

UNITY SCHOOL



Student/Parent Handbook

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WELCOME TO UNITY SCHOOL

Our Mission

The mission of Unity School is to provide opportunities to ensure each student will learn skills, acquire knowledge, and develop character within a rich, diverse, and nurturing learning environment.

Our Vision

At Unity School each child will continue to experience the joys of learning, self-discovery, success, and acceptance; thereby, we are building a community of individuals with a lifelong desire to learn.

Our School Beliefs

- All students have the ability to learn, achieve, and succeed.
- All students are held to high expectations to promote a successful learning experience by achieving proficiency and beyond.
- Decisions made through communication and collaboration between community and school stakeholders are vital to promoting a high performing learning culture.
- Research-based strategies and individualized assessments should be used to supplement traditional measures of achievement in helping make ongoing instructional decisions that best meet individual needs.
- Policies and procedures set forth by federal, state, and local educational administrators should be followed to ensure student learning.

ATTENDANCE

Regular attendance is a significant factor contributing to student success. There is no substitute for the interactions that take place in daily classroom discussions and with licensed teachers to complete assignments. We want to see our students at school learning every day.

In the event that a student *must* miss school, his or her absence is classified as either excused or unexcused as determined by the principal or his/her designee. Principals may accept three (3) parent notes per semester. *After a parent has used those three (3) notes, then all other absences will require a doctor's note, a note from the court, or other school approved activity note. Only one day per parent note will be allowed. If the student has been sent to Truancy Court, the school can no longer accept parent notes.* All notes must be turned in to the office within two (2) days of returning to school. In case of a death in the family or other extenuating circumstances, administrative judgment must be used.

Excused absences

1. Personal illness/doctor appointment
2. Illness of an immediate family member

3. Death of an immediate family member
4. Extreme weather conditions
5. Religious observance
6. College visits
7. Pregnancy
8. School sponsored or school endorsed activities
9. Court appearance (summons, subpoena, or court order)
10. Principal's approval (circumstances which in the judgment of the principal constitute emergencies over which the student has no control and must be pre-approved)

Personal transportation difficulties or travel for recreation will not be considered excused absences. If planning a trip which will be of educational value to the child, the principal must approve the trip BEFORE the trip is taken. The preapproval form that is located on the school website must be completed and submitted to the office at least one week before the trip. The principal will then sign the form BEFORE the trip is taken. No trips will be approved during any state testing dates.

ABSENCES

1. When a student returns to school, he/she must turn a parent note or other written communication in to the office within two (2) days of the absence or it will be unexcused.
2. The student will be given a re-admit slip to take to his/her teachers. If the absence is excused, he or she will have the opportunity to make-up missed work according to policy. If the absence is unexcused, work may not be made up and a "zero" will be recorded for the work missed.
3. Absences that are the result of suspensions are unexcused.
4. Notes that appear to have been altered will not be accepted.

Progressive Truancy Intervention Plan

1. State Attendance Guidelines will be posted in the school office.
2. All parents/guardians will have access to information regarding the Lincoln County Attendance Policy – TN Code Annotated 49-6-3007
<http://law.justia.com/codes/tennessee/2010/title-49/chapter-6/part-30/49-6-3007/>
3. School will keep a copy of parents/guardians signatures acknowledging they are aware of the Lincoln County attendance policy
http://images.pcmac.org/Uploads/TennesseeSBA/TennesseeSBA/Departments/DocumentsCategories/Documents/6200_60.pdf
4. **Tier 1** Immediately after the 3rd unexcused absence (in the school year) a 3 day letter is mailed to parent/guardian. The designated school personnel will contact parents/guardians of students who accumulate 3 unexcused absences to schedule a conference with parents/guardians and student. The attendance law will be given to the parents/guardians. An attendance contract will be signed by the parents/guardians, student and the designated school personnel. The contract will specify the school's attendance expectations for the student. The contract will specify the period of the

contract (no less than 90 days). The contract will specify the penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court. The contract will specify regularly scheduled follow-up discussions to address the student's progress.

