



**UNITY SCHOOL STUDENT/PARENT HANDBOOK**  
**Revised 7/1/2026**

<b>INTRODUCTION TO UNITY SCHOOL.....</b>	<b>4</b>
<b>ADMISSIONS AND REGISTRATION.....</b>	<b>7</b>
<b>ACADEMIC PROGRAMS.....</b>	<b>10</b>
Preschool.....	10
Elementary School.....	10
Middle School.....	10
Grading System.....	11
Grade Point Average.....	11
Academic Achievement (Honor Society / Honor Roll).....	11
Academic Probation.....	12
Homework.....	12
Testing and Assessments.....	13
Tutoring.....	13
Conferences.....	13
High School Placement.....	13
Homeroom.....	13
<b>STUDENT LIFE AND ENRICHMENT.....</b>	<b>14</b>
After-School Enrichment Activities.....	14
Athletics.....	14
Community Service.....	14
<b>SPECIAL EVENTS AND CLASS TRIPS.....</b>	<b>15</b>
<b>POLICIES AND PROCEDURES.....</b>	<b>17</b>
Attendance and Tardiness.....	17
Food Policies and Snacks.....	18
Clean Up Expectations.....	21
Lockers (PE and Band).....	21
Clinic and Medication Procedures.....	22
Transportation.....	22
Classroom Assignment Requests.....	22
Pets.....	22
Preschool Toileting Expectations.....	22
Toddler.....	22
Orientation and Pre-K Toileting Policy.....	23
<b>BEHAVIORAL EXPECTATIONS AND DISCIPLINE.....</b>	<b>24</b>
Conduct and Discipline Rules.....	24
Levels of Discipline.....	25
Cheating and Academic Integrity.....	27
Non-negotiable Disciplinary Action.....	28
Conditional Re-enrollment.....	30

<b>BULLYING AND HARASSMENT.....</b>	<b>30</b>
<b>GENDER INCLUSIVITY.....</b>	<b>39</b>
<b>SCHOOL DAY INFORMATION.....</b>	<b>42</b>
Arrival and Dismissal.....	42
Early Morning Drop Off.....	42
Aftercare.....	42
Dismissal.....	43
Walking Home.....	44
<b>UNIFORM AND DRESS CODE.....</b>	<b>44</b>
<b>PARENT RESOURCES AND INVOLVEMENT.....</b>	<b>47</b>
Parent Concern Procedure.....	47
FYI (For Your Information).....	47
Information Packet.....	47
The Room Ambassadors Organization.....	48
Unity School Service Organization (USSO).....	48
Fundraising and Donations.....	48
Lost and Found.....	48
<b>ADMINISTRATIVE INFORMATION.....</b>	<b>49</b>
Student Forms.....	49
Supplies (NOT COVERED BY REGISTRATION FEE).....	49
Participation Consent.....	49
Safety Patrol - 5th Graders.....	49
Report Cards.....	50
Lessons in Living.....	50
Parent Support.....	50
Communication.....	50
Emergencies.....	51
Use of Information.....	51
Scholarships.....	51
Student Accounts.....	51
Tuition and Charges.....	52
<b>DRESS CODE APPENDIX.....</b>	<b>53</b>

## **INTRODUCTION TO UNITY 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).

### **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**

Educate students to become imaginative leaders and empathetic citizens who are a force for positive change.

### **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, 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. "Heart math" is used to ensure a positive connection between the brain, body, and spirit. Homework is geared toward 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 expectations, 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 and 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 School's 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 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 work 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 the 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 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.***

## **ADMISSIONS AND REGISTRATION**

Unity School has an “open admission policy” of non discrimination on the basis of race, color, gender, 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 Admission Process**

1. New Students - Prospective parents must complete the following steps prior to acceptance:

- Schedule a tour and conference with the Director of Enrollment Management. The Director of Enrollment Management will make every effort to show parents what is expected, what the curriculum and programs entail for each student, and how the school operates.
- Provide copies of report cards, teacher recommendations and standardized test scores for all students entering Kindergarten through 8th grade.
- 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 Admissions Committee will ascertain whether the student is a candidate for admission to Unity School.
- Pay a nonrefundable application and testing fee.
- Forward a Student Release Form from 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 present school.

