

PRESCHOOL AND ELEMENTARY SCHOOL PARENT HANDBOOK

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INTRODUCTION TO PRESCHOOL AND ELEMENTARY SCHOOL

Unity School has served the communities of Boca Raton, Delray Beach, Boynton Beach, Lake Worth and the surrounding areas since 1964.

The school operates under the policies of Unity of Delray Beach, Inc. Unity School is a church-related, independent, nonprofit school, and is accredited by the Florida Council of Independent Schools (FCIS) and the Association of Independent Schools of Florida (AISF). The Montessori Preschool program is also affiliated with the American Montessori Society (AMS) and the Florida Kindergarten Council (FKC) accredits both the Preschool and Kindergarten programs.

MISSION STATEMENT

The goal of Unity School is to empower children and inspire learning by educating the entire child: mind, body and spirit.

VISION STATEMENT

Unity School will empower children to be lifelong learners who are inspired to believe they have their own unique contribution to give and can be a powerful influence for bringing forth substantial and needed change throughout the world.

PHILOSOPHY

Education at Unity School is a process that encompasses all aspects of the child and is based upon the promotion of the individual worth and dignity of each child. Unity School's innovative approach to this process incorporates brain-based learning, the universal principles, and extensive family and parental involvement on and off campus.

1. Brain-Based Learning

The curriculum at Unity School was developed to meet the needs of a child's growing brain. Our administrators have done significant research on the brain. As a result, the day's schedule and lessons are based on when children are best able to receive information. "Brain gym" and "heart math" are used to ensure a positive connection between the brain, body and spirit. Homework is geared towards ensuring that the information "sticks." The nutritional program is centered on what a child needs to maintain healthy brain functions and supports activities like music, athletics and art, which are intentionally introduced at varying ages to maximize the child's benefit.

2. Universal Principles

The Law of Oneness

The One Presence and One Power active in the Universe is impartial Love. This Force is often called God, Infinite Intelligence, Lord, Creator, or Universal Mind. We are one with this Presence and Power.

The Law of Wisdom

Infinite Wisdom and Divine Guidance are within all of us.

The Law of Love

As we align with the power of love within, we transform ourselves and our world.

The Law of Forgiveness

Forgiveness is a specific application of the Law of Love and is deeply transformative. Forgiveness heals and empowers us by bringing freedom from those perceptions that enslave and limit us.

The Law of Mind Action

Thought is creative. We can concentrate our energies together and make our dreams realities.

The Law of Equality

All life is an individualized expression of all that is good, and deserves love and respect.

The Law of Cause and Effect

As we sow, so shall we reap. Every thought feeling and action has a corresponding result. This law enables us to create and guide our own destiny.

The Law of Giving and Receiving

True giving is unconditional, done with no expectation, and blesses the giver as well as the receiver. True giving manifests love.

The Law of Attraction

Like attracts like. We attract into our lives that which we think, feel, and imagine.

3. Family & Parental Involvement

More than 300 independent research studies show that building parental involvement in education is the number one thing we can do to create a great school and improve student performance. Unity School provides a wealth of opportunities for parents and families to be involved in their child(ren)'s education from volunteering in the classroom to supporting the schools calendar of events. Our greatest asset is the dedication and involvement of our parents.

HISTORY

The foundation for Unity School began at the Unity Headquarters, Unity Village, in Missouri. There, Madame Elizabeth Caspari, who studied under the direction of Dr. Maria Montessori, conducted an experimental school and helped train teachers in the unique Montessori method and philosophy. Caspari's school was a great success.

As a result, Unity Montessori Preschool was founded in 1964 by Unity of Delray Beach Inc. in an effort to bring this same experiment here. Unity School is inter-denominational and respects the basic truth within all religions. Unity School has devoted an entire department, called Lessons in Living, to educate, nurture and embrace our students, staff, and families in the vision of love, wisdom and divine greatness that lies deep within each person. This philosophy is based on peace, love, acceptance, tolerance, compassion, non-violence and reverence for ourselves, the human family and all life on this planet. Children are inspired to believe they

have their own unique contribution to give and they can be a powerful influence for bringing forth positive change in our society and our world. The Lessons in Living Department is a vital part of the Unity School curriculum and experience.

Investor and developer Warren Grimes, a member of Unity Church, donated the land and generously provided the funds to construct Unity School's initial buildings. Since 1964, Unity School's achievements have been led by our parents, a group of devoted individuals determined to ensure the best for their children. In 1984, former Head of School Maria Barber coined the phrase, "Unity School, where the child is our most important resource and an informed parent is our greatest asset." The truth of this statement is evident in the pioneering efforts that brought the opening of Unity School in 1964, the graduation of our first middle school class in 1991 and the building of the incredible ALEC (Advanced Learning & Enrichment Center) Building in 2001. The ALEC building houses an NBA quality gymnasium, television production studio, performance stage complete with lighting and sound, art studio, music studios, state of the art cafeteria and the Lessons in Living department.

The Unity School Handbook contains general information about policies, procedures, and programs. The Handbook cannot possibly cover every situation that may arise and, therefore, some decisions or policies are at the discretion of the faculty and/or administration. Furthermore, under special circumstances, it may be appropriate for the administration to diverge from the established codes.

Each student and family is responsible for adhering to all policies as set forth by the School. This also pertains to information distributed throughout the year.

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ADMISSIONS AND REGISTRATION

Unity School has an “open admission policy” of nondiscrimination on the basis of race, color, sex, religion, age, or national origin. In order to effectively evaluate the qualifications of each child for admission, we ask your cooperation in completing the following steps:

THE ADMISSIONS PROCESS

- New Students - Prospective parents must complete the following steps prior to acceptance:
 - Schedule a conference with the Head of School.
 - Register students by completing an *Application for Admission* for each applicant. The terms and conditions of the *Application for Admission* shall continue in full force and effect. This handbook supplements the application. The Head of School will ascertain whether the student is a candidate for admission to Unity School. The Head of School will make every effort to show parents what is expected, what the curriculum and programs entail for each student, and how the school operates.
 - Pay a nonrefundable application fee and testing fee if applicable grades K-5.
 - If necessary, complete a waiting list application form. Waiting list forms will remain on file for fall admission.
 - Forward a *Student Release Form* from the present school to the Head of Unity School if a student is currently enrolled elsewhere. Transcripts, report cards, teacher recommendations, and standardized test results must be submitted from the present school.
 - Prospective students entering Grades K-5 must achieve a score acceptable to Unity School on an entrance examination. (Exception: no test is required for admission to preschool.)
- Returning Students - In order to ascertain whether a student will experience success, Unity School reserves the right to evaluate any returning student.
 - *Conditional Re-enrollment* - Students may be accepted on a probationary basis (behavioral/academic). An agreement with parents/administration as to what is expected for the next school year will be discussed.
- All Students - New parents (after acceptance) and returning parents must complete the following steps:
 - Complete and return the *Enrollment Agreement*. The terms and conditions of the *Enrollment Agreement* shall continue in full force and effect. The *Unity School Handbook* shall supplement this agreement.
 - Pay the registration/enrollment fee.
 - Return a current *Palm Beach County Medical Examination Form*, *Palm Beach County Immunization Form*, *Emergency Student Medical Form*, and other forms required by H.R.S., FCIS, Unity School, or any governmental agency. Children with communicable diseases are not eligible for enrollment. All immunizations must be current or a student will not be admitted to school after Labor Day.