5. **Tier 2** School personnel will send written notification to parents/guardians of students who accumulate 5 unexcused absences. Additional steps that will be taken for students who accumulate more than 5 unexcused absences include the following:
 - The designated school personnel will work with the school counselor to develop an Individualized Assessment of the reason(s) a student has been absent from school.
 - If student accumulates 8 unexcused absences or 12 excused absences a STAR Team Meeting with student, parents/guardian, designated school personnel, counselor, Attendance Supervisor, Family Resource Director, and teachers regarding the Individualized Assessment. A plan to address the truancy issues will be developed.
 - Follow-up discussions will be scheduled to address attendance progress.
6. **Tier 3** Students who accumulate 10 unexcused absences or tardies or a combination of 10 will be referred to Truancy Board (for first referral) or Court (if has been referred to Truancy Board).
 - The Truancy Board consists of a Juvenile Court Officer (Not the Judge), along with the Attendance Supervisor and Principals/Graduation Coach from the individual schools.
 - Students who continue to accumulate unexcused absences or tardies after Truancy Board will be referred to Juvenile Court.
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7. **Tardy Attendance** A student who arrives late to school or is dismissed early is considered Tardy.
 - Tardies must have a note with an excusable reason documented within (2) two days of return to school. If student uses a Parent Note for a Tardy it does count toward the (3) Parent Notes allowed per semester.
 - Contact parent/guardian regarding tardies when 5 unexcused are accumulated during the school year. Advise unexcused tardies can constitute referral to Juvenile Court. Document the contact.

SCHOOL POLICIES

The following school policies apply to the entire study body. Additional classroom rules may also apply and are left to the discretion of the teacher.

REGISTRATIONS FORMS—A new registration form should be filled out for each child at the beginning of the school year. These forms contain emergency contact and other pertinent information.

SCHOOL VISITORS—All parents and visitors are welcome and encouraged to visit Unity School. Tennessee state law requires all visitors to sign in at the office and receive a visitor's pass.

SCHOOL HOURS—The building opens at 7:00 every morning. Classes are from 7:50-2:50. Students arriving after 7:50 are tardy and are required to be signed in at the office by a parent. Car riders are dismissed at 2:50 and should be picked up no later than 3:05. Any student not picked up by 3:10 will report to after school childcare for supervision. Childcare fees may apply. Students do not need to be dropped off at school before 7:00 am.

TRANSPORTATION TO AND FROM SCHOOL—No student should come to or leave school other than by his/her regular mode of transportation unless *written* permission is given by the parents and with the approval of the office. Students may not drive to school or park in the parking lot.

STUDENT DROP OFF/PICK UP—Car riders may be dropped off at the FRONT ENTRANCE of the school BEFORE 7:50. Some traffic congestion may occur; please schedule accordingly. If a student is being dropped off AFTER 7:50 or BEFORE 2:50, parents must park in a space in front of the school and come inside to sign the student in or out. When picking up a student AFTER 2:50, drivers will remain in their cars in a line at the side of the building. Drivers will remain in a single line. Two lines will be formed with the direction of school personal. Cars must remain in the park position until school personal gives the all clear that students are inside cars safely.

CHANGE OF TRANSPORTATION—Parents should discuss with students AND send a written note when there is a change in a child's mode of transportation (i.e. someone new picking him/her up or change from bus rider to car rider, etc.) Students must have a parent note allowing them to ride to a different location other than home. This is to prevent students from going home with friends while the school and parents are unaware of their locations. Students should present the note to the office upon arrival to school. According to policy, office personnel will then call each time to confirm transportation arrangements with parent/guardian. To avoid last-minute confusion, no phone calls will be taken after 2:30pm to alter a student's place of arrival or change of bus. This is to prevent one child from going home alone on the bus while his/her siblings are car riders. For these reasons we have made it a policy not to allow any change in transportation unless confirmed by a parent and prior to 2:30 pm.

SNOW DAYS—Listen to local radio stations for information and complete the Community Safe Automated Phone Notification System form from the school so parents will be notified when there is inclement weather causing delays, early dismissals, or cancellations.