- Prospective students entering Grades K-8 must achieve a score acceptable to Unity School on an entrance examination. Prospective preschool students attend a Meet & Greet.
2. 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 (behavior/academic). An agreement with parents/administration as to what is expected for the next school year will be discussed.
3. All Students - Parents must complete the following steps:
- New Parents complete and return the *Continuous Enrollment Agreement*. The terms and conditions of the *Continuous Enrollment Agreement* shall continue in full force and effect. The Unity School Handbook shall supplement this agreement.
  - Current parents, as per the *Continuous Enrollment Agreement*, will receive digital notification of Tuition, Enrollment Fee, Finance Charges, and Related Fees for the next school year. Re-enrollment is assumed unless the School receives a contrary notification in writing on or before February 1st.
  - 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 government agency. Children with communicable diseases are not eligible for enrollment. All immunizations must be up to date or a student will not be admitted to school.

## **Registration**

- Registration for new students will commence in the fall of the new school year in accordance with the school calendar. Admission decisions 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 waitlist.
- Re-enrollment for returning students is continuous. A school notice in the FYI and on the school website will inform parents of enrollment dates. Families will be automatically re-enrolled unless they notify the Director of Enrollment Management prior to the stated deadline in writing.
- All contracts are considered legally binding after the deadline and tuition is owed accordingly.

- Communication will be sent to all current waiting list applicants advising them of their status for placement.
- The *Continuous Enrollment Agreement* indicates a policy concerning withdrawal from the School. It requires a written submission by a specific date. 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.
- Priority admission is given to siblings of current Unity students, alumni children, and Unity employee's children. All children must complete 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 behavioral concerns 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 are 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 a *Continuous 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.

## **ACADEMIC PROGRAMS**

### **Preschool**

Unity School offers a Preschool which includes a Toddler class (ages two to two years six months), two Orientation classes (ages two years six months to three years five months) and two Preschool classes (ages three years six months to five years). To enter Orientation and Preschool classes students must be potty trained and use the restroom independently. 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. Our preschool program includes enriching special classes such as Spanish, Music, Library, Physical Education, and Lessons in Living. Please refer to the [Preschool Information Packet](#) for additional information.

### **Elementary School**

Unity Elementary School includes grades K-5. The focus of these grades is a traditional progressive curriculum with enriching special classes in Music, Band (grades 4-5), Art, Spanish, Physical Education, Library, Lessons in Living and Technology. Interest centers, team teaching, cooperative learning techniques, and multiple intelligence strategies are implemented to meet the needs of the individual in the curriculum.

### **Middle School**

Unity Middle School includes grades 6-8. The focus of these grades is on a strong social, emotional, academic and enrichment program that prepares all students for success at the high school level. It is designed according to ongoing evaluation of current research on the middle school student and is in cooperation with high school programs in Palm Beach County. All students take language arts, mathematics, science, social studies, Spanish, band, leadership, technology, and physical education. High school level math and Spanish courses are offered to our advanced students. All students are able to choose two electives per trimester to explore classes of their choice. Some choices may be, but are not limited to, art, athletics, music, TV production, theatre, and technology. After-school study sessions are available from Monday through Thursday according to the schedule of teachers. Any student who does not maintain a "C" average in a core subject may be required to attend these sessions for that particular subject. This student may not participate in an extracurricular activity (sports, drama) without approval of the Middle School Director. A teacher may also require attendance if a student's achievement varies significantly from the rest of the class.

## **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

Specials grades for Elementary School are administered under a pass/fail system, with the exception of 4th and 5th grade band classes and 5th grade Spanish. These classes receive grades. Participation plays a much greater role in determining this grade. Homework is not usually required in specials classes. Middle School PE, Community Service, and Lessons In Living are graded as pass/fail. Students in middle school electives can only receive up to an A for the classes, no A+s given out for electives.

## **Grade Point Average**

Any student that is taking an advanced placement course will have the particular GPA properly weighted.

The Eighth Grade salutatorian and valedictorian are chosen from among the students who have the highest GPAs and who have maintained a 3.5 minimum average through the Seventh Grade and first two trimesters of the Eighth Grade year. For the determination of the grade point average the three trimesters in Seventh Grade year and the first two trimesters of the Eighth Grade year will be used. Students must have been a student for all of Seventh and Eighth Grades to be considered for this award.