REGISTRATION

- Registration for new students will commence in the month of February of each year in accordance with the school calendar. Applications for admission for fall enrollment are made early in the preceding spring. Registration for all grades will continue until the maximum allowable class size is met. All class sizes will be held within fixed limits. Additional students will be placed on a waiting list.
- All in-house registration for returning students will be conducted during a specific time designated by the Head of School. A school notice in the FYI and the school calendar will inform parents of in-house registration dates.
- After in-house registration is over, one courtesy call will be made to a parent of each Unity School student who has not registered on time in order to ascertain intentions concerning re-registration. If a parent cannot be reached, a student will remain on the registered list on a hold status for one week from the date of the courtesy call week.
- All students who miss the in-house registration deadline (including the two weeks on the registered list with a hold status) will be considered new students and placed on the waiting list. However, the Head of School, at his/her sole discretion, may decide to place those students at the top of the waiting list.
- A written letter will be sent to all current waiting list applicants advising them of their status for placement.
- The *Enrollment Agreement* indicates a policy concerning withdrawal from the School. The School will enforce any resulting tuition obligations.

ADMISSION GUIDELINES

- The *Application for Admission* cannot be processed until all forms have been completed and all materials have been received and reviewed.
- Children who have previously attended the School will be given preference for placement and every effort will be made to enroll siblings. Teachers' children are given first priority to openings, but each child must complete the admission requirements for enrollment.
- The Head of School will not convince any parent to withdraw a child from another school and cannot register any student who is under contract with another school unless a release form is received from the prior school.
- Any student who shows evidence of behavior problems will not be accepted for admission unless the Head of School, at his/her sole discretion, believes the student will not adversely affect the teacher or other classmates.
- Administration of the *Entrance Examination* and the score attained thereon may in no way be construed as a warranty or representation by the School that a student is capable of attaining any given level of achievement while enrolled in the School. Such examination is for the internal administrative and sole use of the School in the admissions process. Satisfactory scores on tests recently administered elsewhere and provided by parents may not be deemed sufficient and acceptable. If a student does not achieve a passing score on the *Entrance Examination*, the Head of School may reject the *Application for Admission* and deny the student admission to the School.

- Unity School may deny admission to students whose parents demonstrate a negative attitude toward the School's philosophies and/or an unwillingness to work with any teacher, parent, staff member, or the Head of School.
- Unity School is not equipped to serve students with learning disabilities. Any exceptions will be determined at the Head of School's sole discretion.

ENROLLMENT AGREEMENT

The School will make a decision concerning an *Application for Admission* within a reasonable time. If a student is accepted for enrollment, the parents and the School will enter into an *Enrollment Agreement*. However, if no *Enrollment Agreement* is executed, a student will not be enrolled.

Approval of a student's *Application for Admission* alone does not mean that all conditions of enrollment have been agreed to or satisfied and, therefore, does not guarantee the student's enrollment in the School. Again, this Handbook supplements the *Enrollment Agreement* and both shall be binding upon the School, parents, and students.

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ACADEMIC PROGRAM

Preschool

Unity School offers a Preschool which includes a Toddler class (ages 2.0 - 2.5), an Orientation class (ages 2.6 - 3.2) and two Preschool classes (ages 3.3 - 5.0). The Preschool, founded in 1964, is a Montessori program based on the principles and teachings of Maria Montessori. The Preschool facilities include large indoor and outdoor classrooms completely equipped with Montessori materials.

Elementary School

The Unity Elementary School includes Grades K-5. The focus of these grades is a traditional progressive curriculum with special classes in music, band (grades 4-5), art, Spanish, physical education, library, and computers. Interest centers, team teaching, cooperative learning techniques, and multiple intelligence strategies are implemented to meet the needs of the individual in the curriculum.

SCHOOL POLICIES, PROCEDURES, AND PROGRAMS

ACADEMIC ACHIEVEMENT (HONOR SOCIETY / HONOR ROLL)

A Certificate of Achievement is mailed home at the end of the marking period. Requirements for honor roll are grade averages of 3.5 or higher with no grade lower than B-. A student must maintain all A's in order to achieve Honor Society.

ACADEMIC PROBATION

Academic probation will be at the discretion of the administration. Students in Grades 3 - 5 may be placed on academic probation if a grade average falls below "C" on the report card. All students on academic probation will be evaluated and given an opportunity to improve grades. Students on academic probation may not be permitted to participate in after-school or school sponsored activities until the student is withdrawn from academic probation.

AFTER-SCHOOL ENRICHMENT ACTIVITIES

After-school enrichment activities are offered throughout the year for students in grades PK-5. These programs are developed to provide instruction in additional areas of interest. All enrichment instructors are interviewed by the Head of School or designee to ascertain the instructor's qualifications and the appropriateness of the program. The Head of School and the instructor establish policies and procedures for the program. Fees for after-school enrichment activities are billed to the student's account.

ATHLETICS

Intramural Varsity and Junior Varsity sports are offered to 5th-8th grade students. The School generally competes in the areas of flag football, soccer, basketball, volleyball, lacrosse, and tennis. Other sports may be offered. It is the responsibility of the student to notify the team coach in advance if he/she is unable to attend a practice or game. Athletes and parents are required to abide by the rules and procedures outlined for sports. Students on some teams are required to purchase uniforms and/or equipment. There is a registration fee for competitive sports. Parents may call the P.E. Department regarding possible cancellations due to inclement weather. All student spectators must be supervised by an adult at games.

ATTENDANCE

Attendance is taken daily by your child's teacher. Any student not well enough to attend classes during the day or who has an unexcused, non-illness absence, may not participate in any after-school activity that day without specific permission from the Head of School.

Excused and Unexcused Absences

- All absences require a written explanation from a parent and are kept on file. Whether excused or unexcused, students entering school after the bell has rung will be marked tardy. Any student arriving 1½ hours late in the morning or leaving 1½ hours early in the afternoon will be marked as absent for a half-day.
- Students with an absence are given one extra day per excused absence to complete class assignments, tests, and homework. In unusual circumstances, an extension may be permitted, or tests may be rescheduled at the teacher's convenience.

- *Excused Absence*

Absences due to illness, medical reason, family emergency, or special situations approved in advance by the Head of School are considered excused.

- *Unexcused Absence*

Absences not considered excused, as stated above, include such things as vacations and appointments. Since some classes rely heavily on class participation, unexcused absences may adversely affect a student's grade. All homework and tests are due on the day the student returns.

Students may not have more than 10 unexcused absences in a marking period for any class. If unexcused absences exceed that number, a passing grade may not be issued.

A parental note must be given to the teacher immediately upon the student's return, stating the date and reason for the absence. If the note is not turned in by the end of the week, the absence will be recorded as unexcused. Any notes not received by this deadline will not be accepted.

A doctor's note may be requested for extended absences.

Illness

Please use the following guidelines before returning your child to school:

- *Fever / Vomiting / Diarrhea:* Students must be free of all symptoms for 24 hours before returning to school.
- *Infectious Illness:* Symptoms must disappear before returning to school. A written statement from a doctor may be required stating that the illness has subsided and is no longer infectious.
- *Runny Noses:* Do not send preschool children to school with a runny nose.
- *Antibiotics:* A child must be on an antibiotic for 24 hours before returning to school.
- *Head lice:* If head lice are discovered, the student must be dismissed from school and may not return until treatment has been administered, and he/she has been reexamined and deemed lice-free.

