drug free school building.

## **MAP Testing**

All students in grades K through 9 will participate in Measures of Academic Progress (MAP) testing three times throughout the school year. The tests are generally administered in September, January, and May. We give students MAP tests to determine each student's instructional level and to measure academic growth throughout the school year and from year to year in the areas of reading and math. Students take the tests on a computer.

MAP tests are unique in that they adapt to be appropriate for each child's level of learning. As a result, every student has the same opportunity to succeed and maintain a positive attitude toward testing. With MAP tests we can administer shorter tests and use less class time while still receiving detailed, accurate information about your child's growth. Your child will spend a total of about 2-3 hours completing these tests each testing period. Results will be distributed to parents.

We are truly excited to focus on every child's individual growth and achievement. Partnering to help all kids learn, parents and teachers can have a profound positive effect on the lives of our children.

For more information on resources for parents, access the Document Library at [www.nwea.org](http://www.nwea.org) and download the online Parent Toolkit from their web site. Questions and/or concerns about MAP testing can also be directed to Elizabeth Jorgensen at 715-825-2101 X2300.

## **Nuisance Behavior and Items**

To promote the educational process without undue distraction and to safeguard the health and safety of others, the following behaviors will not be tolerated in the building or on the playgrounds: spitting, pushing, shoving, tripping, running, wrestling, perfume fights, leaving black heel marks on floors, yelling, loud noises, bomb threats, etc. And the following items are not allowed: aerosol cans of hair color, perfume or silly string, skateboards, squirt guns, exploding pens, snowballs, video games, gum, food in lockers not intended for lunch time, open soda in the halls, candy, toys, collectible cards, lighters, fire crackers, wallet or neck chains, animal collars, or other items deemed inappropriate or disruptive. Nuisance items will be confiscated. Depending on the severity of the behavior or the extent to which the nuisance item is objectionable, the consequences could range from a warning to expulsion.

## **Parent Involvement**

Good schools exist only with parent involvement as stated in our district Belief statements. We believe the student, family, school and community as partners share the responsibility for a successful educational experience. Middle school students need parent involvement with study skills, structured and positive study habits, adequate rest and proper nourishment. Parents are asked to show an interest in their child's work by discussing and reviewing projects, assignments and other homework. Parent concerns/complaints are welcomed if they are meant to achieve positive results. The classroom teacher is normally the first point of contact for classroom related concerns. If further consideration is deemed necessary, the parent may contact the principal/counselor. We need your help and attendance at activities, conferences, participation in the parent volunteer program, committee work, etc. Please look and read our newsletters and plan on joining us whenever possible.

**Change of Address:** If at any time during the school year a student moves to a different address or receives a new phone number, the change should be reported to the office.

**Parent Volunteer Program:** If you would like information about the program and you have an hour or more you could provide to our students each week as a tutor, supervisor, etc., please contact the Community Education office at 715-828-4599 ext. 1560. Your assistance would be personally rewarding and greatly appreciated.

**Complaint Procedure:** Any person or persons desiring to appeal decisions or conditions which have been imposed by staff members of the district shall have the right to do so. The district encourages informal resolution of complaints. (Refer to Board Policy 411) If any person believes that the Unity School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wisconsin Statutes, or in some way discriminates against pupils, he/she may bring or send a complaint to the administration office at the following address: Unity School, 1908 150<sup>th</sup> St./Hwy 46N, Balsam Lake, WI 54810 within five (5) days of being informed of a decision or condition

## **Promotion/Retention (POLICY 345.4)**

### **Grades 5, 6 and 7**

Quarter failing grades will be made up during summer school. Failure of three or more CORE classes (math, social studies, science, reading, and writing) for two or more quarters may result in retention.

### **Grade 8**



To be promoted to high school, an eighth grade student must have a passing grade of ‘D’ or higher in 3 of the 5 core areas of reading, writing mathematics, social studies or science and must score basic or higher on 3 of the 5 state testing core areas.

## **Records**

1. An accurate cumulative record shall be maintained for every student enrolled in the Unity Schools. The records shall include progress record, behavioral record, physical health record and directory data.
2. If a student has been referred for an exceptional educational need, a separate folder will be started. Upon completion of referral, the folder will be destroyed.
3. 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 parent/guardian, may view his record upon request. Law enforcement officers’ records shall be maintained separately from a student’s records pursuant to section 118.125 (3).
4. A principal may defer showing a student in 8<sup>th</sup> grade and below his/her records, pending a conference with the parent/guardian relative to the nature of the content of the cumulative records and the student’s ability to use the information for a legitimate purpose.
5. 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 deletion of any material in the folder.
6. School officials will forward transcripts from the cumulative record upon request of parents, legal guardians, students 18 years old or over, and former students to educational institutions and potential employers.

## **Release of Students during School Hours**

1. If someone other than the parent is picking up the child, send a note and state the reason for early release.
2. Give the time the student is to be picked up.
3. Tell who will pick up the student since students will be released only to their parents, or a person they **designate on the EMERGENCY CARD** that is filled out/updated at the beginning of each school year. If a court order limits a parental custody of the child, copies of such order must be on file in the school office.
4. If the student is to be released to someone other than the parents, the person should be prepared to provide identification if he/she is not known to school officials.
5. The person picking up the student **must report to the Middle School Office.** The student will then be called from the classroom or other area to meet their parent at the school office. To ensure the safety of all of our students, children are not allowed to wait outside the building for a pick up. If there is a special circumstance that prohibits a parent from meeting a student in the middle school office, please contact the building principal to make alternative arrangements.