ILLNESS AT SCHOOL—If a student is experiencing a minor illness at school, he or she may report to the nurse's clinic until he or she can return to class. You will be notified if your child is too ill to remain at school or if he or she is seriously ill. It is imperative that we have a CURRENT Health History Form completed each year and CURRENT phone numbers and emergency contact information on file in the office. If your child is sent home by the nurse, the absence will be excused. If your child has a health condition that could develop into a potential problem at school, a health plan will be completed by the school nurse in order for our staff to provide your child with the best possible care. Please contact the nurse about any major health issues. Do not depend on paperwork alone if your child has a major health issue. Students who

text or call parents from cell phones will not receive an excused absence and are subject to disciplinary action.

MEDICATIONS—If a child is required to take non-prescription or prescription medication during school hours, an adult must bring medications into the school. A student may not bring the medication. Prescription medications must in the prescription bottle and the label must contain:

1. Student's name
2. Name of the medication
3. Correct dosage
4. Time the student is to receive the medication
5. Pharmacy phone number
6. Name of the doctor
7. Inhalers must have the prescription label on the inhaler itself, not the box.

Non-prescription medication must be its original container. A permission form must be signed by the parent/legal guardian and on file before any medicine can be given to students. Prescription and nonprescription medications should be picked up by an ADULT at the end of the year. Medications not returned to an ADULT will be *destroyed* at the end of the year.

All students should have CURRENT Health History Forms describing any and all health concerns, allergies, etc. and definite written instructions on file including emergency contact information.

MAKE-UP WORK—It is important for students to be present at all times. On the rare occasions that students are unable to attend school, students are responsible for asking teachers to make up work or tests missed during their excused absences. This must be done within three (3) days after the absence. Failure of the student to make up missed work within three (3) days will result in a lost opportunity for credit for the missed work. A pre-scheduled activity or assignment in class (test, report, or project) which is missed by the student, is due the first day back at school. Parents who call the office before 10:00 am requesting homework assignments for two or more missed days will be able to pick up assignments and books by the end of the day. Work missed due to out-of-school suspensions and willful violation of attendance policies will NOT be made up.

MESSAGES TO STUDENTS AND TEACHERS—We ask that messages be kept to a minimum. Should it be necessary to get a message to a teacher or student, the message should be given to the school secretary. We try to avoid interruptions to the classrooms. Parents who want to contact teachers can email them through the school website at <http://unity.tn.lce.schoolinsites.com>. Please keep in mind that while teachers are with students, they are unable to check their emails and do not typically do so until the end of the day. Students will only be allowed to use the phone in emergency situations. They will not be allowed to call home for forgotten items or homework.

DRESS CODE--Students will be expected to keep themselves well-groomed and neatly dressed at all times. Students must wear appropriate shoes. Students' coats, mittens, etc. should be labeled appropriately. Dress that is considered to be distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. The student dress code must be followed during the regular school day and at extracurricular activities.

Symbols or objects on clothing or school property that promotes racial discord or is related to gang activity is prohibited. Student dress shall be modest, decent, and shall not interfere with the educational process of the school. **In matters of opinion, the judgement of the administration will prevail.** The following are examples that may warrant a principal's consideration may include, but are not limited to:

- Shorts/dresses/skirts that are more than 2" above the knee, or skirts with a slits higher than the front/back of the knee
- Running shorts
- Spaghetti straps
- Cut off clothing
- Shirts that reveal the midriff, tube tops, or those with low necklines
- Pants with holes above the knees
- The visibility of undergarments
- Pajamas

Note: Leggings are not pants; therefore they must be covered by a top reaching halfway to the knees.

Sunglasses are not to be worn in the building. Hats, caps, bandanas, and other head coverings are not to be worn in the building. Clothes or jewelry which advertise or promote violence, alcohol, tobacco, or other drugs, or display obscene or inappropriate language may not be worn during school or at any school event. No visible piercings are allowed except in the ears.

Students who do not adhere to the school dress code will change clothes and/or be sent home (unexcused) to dress appropriately. Multiple occurrences may result in a parent meeting and further disciplinary actions.