Prolonged Absences

Tutoring may be recommended for students with a prolonged absence since the teachers are not responsible for the makeup of instruction.

Appointments and Vacations

Teachers have requested that parents plan appointments and vacations for students around school hours and the school calendar. An initial and/or final orthodontic application appointment is considered excused. Other dental/orthodontic appointments are recorded as unexcused.

Parents must pick up their child at the school office if a student must leave during the school day. A note must be turned in to the classroom teacher at the beginning of that day stating date, time, and reason for dismissal.

Missed Homework

Homework assignments are required even though a student may be absent. The parent should call the school before 10:00 a.m. and request that the teacher compile all assignments (class work and homework). These assignments can be picked up in the school office at 3:15 p.m. If a parent would like to obtain a child's class and homework assignments in advance, please notify the teacher one (1) week in advance.

Tardiness

Tardies are recorded. Excessive tardies to school/class will result in a conference with the student and his/her parents. Students arriving late for class will adversely affect their participation grades. Students entering school after 8:20 a.m. will be marked tardy.

BIRTHDAY PARTIES

Birthdays are not celebrated in the classrooms. Invitations for parties held off campus may not be distributed at school unless all classmates are included.

CLASS TRIP - FIFTH GRADE

Each year a Fifth Grade class trip to **St. Augustine** is organized to enhance the general program at Unity School. This trip is specifically designed for this particular age group. The trip is organized in the beginning of the year and may involve a nonrefundable fee.

Misbehavior during a field trip or grade class trip may result in a detention, suspension, or expulsion. Any child who is dismissed from a program must be picked up immediately by his/her parents at their own expense. In this instance, program fees will not be refunded.

CLASSROOM ASSIGNMENT REQUESTS

Requests for a teacher and/or class are honored in preschool whenever possible. Requests for a teacher/class in grades K-5 cannot be honored and are discouraged, unless the Head of School agrees that the educational or behavioral concerns of the child warrant granting such a request.

CLEAN UP

All students are responsible for school clean up which involves keeping the facility in proper order, as found in the morning upon arrival. The hallways, walkways, playgrounds, picnic areas, cafeteria, gymnasium, classrooms, locker rooms, and restrooms fall under this category.

CLINIC

The Pam Walker Health Clinic is staffed by Registered Nurses. Any special concerns about a child's health (e.g. frequent headaches, severe allergies, and new onset illness) may be conveyed directly to these nurses and will remain confidential.

In compliance with Palm Beach County School Board directives, all medications (including over the counter medications) brought to school to be administered must be submitted with a completed *Physician Authorization for Student Medication* form. This form is only available through your Pediatrician/Health Care Provider. One form is required for each medication and for each child. All medication must be turned in to the school office in a re-sealable plastic bag.

ANTI-BULLYING AND ANTI-HARASSMENT POLICY

1. **Purpose.** The goal of Unity School is to ensure a safe, secure, civil and respectful learning environment for all students and school employees. Bullying or harassment, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. It is important to change the social climate of schools and the social norms with regard to bullying and harassment. This requires the efforts of everyone in the school environment -- teachers, administrators, other non-teaching staff, parents or legal guardians, and students. The purpose of this policy is to assist the School in its goal of preventing and responding to acts of bullying or harassment.
2. **General Applicability of Policy.** This policy applies not only to students or school employees who directly engage in an act of bullying or harassment, but also to students or school employees who, by their indirect behavior, condone or support another student's or employee's act of bullying and harassment. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying or harassment regardless of whether such acts are committed on or off school property and/or with or without the use of school resources. This policy applies to any students or school employees whose conduct at any time or in any place constitutes bullying or harassment that interferes with or obstructs the mission or operations of the Unity School or the safety or welfare of the student, other students, or employees.
3. **Statement of Policy.** The School prohibits bullying and harassment of any type of students or school employees, by either a student or a group of students, a school volunteer or visitor, or a school employee. Bullying and harassment are expressly prohibited on school property or at school-related functions.
 - a. No teacher, administrator, volunteer or other school employee shall permit, condone or tolerate bullying and harassment.
 - b. The apparent permission or consent by a student being bullied or harassed does not lessen the prohibitions contained in this policy.
 - c. Reprisal or retaliation against a victim, good faith reporter, or a witness of bullying or harassment is prohibited.
 - d. False accusations or reports of bullying or harassment against another student are prohibited.
 - e. A person who engages in an act of bullying, reprisal, or false reporting of bullying and harassment, or permits, condones or tolerates bullying and harassment shall be subject to discipline for that act in accordance with school policies.
 - f. The school will act to investigate all complaints of bullying or harassment and will discipline or take appropriate action against any student, teacher, administrator, volunteer, or other employee of the school district who is found to have violated this policy.
 - g. The submission of good faith complaints or reports of bullying or harassment will not affect the reporter's future employment, grades or work assignments, or educational or work environment.

4. **Definitions.**

- a. *Bullying* means systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:
 - i. Teasing
 - ii. Social exclusion
 - iii. Threat
 - iv. Intimidation
 - v. Stalking
 - vi. Physical violence
 - vii. Theft
 - viii. Sexual, religious, or racial/ethnic harassment
 - ix. Public humiliation
 - x. Damaging or Destruction of property
 - xi. Placing a student in reasonable fear of harm to his or her person or property
 - xii. Cyberbullying, as defined herein.
 - xiii. Cyber-stalking as defined herein.
- b. *Cyberbullying* means the use of electronic communication or technology devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, social websites (e. g. MySpace, Facebook, etc.), internet chat rooms, internet postings, digital pictures or images, and defamatory websites to engage in acts of bullying or harassment regardless of whether such acts are committed on or off school district property and /or with or without the use of school district resources. For off-campus conduct, the School shall be responsive in cases where the off-campus conduct causes, or threatens to cause, a substantial disruption at school or interference with the rights of students to be safe and secure.

The School recognizes that cyberbullying can be particularly devastating to young people because:

- i. Cyber bullying is often engaged in off-campus, but the harmful impact is felt at school.
- ii. Cyberbullying permits an individual to easily hide behind the anonymity that the Internet and other technology devices provide;
- iii. Cyberbullying provides a means for perpetrators to spread their harmful and hurtful messages to a wide audience with remarkable speed;

- iv. Cyberbullying does not require individuals to own their own action, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
 - v. The reflection time that once existed between the planning of a prank - or a serious stunt - and its commission is all but erased when it comes to cyberbullying activity.
- c. *Cyberstalking* means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- d. *Harassment* means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written or verbal or physical conduct directed against a student or school employee that
- i. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
 - ii. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits;
 - iii. Has the effect of substantially disrupting the orderly operation of the school; or
 - iv. Amounts to cyberbullying as defined herein.
- e. *Bullying and Harassment also encompass*
- i. Any act of retaliation by a student or school employee against another student or school employee who alleges, asserts or reports a violation of this policy or participates in the investigation of a bullying or harassment complaint. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
 - ii. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - A. Incitement or coercion;
 - B. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of Unity School;
 - C. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment; or
 - D. Cyberstalking as defined herein;
 - iii. Unwanted harm towards a student in regard to his/her actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender expression and/or identity, physical attributes, physical, mental or educational ability or disability, ancestry, socio-economic background, political beliefs, linguistic preferences, or familial status.
- f. *Immediately* means as soon as reasonably possible but within 24 hours or the next school day.
- g. *On school property or at school-related functions* means all school buildings, school grounds, and school property and property immediately adjacent to school grounds, school contracted vehicles, or any other vehicle approved for Unity School purposes, the area of entrance or departure from school grounds, premises or events, and all school related functions, school-sponsored activities, events or trips. School property also may mean a student's walking route to or

from school for purposes of attending school or school-related functions, activities or events. While prohibiting bullying and harassment at these locations and events, the school does not represent that it will provide supervision or assume liability for incidences at these locations and events.