## **Academic Achievement (Honor Society / Honor Roll)**

Unity School recognizes all honor students Grades 3-8. A Certificate of Achievement is mailed home at the end of each marking period. For Elementary School this is done for four quarters and for Middle School it is done in three trimesters. Requirements for Honor Roll are grades of 3.5 or higher with no grade lower than a B-. A student must maintain all As in order to achieve Honor Society.

## **Academic Probation**

Academic Probation will be at the discretion of the administration. Students in Grades K - 8th 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. Successful completion of all academic courses is required for re-enrollment.

## **Homework**

Depending upon the student's age and his/her particular class, he/she will be required to do some work at home. 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. All students 3rd through 8th grades are responsible for writing down homework assignments. K-2 students will have communication sent home by the teachers.

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

<b>Grade</b>	<b>Not less than</b>	<b>Not more than</b>
Kindergarten encouraged by February		20 minutes
1st Grade	10 minute	20 minutes
2nd Grade	20 minute	35 minutes
3rd Grade	30 minutes	45 minutes
4th Grade	40 minutes	60 minutes
5th Grade	50 minutes	70 minutes

Middle School is as needed homework determined by the teachers. 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, phones, and other distractions.

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

In grades 3-8, there are consequences for late homework assignments. Academic detention is given for any student who has three missing homework assignments in one class in a trimester. Additionally there are points taken off of assignments for passing in late.

- Assignment late one day: -10 points
- Assignment late two days: -20 points
- Assignments late three days: - 30 points
- Assignments late after three days: zero credit

### **Testing and Assessments**

Elementary Grades 4-5 are administered midterm assessments in December, and grades 3-5 are administered final assessments in May. Middle school grades 6 - 8 are given midterm assessments at the natural ending of concepts/curriculum. Final exams in math and Spanish are given in May. Three times a year, in the fall, winter, and spring, students in Grades K-8 are also administered a formative national standardized test.

### **Tutoring**

In order for students to work with a school sanctioned tutor on campus during the school day, the student must have been identified through testing as having special needs. All other tutoring is generally organized by the parent and is done after school.

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

### **High School Placement**

Unity School Students are prepared for acceptance in all area public and private schools. General information is provided in the spring of the Seventh Grade year and in the throughout the fall and winter of the Eighth Grade year. Parents should be aware of the various high school admission requirements and application deadlines. This information is provided from our Guidance Department.

### **Homeroom**

Every student is assigned a homeroom. During homeroom the following takes place:

- Attendance is taken
- Information is disseminated
- Lunch orders are taken

- Dress code is checked

## **STUDENT LIFE AND ENRICHMENT**

### **After-School Enrichment Activities**

Fee based 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. All Middle School students are encouraged to participate in supervised after-school activities such as sports, theater, study groups, clubs, and extracurricular activities.

### **Athletics**

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 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. The PE department or the office staff will notify families if there is a cancellation of a game or practice. All student spectators must be supervised by an adult at games.

### **Community Service**

The purpose of community service is to broaden a student's experience and awareness of our community's needs. Students are encouraged to earn their hours off campus, however, may earn a maximum of 50% of the required hours on campus. All students are expected to contribute community/school service hours as a part of the Unity School Middle School program.

- Grade 6: 10 Hours
- Grade 7: 15 Hours
- Grade 8: 20 Hours

Service hours may be obtained through not-for-profit entities or organizations and must be signed by a non-parental supervisor. Hours may also be earned through the Margaux's Miracles Foundation. Exceptions must be approved in advance by the Middle School Director.

Parents and students will sign a contract regarding community service hours. Accumulated hours will be recorded on the student's final year end report card and noted as pass/fail. The required hours must be completed to earn a passing grade. The calendar deadline for completed hours must be observed

## **SPECIAL EVENTS AND CLASS TRIPS**

### **Birthday Parties**

Birthday celebrations are honored without the service of food. Invitations and thank you notes for parties held off-campus may not be distributed at school unless all classmates have been included.

### **Class Trips Fifth through Eighth Grades**

Each year, specific class trips are organized that enrich the program at Unity School. These class trips are specifically designed for particular age or grade levels. All trips are organized at the beginning of the year and may involve a nonrefundable fee.

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

If a student chooses not to attend a class trip (based on prior administrative approval), students may be required to complete special assignments relating to that trip.

Students who become ill on the class trip must be picked up immediately by the parents. Refunds, if any, will be determined by the sponsoring program.

### **Field Trips**

Field trips are arranged by the supervising teacher(s). Teachers and chaperones have complete authority during the trip. Some trips require 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 the 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.