ELECTRONIC GAMES, RADIOS, PLAYING CARDS, TOYS, AND OTHER SUCH ITEMS—

These items are not permitted at school unless permission has been given by the teacher for a special situation or activity. The faculty, staff, and administration of Unity School are not responsible for items lost, stolen, or damaged. If a student brings an item to school without permission, the item will be taken to the office and parents will be asked to come and pick up the item.

CELL PHONES AND OTHER PERSONAL COMMUNICATION DEVICES--Students may possess personal communication devices so long as such devices are *turned off* and *stored* in backpacks, purses or personal carry-alls. A student in violation of this policy is subject to disciplinary action. Unauthorized use or improper storage of a device will be taken to the office.

Consequences for violations according to the Lincoln County Board of Education policy:

1st Offense: Warning (Parent pick up the cell phone and sign it out at the end of the school day, after school hours)

2nd Offense: 1 day of In-School Suspension (Parent pick up the phone and sign it out)

3rd Offense: 2 days of In-School Suspension (Parent pick up the phone and sign it out)

4th Offense: 3 Days of In-School Suspension (Parent pick up the phone and sign it out)

5th Offense: Parent Meeting set up by the principal and/or possible suspension from school

VIDEOS, CAMERAS, CAMERA PHONES AND OTHER ELECTRONIC RECORDING

DEVICES—These items are prohibited in locker rooms at all times. Cameras, camera phones and other electronic recording devices owned or operated by individuals may not be used to photograph, video, or record any student or staff without permission from the individual(s) being photographed, videoed, or recorded. School security cameras are not included in this restriction.

Any student who violates the restrictions of this policy may have the device confiscated and may be subject to disciplinary action at the discretion of the principal. Any student who disseminates in any manner an unauthorized or misrepresented photograph, video, or recording for the purpose of embarrassing, demeaning, or discrediting the reputation of any student or staff, or that results in the embarrassment, demeaning, or discrediting of any student or staff, or results in any action or activity disruptive to the educational process shall be subject to disciplinary action up to and including suspension or expulsion at the discretion of the principal. The faculty, staff, and administration of Unity School are not responsible for items lost, stolen, or damaged.

SMOKING—In an effort to demonstrate our dedication to modeling good health, we prefer that Unity School be a SMOKE-FREE campus. NOTE: This includes smokeless tobacco, electronic cigarettes, and associated paraphernalia. Student possession or use of these products at school will result in automatic suspension and a court citation will be written for the offending student.

STUDENT CONTACT—Our administration, faculty, and staff encourage students to be respectful of themselves and to others. Students will keep their hands to themselves. This includes public displays of affection and horseplay.

CONDUCT AND DISCIPLINE

While teachers use their own discretion regarding many classroom rules, there are some conduct violations for which students will always be held accountable.

- Having an unexcused absence
- Being out of class without permission
- Failing to bring in completed class assignments
- Being distracting or disrespectful
- Failing to follow proper procedures when arriving to or leaving from school
- Behavior that can cause injury or harm to others. (Note: Fighting will result in severe disciplinary action. The nature of the punishment will be determined by the degree of involvement of each individual.)
- Behavior involving vandalism and/or property damage.

Offenses result in warnings, parent notification/conferences, and principal conferences. Any display of oppositional/defiant/disrespectful behavior will result in the student being sent immediately to the principal's office. Chronic failure to comply with classroom rules and procedures will result in alternative action being taken as determined by school administration.

Discipline Plan/Administration Actions could include but not limited to additional conferences, counseling, in school suspension, corporal punishment, suspension, and/or alternative school. Students with chronic discipline problems or issues of a more serious nature including inappropriate language, cheating/lying/theft, chronic bullying, fighting, harassment, truancy, and

vandalism may be subject to, but not limited to, corporal punishment, suspension, and/or alternative school.

Expulsion/Remand for a period of not less than one calendar year subject to modification by the director of schools on a case-by-case basis.