5. *Expected Behaviors On School Property or At School Related Functions.*

Unity School expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. In addition to conducting themselves in a professional manner with supervisors, colleagues, and students, school administrators, teachers, staff, and volunteers will treat others with civility and respect, and will refuse to tolerate bullying or harassment. Unity School finds that bullying and harassment, in an active or passive form, of any student or school employee is prohibited:

- a. During any school related education program, function or activity conducted by the School;
- b. During any school-related or school-sponsored program, function or activity;
- c. While on school property as defined by this policy; or
- d. Through the use of any electronic device, computer, or computer software that is accessed through a computer, computer system, or computer network of Unity School. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary actions.

Unity School believes that standards for student behavior must be set cooperatively through interaction among the students, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district property on the part of students, school staff and community members.

All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods for student and staff recognition through positive reinforcement for good conduct, conforming to reasonable standards of socially acceptable behavior, respecting the person, property, and rights of others, obeying constituted authority, responding to those who hold that authority, self-discipline, good citizenship, and academic success, as seen in the required school plan to address positive school culture and behavior.

Students are encouraged to support other students who walk away from acts of bullying and harassment when they see them, constructively attempt to stop them, and report such acts to the Head of School or his/her designee.

Students are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to the educational, support and administrative staff.

6. Consequences for Prohibited Conduct, False Reporting and Reprisal or Retaliation.

- a. *Act of Bullying or Harassment.* Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action. For the commission of an act of bullying or harassment, the following consequences shall be applicable:
 - i. Consequences and appropriate remedial action for students who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion.
 - ii. Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment shall be determined in accordance with Unity School's policies.
 - iii. Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be determined by the Head of School after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.
- b. *False Reporting.* The consequences for a student or employee found to have wrongfully and intentionally accused another of an act of bullying or harassment shall be as follows:
 - i. Consequences and appropriate remedial action for a student found to have wrongfully and intentionally accused another of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion.
 - ii. Consequences and appropriate remedial action for a school employee found to have wrongfully and intentionally accused another of bullying or harassment shall be determined in accordance with Unity School policies, procedures and agreements.
- c. Consequences and appropriate remedial action for a visitor or volunteer found to have wrongfully and intentionally accused another of bullying or harassment shall be determined by the Head of School after consideration of the nature, severity and circumstances of the act.
- d. *Reprisal or Retaliation.* Unity School will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee of the school who retaliates against any person who makes a good faith report of alleged bullying and harassment or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying or harassment.
 - i. The consequences and appropriate remedial action for a student, teacher, school administrator or school volunteer who engages in reprisal or retaliation shall be determined by the Head of School or his or her designee after consideration of the nature, severity and circumstances of the act.
 - ii. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

- iii. Any school teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, termination of employment.
- iv. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

7. **Reporting of Prohibited Acts.** The Head of School or designee by the Head of School shall be responsible for receiving complaints alleging violations of this policy.

- a. Any person who believes he or she has been the victim of bullying or harassment, or any person with knowledge or belief of conduct that may constitute bullying or harassment shall report the alleged acts immediately to the Head of School or designee.
- b. All school employees who receive a report of, observe, or have other knowledge or belief of conduct that may constitute bullying or harassment shall inform the Head of School or designee immediately.
- c. A student, parent or guardian, volunteers or visitors may report bullying or harassment incidents anonymously, on a designated complaint form, or in-person to the Principal or designee. However, the student may make a report of bullying or harassment to any school employee. The school employee will assist the student in reporting to the Principal or designee.
- d. Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such acts.

8. **Investigation of Complaints.**

- a. The investigation of a reported act of bullying or harassment is deemed to be a school-related activity and begins with a report of such an act.
- b. The Head of School or designee will begin a prompt investigation of the reported incident, but such investigation shall be commenced no later than the next school day. The person initiating the investigation may not be the accused perpetrator or victim. The maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
- c. Documented interviews of the victim, alleged perpetrator, and witnesses shall be conducted privately, separately and shall be confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will be the alleged perpetrator and victim be interviewed together.
- d. The investigating party shall collect and evaluate the following facts including but not limited to:
 - i. Description of incident(s) including the nature of the behavior;
 - ii. Context in which the alleged incident(s) occurred;
 - iii. How often the conduct occurred;
 - iv. Whether there were past incidents or past continuing patterns of behavior;
 - v. The relationship between the parties involved;
 - vi. The characteristics of parties involved, i. e. grade, age, etc.
 - vii. The identity and number of individuals who participated in bullying or harassing behavior;
 - viii. Where the alleged incident(s) occurred;

- ix. Whether the conduct adversely affected the student's education or educational environment;
 - x. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
 - xi. The date, time and method in which parents or legal guardians of all parties involved were contacted.
- e. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include:
- i. Recommended remedial steps necessary to stop the bullying and/or harassing behavior; and
- f. The Head of School or designee will make a determination whether or not the reported act of bullying or harassment falls within the scope of Unity School. If the situation could possibly fall outside the domain of the School, the Head of School or designee will consult with counsel to determine if the alleged act should be managed as a criminal act.
- g. If the Head of School or designee is directly and personally involved with a complaint or is closely related to a party to the complaint, then the CFO of Unity of Delray Beach, Inc. shall be asked to conduct the investigation.

9. *Notification to Parents or Guardians.*

- a. The Head of School or designee shall promptly report to the parents or legal guardians of a student who has been reported as a victim of bullying and/or harassment, and the custodial parent(s) or legal guardians of the perpetrator of the alleged acts of bullying and/or harassment. Such notification shall occur on the same day an investigation has been initiated, and may be made by telephone, writing, or personal conference
- b. The frequency of notification will be dependent on the seriousness of the bullying or harassment incident.

10. *Publication, Training and Education.*

- a. At the beginning of each school year, the Head of School or designee shall inform school staff, parents/guardians, and students of Unity School's policy prohibiting bullying or harassment, the effects of bullying and other applicable initiatives to prevent such conduct.
- b. This policy shall be referenced in Unity School's employee and student handbooks, and other means as determined by the Head of School.
- c. The School may implement programs and other initiatives to prevent bullying or harassment and to respond to bullying and harassment in a manner that does not stigmatize the victim.

CONDUCT AND DISCIPLINE RULES

Campus care and discipline guidelines have been established by the administration and the staff of Unity School. Classroom rules are established by the staff and students. They will be revised as needed at the discretion of the administration. Students are expected to behave respectfully and courteously toward fellow students, staff members, and visitors at all times.

If problems occur, parents will be contacted and are expected to work closely with the teacher in helping the student to adjust to the expected behavior standards.

All Conduct and Discipline Rules are enforced in the classroom, playground, playing field, bus, and on field trips.