## **Removal of Dangerous, Unruly or Disruptive Students**

(Policy 447.11)

Subject to 20 USC 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 and notify the school principal or his or her designee immediately of 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 or her designee shall place the pupil in one of the following:

1. An alternative education program, as defined in s115.28 (7)
2. Another class in the school or another appropriate place in the school, as determined by the school principal or his or her designee.
3. 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 or 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 for the class or the school board, school district administrator, school principal or their designees from disciplining the pupil.

### **Adding/Dropping Classes**

There are required classes for all students in the following academic areas: Math, Science, Social Studies, Reading, Writing and Physical Education. In addition, many exploratory courses are provided at each grade level to provide an introduction and exposure to different subject areas. Students in sixth, seventh and eighth grade have an option of elective courses in band and choir. Any drops or additions must be done with approval of the counselor, parent, and principal and may only occur at the end of a semester. Please contact our school counselor, Douglas Ramich, if you want specific information about programs, class requirements or scheduling concerns. 5<sup>th</sup> graders may begin band 2<sup>nd</sup> semester.

### **Soda Pop**

Soda pop is not allowed in the halls or lockers. The only exception would be at a classroom or school party. At athletic events or activities soda pop is not to be taken out of the cafeteria. The high school soda pop machines are not to be used by middle school students between 8:00 a.m. and 3:40 p.m.

### **Student Council**

The Unity Middle School Student Council consists of two representatives from each homeroom (one boy/one girl) in grades 5-7. These students are chosen by their homeroom peer members to represent student body proposals for school improvement or student activities to the student council, advisor, and administration. 7<sup>th</sup> and 8<sup>th</sup> graders are eligible to run for Office positions (President, Vice President, Secretary, & Treasurer). Runner-ups for those offices will become student council representatives. Dismissal from Student Council will occur if a student receives a failing grade at any time or if two conduct reports are issued to a student in either semester. Specific information regarding Student Council activities will be provided in homerooms.

### **Snowmobile Use by Students**

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

1. All students operating snowmobiles must meet the State of Wisconsin guidelines for operation and registration. (DNR Snowmobile Safety Certification for children ages 12-16).
2. Parents must sign a release and give permission for their child to ride to school.
3. All snowmobiles must be registered in the office and have current registrations.
4. Snowmobiles can only be operated coming to and going from school. They cannot be ridden on school property except to come and go.
5. A designated parking area will be provided.
6. No students are allowed in the designated parking area during school hours.

7. Only the registered operator may operate a snowmobile on school grounds. Other students may not ride any snowmobile that they do not own.
8. The speed limit for snowmobiles on school property is ten (10) miles per hour.
9. 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.

## **Student Photos**

The school may take video or 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.

## **Special Programs**

### **Support Services**

Support services and programs are offered to help students be their best physically, academically, emotionally, and socially. Unity Middle School is served by a counselor, special education teachers, nurse, speech therapist, and psychologist. 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, cognitively disabled, and vision, hearing, and physical handicapped students.

## **Telephones**

Telephone calls may be made to the school office (825-2101 ext. 2000) between the hours of 7:30 a.m. and 4:00 p.m. School phones are meant to be used for school business. Due to the fact that we have a limited number of phone lines and our secretarial staff is extremely busy, students will not be allowed to make UNNECESSARY calls. Students will be called to the phone ONLY IN EMERGENCIES; and only messages of an urgent nature from a parent/guardian will be delivered to students.

## **Travel Routes in School**

Middle school students are to enter the building at the main MS Office entrance located in the front of the building by the parking lots or through the designated entrance located at the back of the building after exiting off the bus. Students who arrive before 8:00 a.m. are to remain in the cafeteria until 8:00 a.m. When the bell rings, students are to report to the middle school via the east/west hallway. When leaving the school at the end of the day, students are to exit the building via the main entrance or the designated bus entrance/exit. At no time is the art hallway/gym to be used as a shortcut to enter/leave the building, to go the high school, to go to the IMC or to go to or from the cafeteria.

## **Vacation**

Unity Middle School will recognize as an excused absence students going on vacation with a parent and if the vacation release form has been completed and returned to the office prior to the absence. (Vacation Forms are available in the office).

## **Visitors**

All visitors, including parents and other adults, must first report to the Middle School office during the school day. A valid driver's license and/or equivalent state identification card is required at check in. After an identification badge is issued, visitors can be expected to show their printed identification badge. Students will be allowed to bring guests only when a two day notice is given and approval is given by the principal and the student's classroom teachers. Guests are not allowed at school dances. Student visitors are not allowed the first (6) weeks or the last (6) weeks of school. Written permission from the UMS student chaperone and the visitor's parent and or guardian is required before the scheduled visit. UMS student chaperones must be in good standing (behavior, attendance, and academics.) All visitors must wear an identification tag.

## **HANDBOOK ACKNOWLEDGEMENT**

**I HAVE READ THE STUDENT HANDBOOK AND UNDERSTAND THE CONTENTS OF THE HANDBOOK INCLUDING THE BUS RIDER RULES, MS ATHLETIC CODE, COMPUTER USER AGREEMENT, AND STUDENT BEHAVIOR CODE.**

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Student's homeroom \_\_\_\_\_ Grade \_\_\_\_\_

**Parent Email Address:** \_\_\_\_\_

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

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

**Please Return this Portion to the Middle School Office by Friday, September 8, 2017**