BULLYING

Bullying and harassment are not acceptable behaviors at Unity School. Any incident confirmed by the administration will not be tolerated. Bullying is defined as "When someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself." Unity faculty, staff, and students actively participate in the Olweus Bullying Prevention Program--the same prevention program adopted by the Lincoln County Board of Education and used in ALL Lincoln County schools to help make school a safer, more positive place where students can learn.

All students will follow these four anti-bullying rules:

- (1) We will not bully others.
- (2) We will try to help students who are bullied.
- (3) We will try to include students who are left out.
- (4) If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Unity School will comply fully with the Lincoln County Board of Education policy regarding student discrimination/harassment and bullying/intimidation.

SMOKING—Possession or use of tobacco products at school will result in automatic suspension and a court citation will be written for the offending student.

ZERO TOLERANCE OFFENCES

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

WEAPONS & DANGEROUS INSTRUMENTS--Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Violators of this section shall be subject to suspension and/or expulsion from school.

FIREARMS--In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

DRUGS--In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

BATTERY--In accordance with state law, any student who commits battery upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

NOTIFICATION--When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required.

BUS CONDUCT

When a student boards the bus he/she becomes the responsibility of the school system. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the day. The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

Bus drivers will observe the following disciplinary procedure in dealing with student misbehaviors. All bus riders will receive a group explanation of this procedure and a copy of this policy.

1. Group warning: All students will receive group warning of the consequences of misbehavior
2. 1st Incident: Warning issued to student and parent/guardian notified
3. 2nd Incident: Five days' suspension from bus privileges; parent/guardian notified
4. 3rd Incident: Ten days' suspension from bus privileges; parent/guardian notified
5. 4th Incident: Suspension from bus privileges for remainder of school year; parent/guardian notified
6. Anyone who throws objects or fights on the bus will receive an automatic five-day suspension of bus-riding privileges.
7. Any student who destroys seats or commits any other act of bus vandalism will be required to pay for actual damages, according to the payment schedule agreed upon by the principal and parent/ guardian, before the student will be allowed to ride the bus

again. Restitution for damages will be required in addition to other consequences that the student has incurred.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends. Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.

Students who transfer from bus to bus while enroute to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

The following list of rules should be displayed at the front of the bus and all riders are expected to obey each one.

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. The Bus Driver is authorized to assign seats.

LINCOLN COUNTY SCHOOLS STUDENT ACCEPTABLE USE POLICY

Please read the following terms and conditions for use of the Lincoln County Schools network and the Internet carefully before signing this document. This is a legally binding document.

A. Educational Purposes

1. The Lincoln County School System is providing students with access to the district's electronic network system, which includes Internet access. The use of this account must be in support of education and research and consistent with the educational objectives of the school system.
2. The Lincoln County School System's network use is limited to educational purposes. The term "educational purposes" includes classroom activities, student research, and career development. The network system will also assist the Lincoln County Schools in sharing information with the local community, including parents, social service agencies, governmental agencies, and business.
3. The Lincoln County School System's network has not been established as a public access service or a public forum. The school system has the right to place reasonable restrictions on the material you access or post through the network. You are also expected to follow the terms of the Acceptable Use Agreement and Board Policy.

4. You may not use the network for commercial purposes. This means you may not offer or provide products or services through the network or use the network for product advertising.

5. You may not use the network for political lobbying. You may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Unacceptable Uses

Net Etiquette – You are expected to abide by the generally accepted rules of network etiquette.

These include (but are not limited to) the following:

- Avoid offensive or inflammatory speech. Be courteous and polite.
- Use appropriate language. Profanity or obscenity is not permitted at any time, including the downloading of obscene files.
- Do not reveal personal information about yourself or others.
- Do not participate in the transmission of any material in violation of any federal or state regulation. This includes, but is not limited to: copyrighted material or threatening or obscene material.
- Do not use the network in such a way as to disrupt the work of others.
- Note that electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
- Harassment or bullying is not permitted.

C. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user, the operations of the network, Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism will result in disciplinary action.

D. Security

Security on any computer system is a high priority, especially when the system involves many users. **If provided passwords, never share your password or account with anyone.** You have full responsibility for the use of your account, and can be held responsible for any policy violations that are traced to your account. If you believe your account has been violated, you should immediately notify the Technology Director or principal and change your password. No hacking or unauthorized attempts to access another computer or trespassing in another's folder, work, or file is allowed.