An infraction of the policies below will warrant disciplinary action from either a faculty member, according to the directives of the administration, or the Head of School.

As representatives of Unity Preschool and Elementary School, students must:

- Refrain from public display of affection which is considered inappropriate and is not permitted on campus.
- Demonstrate respect through words and actions for themselves as well as others.
- Demonstrate respect for property.
- Refrain from chewing gum on campus.
- Use proper language.
- Clean up after themselves.
- Refrain from any behavior that could result in injury to themselves or others.
- Refrain from possession or use of tobacco and/or intoxicating substances (such as alcohol or drugs). This is forbidden and will result in immediate expulsion.
- Refrain from bringing collectibles, games, electronic devices, and toys. They are not permitted on campus or field trips without teacher permission.
- If permission has been granted to bring a cell phone, then cell phones are to be turned into the office upon arrival and will be returned at dismissal.
- Demonstrate appropriate use of the school's technological and computer equipment.

Disciplinary Action

Discipline may be in the form of detention, work duty, suspension, or expulsion for the reasons described both here and in the *Enrollment Agreement*.

Classroom Misconduct

Misbehavior will adversely affect a student's participation grade.

Property Damage

Students are responsible for the cleaning, repair, or replacement of damaged property.

Field Trips

Students are expected to use appropriate social manners and conduct on all field trips. Any disciplinary action may prevent the student from attending the next scheduled field trip. This restriction is considered an “in-house suspension.” Under *no* circumstances is a student permitted to behave in any way that might possibly distract a driver. Each driver assumes a great deal of responsibility in transportation, and, as always, safety is our primary concern. If for some reason a student interferes with a driver’s concentration, detentions will be issued. Other forms of discipline may be imposed, depending upon the circumstances.

Forms of Discipline

Detention (Applied as needed)

- Detention may be given or recommended by any staff member according to the discipline rules. A staff member may also assign a detention for offenses which might contribute to an unsafe situation.
- Detention generally is scheduled for 45 minutes in a designated room with a supervisor.
- Behavioral detentions will be as follows per marking period:
 - First Offense: detention
 - Second Offense: detention
 - Third Offense: suspension from school
- A fee of \$15.00 is charged for each detention and should be paid by the student. This fee pays for the staff member's supervision and will be billed automatically to the family's account.
- Parents will be given 24 hours notice prior to the detention date. Students are required to attend the detention on the assigned date.
- Any student who fails to report to an assigned detention will receive an additional detention. If the student fails to report a second time, a suspension may be issued.

Behavioral Probation

- Children in Preschool and Elementary School may be placed on behavioral probation if improper behavior is exhibited on a regular basis.
- At the discretion of the administration, a student on behavioral probation may not be permitted to participate in any after-school activities until the student is withdrawn from behavioral probation.

Suspension

- Misconduct by a student, as set forth below, will result in a period of suspension, the length of which will be at the sole discretion of the administration. A student, under suspension, may not participate in any school activities. Parents are responsible for picking up a student's class work and homework assignments during the period of suspension. The student is responsible for completing all assignments in a timely manner during a suspension period. This is mandatory so the student does not fall behind in his/her work. However, participation grades will be affected.
- Suspension may be given to a student by the School for the following:
 - Physical harm in any form
 - Defiance toward school officials
 - Profanity or vulgar language
 - Destruction of school property
 - Stealing
 - Biting
 - Disturbances that infringe upon the rights of other students or teachers
 - Starting a fight by dangerous talk or threats to a fellow student
 - Repeated unexcused absences
 - Continued violation of school policies or procedures
 - Unauthorized leave from school campus
 - Cheating
 - Falsifying a signature

Expulsion

For the reasons outlined in the *Enrollment Agreement*, a student may be expelled from Unity School for the remainder of a school year at the sole discretion of the Head of School. No advance notice to the parents is required for the expulsion of a student.

All incidents concerning discipline are looked at on an individual basis. Administration will speak with students, faculty and staff to determine the appropriate consequence once all information has been gathered. This book provides guidelines but the administration has discretion when handling an issue. At the discretion of the administration, a student may be suspended or expelled for any reason deemed appropriate.

Conditional Re-enrollment

Any student, Preschool - Grade 5, may be permitted to re-enroll on a conditional basis (e.g., behavioral/academic). An agreement between parents and the administration outlining what is expected for the following school year will be required.

Cheating

Giving or receiving help on an assignment or test without the teacher's approval will be considered cheating. No credit will be given for that assignment for either student. The appropriate administrator will be notified, and a report will be made to a parent or guardian. Additional disciplinary action may be warranted.

CONFERENCES

Conference days are held twice during the school year. When possible, conference times are scheduled according to parental preference. Deadlines must be observed for requesting either a specific time or a time change. Parents not attending their scheduled conference will receive their child's report card the following day.

Special conferences may be scheduled by any staff member or requested by the parents throughout the school year.

MORNING AND DAY CARE

Early Morning Drop Off

Early morning care is required for all students, Preschool - 5th Grade, who arrive at school between 7:30 a.m. and the opening of classrooms. Student accounts will be charged monthly for this service per the annual fee schedule. No students are allowed on campus prior to 7:30 a.m. or in classrooms prior to 8:10 a.m.

Extended Day

Preschool only -11:30 a.m. - 3:10 p.m. and Day Care

Day Care

Preschool (must be 3 years old) - 5th Grade programs - 3:30 p.m. - 5:30 p.m. are available. The costs and other details of these programs are described in the "Tuition and Charges" section and in your "Information Packet."

Late Pickup: Any students not picked up by 5:30 p.m. will be charged \$9.00 for each 5 minute increment after 5:30 p.m.

DISMISSAL

All students must leave the school campus at this time unless they are attending Extended Day (Preschool), an after-school activity, or Day Care.

All parents must remain in their vehicles for pickup. They may not wait in the halls or on the loading docks at dismissal time. Parents must park if there is a need to meet with their child's teacher for a scheduled appointment. Please do not confer with teachers on the loading dock.

Parents should pick up their children at the assigned loading dock as outlined in the informational packets. Teachers will escort their students to their assigned loading docks. If a student must leave during the school day, he or she must be picked up in the School Office and signed out by a parent before leaving campus.

All parents must drive slowly on and around school grounds.

Do not engage in cell phone conversation or texting while driving through the Unity School parking lot.

All cars picking up children must have a Unity School decal affixed to the lower corner of the passenger side of the windshield.

Walking Home

Elementary children are not allowed to walk home without a parent/guardian. If you live close to school and would like to walk home with your child(ren), please stop in the office and speak to the Head of School. A Walker's Pass will be issued to you. For the safety of our students, drivers are not allowed to park in our parking lot and walk to the loading dock. A Walker's Pass may only be used by parents who walk from home to school for the purpose of picking up a child at the loading dock.

Any other arrangements will be handled on an individual basis by the Head of School.

DRESS CODE

Preschool

Preschool students should be dressed casually with comfortable, closed-toe footwear, preferably tennis shoes (no boots or jellies). Students will be playing outside and should wear clothing that is appropriate for the weather conditions.

Elementary School (Grades K - 5)

A student's attire is a reflection of his/her self image as well as a reflection of the School. Regardless of current or extreme fashions, appropriate attire is expected. Uniforms are required Monday through Friday. The specific uniform guidelines will be published each year. Uniforms are to be purchased at DENNIS Uniforms. The following dress code policy applies to all K - 5 students:

General Dress Code Guidelines

- *Student's appearance should not detract from the school's academic environment or call undue attention to the student.*
- Students must maintain good personal hygiene and cleanliness.
- Hair should be well groomed. Trendy/unnatural hair colors are not acceptable. Students may not be permitted in class until the color is corrected.
- Students are expected to dress according to weather conditions.
- Sweatshirts are permitted, they must be plain and only be grey, navy blue, black or white.
- Clothes must be wrinkle-free and clean.
- Clothes must be in good repair (no rips, holes, or unraveling seams).
- Tight fitting clothing is not permitted. Tops must conform to the "3 finger" rule (straps may not be narrower than 3 fingers in width or 1½ inches).
- Girls' shorts/skorts/skirts must be no shorter than 3 inches above the knee.
- Undergarments should never be visible (e.g. boxer shorts, bras, etc.).
- Outside shirts must have squared bottoms (no tails).
- Shirts with profanity, put-downs, sexual connotations, or advertisements for cigarettes, alcohol, or drugs are not permitted.

- Midriff rule: tops must meet bottoms. Students may not exhibit skin in center area. No off-the-shoulder tops.
- Pants must fall straight and ungathered with length approximately one inch above the heels.
- Footwear is required and must be fastened at all times. Shoes must have a secure back and closed toe. Girls' shoes must be flats. No heels may be worn unless there is a special ceremony or performance. Sandals or open shoes are not permitted.
- Sneakers may be any color; the only exception is that the predominant color cannot be neon. High tops are permitted. There can be no wheels, no lights and no Croc shoes. Sneakers must be laced. No neon laces.
- Footwear is required and must be fastened at all times. Shoes must have a secure back and closed toes with heels no higher than two inches. Sandals or open shoes are not permitted. Sneakers must be laced.
- Lights and wheels in shoes are not permitted. Crocs are not permitted.
- Hats, sunglasses, and scarves may be worn to school but are not allowed in any school building.
- Makeup is not permitted.
- Earrings may be worn only in the ears. Earrings for boys are "post" only.
- Body piercing and tattoos are not permitted.
- Nail polish: Only French manicure, light pink or peach, or clear

Dress Policy (Boys)

- Hair must be shorter than the shirt collar.
- Shirts must have sleeves (e.g., no sleeveless sports jerseys).

Dress Policy (Girls)

- Dresses, skirts, skorts, and shorts must be fingertip length (individual deviations will be considered).
- Clear nail polish is allowed. Students will be required to remove colored nail polish before going to class.
- Shirts must have sleeves (e.g., no sleeveless sports jerseys).
-

Uniform Dress Policy (*See Uniform Dress Code on the last page of this handbook.*)

Field Trip/Special Event Dress Policy

White shirt with navy shorts, skort, or jumper.

Certain occasions may require exceptions to this dress code. In this event, students will be notified in writing by the staff or administration.

Consequences for Dress Code Violations

- First Violation Dress Code warning issued
- Second Violation Dress Code violation issued
- Third Violation Parent must deliver proper uniform to the school

Appropriate attire and/or appearance may be evaluated at the discretion of the administration and staff.

EMERGENCIES

In the event of bad weather or local emergencies that develop during non-school hours, please call our emergency number, (561) 276-0607 for information. The Room Parents may assist in notifying parents of these closings when possible. Parents should not interrupt classroom procedures and should not go directly to the classroom. All routine communications and emergencies should be directed to the School Office.

In the event of a student accident or illness, every attempt will be made to contact the parents. However, if contact cannot be made within a reasonable time (depending upon the nature of the accident), the school reserves the right to obtain proper medical attention for the student. The *Enrollment Agreement* discusses the agreed upon procedure for obtaining necessary and immediate medical and/or surgical services for the student.

FIELD TRIPS

Field trips are arranged by the supervising teacher(s). Teachers and chaperones have complete authority during the trip. Some trips require additional support from parents to drive and perform other services.

A current *Emergency Student Medical Form* must be on file prior to any field trip. A *Field Trip Authorization & Release* form must be signed by the parent(s) and returned by the indicated deadline.

Any student not complying with the rules of behavior set forth in this handbook or in the *Field Trip Authorization & Release* form will not be permitted to attend the next field trip.

Field trips may require nonrefundable fees.

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Field Trip Chaperone Guidelines:

- The vehicle used for transportation for the field trip should be able to accommodate a minimum of three students.
- Two chaperones are required for each car; one is the driver, and one is to take care of the children as needed.
- A valid driver's license and proof of insurance must be on file in the school office prior to all field trips.
- Cell phones are required for each vehicle. Cell phone numbers must be on file in the school office and with the field trip supervisor. Cell phone may not be used when driving.

When driving, the use of a cellular phone is for emergency use only.

- Chaperones will receive the following:
 - A map that outlines the approved route to be taken
 - *Emergency Student Medical Forms* for the students they are transporting
 - The name, address, and phone number of the field trip destination
 - A list of all students they are transporting
 - Any emergency medication required by a student
 - A list of additional field trip rules if necessary
- Speed limits must be adhered to at all times.
- Seat belts must be worn at all times by students and drivers. Students must not engage in any behavior that would be distracting to the driver.
- No child under the age of 12 should be allowed to ride in the front seat if there is a passenger's side airbag. *The child of a parent driver may sit in the front seat at the discretion of the parent.*
- Efforts should be made to travel in a "buddy system" with at least one other car.
- Chaperones are under the supervision and direction of the trip supervisor and must follow all policies, rules, regulations, and restrictions as outlined in the field trip rules.
- **No unscheduled stops are allowed unless approved by the trip supervisor or in an emergency.**
- Students must adhere to all school discipline/safety rules and policies. Any chaperone may notify the supervising teacher that a student is in violation of discipline rules.
- Courteous behavior by the students is expected at all times. Any violation of this rule may result in a detention, suspension, or withdrawal from the field trip.
- Alcoholic beverages are prohibited.
- Cigarette smoking is not permitted.
- There will be no unauthorized passengers permitted on field trips.

FOOD

- Toddler, Orientation, and Preschool classes are provided mid-morning snacks. All students in Grades K-5 are encouraged to bring a nutritious snack. Healthy snacks are advised - no candy.
- Lunches may be brought from home or purchased from the school. Any lunch brought from home should not require cooking or heating. If there are special dietary needs, the student is responsible for bringing his/her own lunch. No student is permitted to order lunch delivered to the school or request that a parent deliver fast food. If a student does not have lunch, a lunch will be ordered for him or her.
- All students eat at school and should remain on campus. Lunch may be ordered by all children in their classrooms before 9:00 a.m. each morning. Lunch periods are approximately 40 minutes in duration including recess.
- Wednesday is Pizza Day. No other hot lunch choice will be provided; however, some sandwiches are available.
- Ordered lunches are charged to the student's school account.
- Eating on the loading docks is not permitted.

GRADING SYSTEM

The teacher has the final decision on grades according to basic criteria. Grades can only be changed by teacher decision.

The Unity School grading scale is as follows:

A+	98 -100	B+	87-89	C+	77-79	D+	67-69
A	94 - 97	B	84-86	C	74-76	D	64-66
A-	90 - 93	B-	80-83	C-	70-73	D-	60-63
						F	Below 60

Support grades are administered under a pass/fail system, with the exception of 4th and 5th band classes which receive grades. Participation plays a much greater role in determining this grade. Homework is not usually required in support classes.