E. Limitation of Liability

The Lincoln County School System makes no guarantee that the functions of the services provided by or through the school system will be error-free or without defect. The Lincoln County Schools will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The system is not responsible for the accuracy or quality of the information obtained through or stored on the network system. Lincoln County Schools will not be responsible for financial obligations arising through the unauthorized use of the network.

F. Exception of Terms and Conditions

These terms and conditions reflect the entire agreement of the parties and supersede all prior oral and written agreements and understandings of the parties. These terms and conditions

shall be governed and interpreted in accordance with the laws of the State of Tennessee and the United States of America.

SCHOOL LUNCHES

Unity School's cafeteria offers breakfast and lunch to all students in accordance with the State Department of Education School Nutrition Program. We ask parents to send money on Monday mornings, instead of sending money daily, for efficiency. Checks should be made out to Unity School Cafeteria and can be written for more than the exact amount. The additional amount will be placed in the student's account and may be used to purchase additional items. Parents also have the option of paying online by visiting the county website www.lcdoe.org, clicking on "School Nutrition," and following the links to use the online payment system.

Students may qualify for free or reduced priced meals based on household incomes. All students must pick up free/reduced lunch applications. All applications must be returned in 10 days from the day school starts. If applications are not received within the designated time period, students must pay full price for lunches and breakfasts.

Students may charge a maximum of five (5) meals on account. "Meals" refers to breakfasts and/or lunches. Statements will be generated and distributed by the cafeteria manager to individuals with unpaid charges. In the event that the five (5) meal maximum is exceeded by a student, shall be offered/served an alternate meal. The alternate meal shall be either: a reimbursable cold meal from the cafeteria for which full-paid or reduced meal charges will continue to accrue, OR a non-reimbursable meal determined by the Principal of the school or his/her designee. The Principal in each school shall determine the type of alternate meal to be offered in his/her school.

Students with negative balances in the school nutrition database as of 9:00 a.m. each morning will be informed of their status. School administrators may exercise the option to give these students an opportunity to contact a parent/guardian to obtain enough funds to pay off negative balances and to place on account or to pay cast for future meals.

In addition, a la carte items will not be sold to any student owing outstanding charges. All reasonable efforts will be made to collect unpaid charges.

Students may opt to bring their lunches from home. We ask that parents ensure the lunch is labeled and appropriately secured to avoid leaks and spills. Students should be able to open any containers that are sent from home. Cokes and soft drinks should not be brought to school. Fast food lunches from outside establishments may not be brought to students at any time or be eaten by guests in the cafeteria.

Parents are allowed to come in to eat with students. For safety reasons, only persons listed on a child's pick-up sheet will be allowed to eat lunch with the child. Please limit this to once a week.

ACADEMICS

Unity School is committed to academic excellence and life-long learning.

PARENT CONFERENCES—Two parent conferences are scheduled each year. Conferences are an opportunity to meet faculty, see a student's work environment, and get updated on

his/her progress. Additional conferences are encouraged and welcomed by the faculty at any time during the year. Please contact your child's teacher to schedule any additional conferences.

HOMEWORK—Homework is an important part of the learning process. It provides sufficient practice time to master the subject matter of the course. Students are required to complete assignments as required when given. At the discretion of each teacher, homework assignments may comprise a portion of the students' nine weeks grade each reporting period. Therefore, failing to turn in completed assignments as scheduled could negatively impact a student's grade.

AGENDAS-- Each student in grades 1-8 will be given an agenda at the beginning of the school year. The student will be expected to bring the agenda home each night and return it to school daily. It is the responsibility of the students to correctly write down assignments in the agenda each day. It will be used as a source of communication between parents and teachers. Parents are asked to initial or sign the agenda each night. Teachers will check the agenda regularly. Students are expected to keep the agenda throughout the year. If an agenda becomes damaged or lost, the student will be expected to purchase a replacement agenda at a cost of \$10.