HOMEWORK

Depending upon the student's age and his/her particular class, he/she will be required to do some work at home. Homework is not assigned to preschoolers. If parental assistance is needed, parents will be notified. Normally, students will be able to do assignments without assistance. If, for any reason, the teacher feels the majority of the project had an abundance of parent input, a new assignment may be given to ascertain the child's true ability. Students are expected to complete and return homework assignments when indicated.

The following is an estimate of the expected homework by grade:

GRADE	NOT LESS THAN	NOT MORE THAN
Kindergarten	encouraged by February	20 minutes
1st Grade	10 minutes	20 minutes
2nd Grade	20 minutes	35 minutes
3rd Grade	30 minutes	45 minutes
4th Grade	40 minutes	60 minutes
5th Grade	50 minutes	70 minutes

Whenever students are absent, they are responsible for obtaining their assignments.

It may be necessary to deviate from this format. The amount of time a student spends on homework may vary from student to student. In order to ascertain accurate homework time, we suggest eliminating access to TV, telephone, and other distractions.

INFORMATION PACKET

Before the school year commences, families will receive an information packet containing the following items:

- Information Bulletin - notifies families of various events occurring at the beginning of the school year.
- Class Assignment - notifies students of class and teacher assignment for the school year.
- Calendar of Holidays and Highlights - an official school calendar will be available.
- Map of School Campus are available online.
- "Safe Not Sorry" Program - requires parents to provide information to the school concerning who is permitted to pick up students.
- Parking Decals - parents are required to display such decals on the passenger's front window. The decal evidences parents' participation in the "Safe Not Sorry" Program.
- *Emergency Student Medical Form* - must be filled out by parents and returned by the first day of school.

LESSONS IN LIVING

The aim of the Lessons in Living Program is to foster character development and growth. It is an interdisciplinary approach designed for all children, regardless of background or language. By assisting children as they acquire self-acceptance and self-confidence, the program encourages them to have a concern for others who share our world.

Special programs/curricula that are promoted throughout the school year include:

Peace Day
Earth Day
Mediation

Recycling
Community Service
Heart Math

Peace Education
Conflict Resolution
Emotional IQ

PARTICIPATION CONSENT

By executing the *Enrollment Agreement*, parents consent to a student's participation in all Unity School activities on campus and off-site, to include field trips, extracurricular sports activities, and public relations projects that a student may choose to engage in.

Parents are responsible for advising the school of any physical or medical condition a student may have which would, in any manner, impair a student's full participation in Physical Education activities, sports, or recess.

PRESCHOOLERS

- All Preschoolers are expected to arrive on time for school each morning in order to benefit from morning circle time and to keep interruptions to a minimum.
- Parents may not send pacifiers or baby bottles to school with children.

- Parents are discouraged from entering the Preschool classroom unless invited by the teacher. Parents should not enter the inner classroom or walk children to the circle. Parents in the classroom areas increase disturbances and may cause undue anxiety to the children. A sense of independence can develop if parents permit their children to enter the class unattended. Parents may arrange a visitation at any time with the Head of School.
- All Orientation and Preschool students must be toilet-trained.
- All Preschool students are expected to obey the classroom rules.
- Any Preschool student not responding to the Montessori program or the behavior modification set forth may be requested to withdraw until the child is ready for the program.
- Parents are required to attend special speaker presentations when offered by Unity School.

REPORT CARDS

Each Elementary student receives four quarterly report cards per year. They must be signed and returned to the teacher within one week. If a report card is lost, there will be a replacement fee charged. Report cards and other records will not be released until all student charges and fees are paid, all library books are returned, and all miscellaneous obligations are fulfilled.

SAFE NOT SORRY PROGRAM

The program requires parents to identify in writing those people permitted to pick up their children after school. The school will rely upon the information given on the form in releasing students for pick up. This is filled out during the time the parent is enrolling the child in our RenWeb system. Any updates to this information must also be provided in writing.

SAFETY PATROL

Only 5th Grade students are permitted to participate in Safety Patrol. Details of the school's Safety Patrol program are explained to students and parents during the school year.

SCHOLARSHIPS

Scholarships for tuition and class trips are available on a limited basis. Guidelines are available from the Head of School.

SCHOOL DAY

Toddler/Orientation

Arrival time 8:10 - 8:20 a.m.

Dismissal time 11:20 a.m.

Extended day dismissal time 2:55 p.m

Pre A/B

Arrival time 8:10 - 8:20 a.m.

Dismissal time 11:30 a.m.

Extended day dismissal time 2:55 p.m.

Elementary (K-5)

Arrival time 8:10 - 8:20 a.m.

Dismissal time 3:15 p.m.

SCHOOL GROUNDS

- Students are not permitted on campus after school unless assigned to a specific activity.
- Shirts and shoes must be worn at all times.
- Smoking and pets are prohibited on campus.

SPECIAL EVENTS

Traditional events are held throughout the year at Unity School. In addition, students attend field trips and are encouraged to participate in contests and competitions through various classes or programs. Appropriate dress and conduct are expected of each student at all events.

STUDENT ACCOUNTS

All accounts must be current by the end of the school year. If a family account has a past due balance, student records/report cards will be held in the Accounting Office and will be unavailable for parent review. The Accounting Office will not accept post dated checks. Student records cannot be forwarded until all accounts achieve a current status.

Tuition for each year will be invoiced in June/July. Discounted prepaid tuition is due in full by July 15th. All prepaid accounts which are unpaid as of July 30th will automatically be converted to the monthly payment plan, and the discount will be set aside. If you are out of town during the summer, make arrangements in advance with the Accounting Office.

Library Book Fees: In the event that a text or library book is lost or damaged, the replacement costs will include the cost of the book plus a handling fee, which is nonrefundable. These fees will be billed to the student's account after a period of one month.

STUDENT COUNCIL

Student Council is composed of representatives from Grades 3 through 5 who have been elected by their classmates.

STUDENT FORMS

As set forth in the *Enrollment Agreement*, a parent must provide Unity School with a completed current *Palm Beach County Medical Examination Form*, a *Palm Beach County Immunization Form*, and the *Emergency Student Medical Form* required by Palm Beach County. In addition, Unity School requires submission of any additional forms necessitated by Unity School, Health & Rehabilitative Services (HRS), FCIS, and/or any governmental agency. All immunizations must be current, or a student will not be admitted to school after Labor Day.

SUPPLIES (NOT COVERED BY REGISTRATION FEE)

Each student is responsible for his/her own pencils, paper, notebooks, and personal supplies. Student supply lists are available each summer, and teachers will notify students of additional supplies as needed.

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TEAMWORK AND COMMUNICATION

The only way the school can help your child is through joint cooperation aimed toward common individual and group goals. This can be achieved if parents are informed and objective, and teachers are fair and knowledgeable.

School activities and on-going events are announced through:

- The school calendar
- The weekly FYI
- The Head of School and teacher communiqués/mailings
- The Unity School website - www.unityschool.com

TELEPHONES and SMART WATCHES

The school telephone is for use by school personnel only, unless needed for notification of illness or if an emergency exists. Cell phones are not permitted except with special permission. If permission is given, the cell phone must be turned in to the front office each morning and picked up each afternoon.

SmartWatches (Apple, Samsung, Fitbit Versa etc...) are not permitted to be worn in school. These watches, being connected to Smartphones, can be a distraction during class. Therefore they are not permitted. Students may turn their Smartwatches in with their phones in homeroom which can be picked up at the end of the day.

FAX communication is not allowed for any reason relating to a student's homework, field trips, and so forth.

TESTING

Grades 3 - 5 are administered midterm tests in December and final tests in May. Each spring students in Grades K - 5 are also administered a national standardized test.

TRANSPORTATION

Families will furnish their own transportation to and from school. Responsibility for transportation rests with the parents.

USE OF INFORMATION

Any and all information provided in the *Application for Admission* and in the *Enrollment Agreement* may be used by the school for any purpose. All parents are required to keep information current as set forth in the *Application for Admission* and *Enrollment Agreement*, especially telephone numbers and home and business addresses. Parents must notify Unity School *immediately* of any changes in information.

TUITION AND CHARGES

- Tuition payments are due in accordance with the *Enrollment Agreement*.
- Except as set forth in the *Enrollment Agreement*, there shall be no reduction or abatement of the full annual tuition or other charges by reason of absence, withdrawal, suspension, or dismissal of a student. Any payment of tuition or other charges, once made, is totally nonrefundable, except as set forth in the *Enrollment Agreement*.
- Payments for tuition and other charges must be on time. A good payment record is required to register for the following year. A late fee is assessed for all overdue accounts. Families with accounts overdue more than once during the year may be directed to prepay tuition for the following year without the option of the payment plan. Student records and/or grade reports may be withheld if student accounts are in arrears.
- A *Tuition and Fee Schedule* and a list of miscellaneous charges are included with the *Enrollment Agreement*. Financial assistance from the school is available on a limited basis, determined solely by the need of the student and the available resources of the school. For further information, contact the Head of School.
- Students may bring lunch each day, or they may order in the morning from a variety of nutritious lunches at the school. Lunch and a beverage are available at a reasonable cost which will be billed to a student's account on a monthly basis.
- Other charges may include, but are not limited to, music fees, book replacement fees, detention fees, and lost library book charges, will also be billed to a student's account on a monthly basis.
- The School Activity Fee covers various activity costs such as: local field trips and transportation, teacher birthdays, Teacher Appreciation Breakfast, gifts, and special luncheons.
- Class Trip/Field Trip fees are due per printed deadlines. A \$10 service charge will be billed if not submitted by the due date.
- If a parent fails to make any payment of tuition or miscellaneous charges as set forth in the *Enrollment Agreement*, the parent will be considered in default. If default occurs, Unity School may exercise any and all remedies set forth in the *Enrollment Agreement*.

GENERAL INFORMATION

FYI (FOR YOUR INFORMATION)

All parents should read these weekly communiqués to keep informed of any changes, new programs, committee meetings, and other important news. The FYI is available on the Unity website, as well as emailed to the email address provided by the parent, each Friday.

FUNDRAISING AND DONATIONS

The Unity School Office of Development and Events coordinates the school's fundraising programs. The Unity School Endowment Fund, Inc., a 501(c)3, tax exempt, nonprofit corporation, generates funds that support both operating costs as well as programming and capital improvements. Programming enhancements might include an expanded fine arts program (orchestra, theater, drama production, and art), additional technology resources, as well as additional Lessons in Living programming.

Every family is expected to make an annual meaningful gift to Unity School's Annual Giving Fund. "Meaningful" is defined as commensurate with your family's financial ability. Contributions to the Annual Giving Fund are necessary to bridge the gap between tuition and the full cost of educating each child and maintaining the school's high quality programming and facilities. A detailed brochure is mailed each year to inform parents of the school's funding needs for Annual Giving.

A series of fundraising special events initiatives also occurs throughout the year. Families are asked to participate as much as possible. Unity School's fundraising endeavors are successful because our families allow them to be. We thank you in advance for your support.

LOST AND FOUND

Lost and Found is located in the School Office. Items not picked up are discarded or given away *each Friday*. Make sure your child checks this area for missing items prior to the end of the week.

PARENT CONCERN PROCEDURE

All classroom concerns should be discussed initially with a child's teacher. A teacher may be contacted by calling the school office and then dialing the teacher's extension, or writing a note to the teacher.

The school discourages parents and students from calling teachers at home unless an emergency situation exists. A parent should exercise reason and consideration in calling a teacher at home.

The Head of School may be called at the school office if prior efforts have not resulted in a positive solution to a parent's concern.

PARENT SUPPORT

Parent involvement with activities and events is encouraged. Parents are expected to support the school's philosophy of promoting student growth and independence. The following parent groups offer many opportunities to get involved and are a vital component to our School community:

The Room Parent Organization consists of a “Head Room Parent” (selected by the Head of School) and assistant parents from each grade level (selected by teachers and administrators). Monthly meetings are held throughout the school year.

The Unity School Endowment Fund, Inc. is a separate nonprofit corporation organized to identify funding to be raised specifically for the School. All fundraising at Unity School is accomplished through general campaigns, fundraisers, foundation, corporate, and community support. The focus of all fundraising is to provide supplemental funds for educational equipment, student enrichment, special student activities, faculty benefits, capital improvements, scholarships, special programs, or as deemed necessary by the Head of School. Once a year, a notice is sent to all families describing the positions and qualifications for those positions open on the Endowment Board.

Unity School Service Organization (USSO)

The USSO works closely with the Office of Development to support the School by implementing school-wide service and fundraising projects. There are two USSO Open Houses each year, one in the fall and one in the spring. All parents are encouraged to attend these meetings to support the efforts of this important group. All families are members of the USSO. Elections are held annually for the USSO Board.

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ELEMENTARY UNIFORM DRESS CODE

GIRLS AND BOYS:

Shorts	khaki or navy (blended or cotton)
Pants	khaki or navy (blended or cotton)
Short-sleeved knit shirt	white or navy (w/school name)
Long-sleeved knit shirt	navy (w/ school name)
Crew sweat shirt	navy (w/logo)
Zippered sweat shirt	navy or grey (w/logo)
Sweat pants	navy
Belt	navy, brown or Unity School belt
Socks	white, navy, or khaki
Shoes	Footwear is required and must be fastened at all times. Shoes must have a secure back and closed toe. Girls' shoes must be flats. No heels may be worn unless there is a special ceremony or performance. Sandals or open shoes are not permitted. Sneakers may be any color; the only exception is that the predominant color cannot be neon. High tops are permitted. There can be no wheels, no lights and no Croc shoes. Sneakers must be laced.

Preschool: Shoes must be closed-toe, without wheels. Children must wear socks.

GIRLS (*only*)

Wrap or Button Skort	khaki or navy
T-Shirt or Dress	navy (K-2 only)
Hair Accessories	navy, white, or khaki

P.E. (*Boys and Girls*)

Grade 5 is required to wear P.E. uniforms

Note: Only "non-marking" sneakers will be permitted for all indoor sports.

Preschool: Now has a choice to wear a uniform t-shirt, shorts or dress. They are optional for this age group.

All uniforms must be purchased through:

DENNIS Store
7602 NW 6th Avenue
Boca Raton, FL 33487

www.dennisuniform.com

561.226.9803

A Recycled Uniform Sale will also take place on campus monthly. Check the School Calendar and FYI for details.