ONLINE GRADING PROGRAM—All students in grades 1-8 will have an online account. Homeroom teachers will send home the login information. Parents will have secure access to their children's grades. This is an excellent way to stay informed of your child's progress between progress reports and report cards.

REPORT CARDS/PROGRESS REPORTS—All grades will send home progress reports every 4 ½ weeks. Progress reports and report cards should be taken home, reviewed and signed by parents/guardians, and returned to homeroom teachers the following day. Report cards will be sent home every nine (9) weeks. Grades given at each reporting period will be determined from daily work, oral and written assignments, projects, and tests. Each classroom teacher will weigh the value of grades given for various assignments within the nine-week period when computing the grade.

The numerical equivalents are listed:

- A (93-100)
- B (85-92)
- C (75-84)
- D (70-74)
- F (Below 70)

PRINCIPAL'S LIST AND HONOR ROLL— Each nine weeks, students have the opportunity to earn placement on the Principal's List or Honor Roll. To be on the Principal's List, students' grades must be 92.5 or higher (all A's) for the quarter. Honor Roll students' grades must **average** 92.5 (or higher), which can be a combination of A's and B's for the quarter. Only academic classes (which includes Exploratory in grades 6-8) are included in calculations.

PROMOTION/RETENTION—Promotion and retention of students is determined by their teachers and a promotion/retention committee. Decisions are made in compliance with the county-wide promotion/retention criteria established by the Lincoln County Board of Education.

TEXTBOOKS—The State of Tennessee furnishes all textbooks. They are to be kept clean and handled carefully. Students are responsible for their textbooks and reimbursement must be made to the school to replace lost or damaged textbooks. Replacement costs will be determined by administration depending on the age of the book. Payment for lost or damaged books must be made before additional books or report cards will be issued.

DISCRIMINATION/HARASSMENT OF STUDENTS (SEXUAL, RACIAL, ETHNIC, RELIGIOUS)

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term or receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Alleged victims of sexual, racial, ethnic and religious discrimination/harassment shall report these incidents immediately to a teacher, counselor, or building administrator. Allegations of discrimination/harassment shall be fully investigated by a complaint manager (as set forth in Student Concerns, and Complaints and Grievances 6.305). For additional information, please see Lincoln County Board Policy.

EXTRACURRICULAR ACTIVITIES

Unity School offers a number of activities including cheerleading, football, volleyball, and basketball. Sports teams follow the bylaws of the Tennessee Middle School Athletic Association. Junior Beta Club is offered to students who meet the requirements in grades 5-8. Band is offered to students in grades 6-8 and incorporated into their schedules. Junior Pro Athletics are organized and coached by volunteers and parents of those participants. Parents can contact administration regarding extracurricular activities including before and after school programs and extended care programs.

PROCEDURES WHEN DISCIPLINING CHILDREN WITH DISABILITIES

**AUTHORITY OF SCHOOL PERSONNEL
34 CFR 300.530**

CASE-BY-CASE DETERMINATION

School personnel may consider any unique circumstances on a case-by-case basis, when determining whether a change in placement, made in accordance with the following requirements related to discipline, is appropriate for a child with a disability who violates a school code of student conduct.

General To the extent that they also take such action for children without disabilities, school personnel may, for not more than 10 school days in a row, remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting (which must be determined by the child's individualized education program (IEP) Team), another setting, or suspension. School personnel may also impose additional removals of the child of not more than 10 school days in a row in that same school year for separate incidents of misconduct; as long as those removals do not constitute a change in placement (see Change of Placement Because of Disciplinary Removals for the definition, below).

Once a child with a disability has been removed from his or her current placement for a total of 10 school days in the same school year, the school district must, during any subsequent days of removal in that school year, provide services to the extent required below under the sub-heading Services.

Additional Authority If the behavior that violated the student code of conduct was not a manifestation of the child's disability (see Manifestation determination, below) and the disciplinary change of placement would exceed 10 school days in a row, school personnel may apply the disciplinary procedures to that child with a disability in the same manner and for the same duration as it would to children without disabilities, except that the school must provide services to that child as described below under Services. The child's IEP Team determines the interim alternative educational setting for such services.

Services The services that must be provided to a child with a disability who has been removed from the child's current placement may be provided in an interim alternative educational setting.

.A school district is only required to provide services to a child with a disability who has been removed from his or her current placement for 10 school days or less in that school year, if it provides services to a child without disabilities who has been similarly removed.

A child with a disability who is removed from the child's current placement for more than 10 school days must:

1. Continue to receive educational services, so as to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP and
2. Receive, as appropriate, a functional assessment, and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not happen again.

After a child with a disability has been removed from his or her current placement for 10 school days in that same school year, and if the current removal is for 10 school days in a row or less and if the removal is not a change of placement (see definition below, then school personnel, in

consultation with at least one of the child's teachers, determine the extent to which services are needed to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.

If the removal is a change of placement (see definition below), the child's IEP Team determines the appropriate services to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP.

Manifestation Determination Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct (except for a removal that is for 10 school days in a row or less and not a change of placement), the school district, the parent, and relevant members of the IEP Team (as determined by the parent and the school district) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine:

1. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
2. If the conduct in question was the direct result of the school district's failure to implement the child's IEP.

If the school district, the parent, and the relevant members of the child's IEP Team determine that either of those conditions was met, the conduct must be determined to be a manifestation of the child's disability.

If the school district, the parent, and relevant members of the child's IEP Team determine that the conduct in question was the direct result of the school district's failure to implement the IEP, the school district must take immediate action to remedy those deficiencies.

Determination that behavior was a manifestation of the child's disability If the school district, the parent, and relevant members of the IEP Team determine that the conduct was a manifestation of the child's disability, the IEP Team must either:

1. Conduct a functional behavioral assessment, unless the school district had conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the child; or
2. If a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior.

Except as described below under the sub-heading *Special Circumstances*, the school district must return the child to the placement from which the child was removed, unless the parent and the district agree to a change of placement as part of the modification of the behavioral intervention plan.

Special Circumstances Whether or not the behavior was a manifestation of the child's disability, school personnel may remove a student to an interim alternative educational setting (determined by the child's IEP Team) for up to 45 school days, if the child:

1. Carries a weapon (see the definition below) to school or has a weapon at school, on school premises, or at a school function under the jurisdiction of the State Educational Agency or a school district;
2. Knowingly has or uses illegal drugs (see the definition below), or sells or solicits the sale of a controlled substance (see the definition below), while at school, on school premises, or at a school function under the jurisdiction of the State Educational Agency or school district or
3. Has inflicted serious bodily injury (see the definition below) upon another person while at school, on school premises, or at a school function under the jurisdiction of the State Educational Agency or school district.

Definitions Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 U.S.C. 812 (c)).

Illegal drug means a controlled substance; but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under that Act or under any other provision of Federal law.

Serious bodily injury has the meaning given the term “serious bodily injury” under paragraph (3) of subsection (h) of section 1365 of title 18, United States Code.

Weapon has the meaning given the term “dangerous weapon” under paragraph (2) of the first subsection (g) of section 930 of title 18, United States Code.

Notification On the date it makes the decision to make a removal that is a change of placement of a child because of a violation of a code of student conduct, the school district must notify the parents of that decision, and provide the parents with a procedural safeguards notice.

504 ANNUAL NOTICE TO PARENTS

In compliance with state and federal law, the Lincoln County school district will provide to each protected student with a disability without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities. In order to qualify as a protected student with a disability, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for “protected students who are disabled” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students contact Sonya Jeans, School Counselor, at Unity School (931) 433-9018.

ASBESTOS COMPLIANCE PLAN AVAILABLE

Lincoln County Department of Education, 203 Davidson Drive, Fayetteville, Tennessee 37334,
Contact: Ricky Bryant at 931-438-1486, 7:00 AM - 4:00 PM.

ADDITIONAL INFORMATION

For questions, concern, or additional information please contact Unity School Principal Emily Pierce or visit the Lincoln County Board Policy at <http://www.lcdoe.org>.