### **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 the other is to take care of the children as needed. (Elementary school only)
- 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. **When driving, cell phone use is for emergencies only.**
- Chaperones will receive the following:
  - A map that outlines the approved route to be taken
  - The name, address, and phone number of the field trip destination
  - A list of all students they are transporting
  - 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 field 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 detention, suspension, or withdrawal from the field trip.
- Alcoholic beverages are prohibited.
- Cigarette smoking or vaping are not permitted.
- There will be no unauthorized passengers permitted on field trips.
- Parents agreeing to chaperoning the children shall refrain from texting, emailing or talking on the phone unless they are in communication with the school. If something comes up it should be discussed with the faculty member in charge of the trip.

## **POLICIES AND PROCEDURES**

### **Attendance and Tardiness**

Attendance is taken daily by your child's teacher. Any student who does not attend classes during the day, may not participate in any after-school activity that day without specific permission from the appropriate director.

### **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 8:15 a.m. will be marked tardy.

### **Absences**

- Students entering school after the bell has rung will be marked tardy. Any student arriving 1 ½ hours late in the morning or leaving 1 ½ hours early in the afternoon will be marked absent for a half-day.
- Students with an absence are given one extra day per day absent 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.
- If a parent would like to obtain a child's class and homework assignments, the teachers must be notified by 10:00 a.m. If a parent would like to obtain a child's class and homework assignments in advance (for a trip or known absence), please notify the teacher one (1) week in advance.
- Attendance is a key component of both short and long term academic success. Classes rely heavily on class participation and engagement so absences may adversely affect a student's grade.

**Students in grade K-8 may not have more than 10 absences in a marking period for any class without approval from the appropriate director. If absences exceed that number, a passing grade may not be issued or tutoring may be recommended for students to get caught up. A parental note must be given to the teacher in advance or immediately upon the student's return, stating the date and reason for the absence. A doctor's note may be requested for extended absences.**

### **Illness**

Unity School strives to maintain a healthy school environment for students, staff, and parents. We ask that parents reference the current year's Health Policy when their child is ill. The School Health Policy can be found using this link: [Unity School Health Policy](#).

The following is a summation of the Unity School Health Policy:

- *Infectious Illness or Flu-like Symptoms*: Students must be free of all symptoms for 24 hours before returning to school. Students who have a fever will need to be fever-free without using fever-reducing medications for a minimum of 24 hours before returning to school. Please refer to the 2025-26 Health Policy for additional details and guidelines. [Unity School Health Policy](#)
- *Antibiotics*: If antibiotics are prescribed, a student must complete a full 24 hours of doses 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 they have been reexamined and deemed lice-free.

### **Appointments and Vacations**

Please plan appointments and vacations for students around school hours and the school calendar. Parents must pick up their child at the school office if a student must leave during the school day. A note or email must be given to the classroom teacher at the beginning of that day stating date, time, and reason for dismissal.

### **Food Policies and Snacks**

Unity School is committed to providing an environment in which students can make healthy food choices that support academic success and lifelong health. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating increases attention, creativity, and test

scores. It improves behavior and attendance. It is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults. This policy is effective during the school day.

### **Goal of Food Service**

Foods and beverages available during the school day will strive to minimize the use of trans fats and saturated fats, sodium, and sugar as defined by the Dietary Guidelines for Americans.

### **Qualifications of School Food Service Staff**

A qualified Nutrition professional with Servsafe Managers Certification will administer the School Food Service Program. Appropriate training will be provided to kitchen and cafeteria workers according to their level of responsibility. All local, state, and federal regulations shall be met.

### **Lunch**

All students eat at school and must remain on campus. Lunch may be ordered by all children in their classrooms before 8:50 a.m. each morning or brought in from home. Lunch periods are approximately 40 minutes in duration including recess. No student is permitted to order lunch delivered to the school or request that a parent deliver food. If a student does not have lunch, a lunch will be ordered for him or her from the school cafeteria.

### **Cafeteria**

Lunch is offered daily and is freshly prepared and served in the cafeteria. Lunch consists of a choice of one entrée or a specialty salad meal. Each purchased lunch includes the appropriate side dishes including a vegetable, fruit, and a beverage. Pizza lunch is every Wednesday. A peanut butter, peanut butter and jelly, cheese sandwich, and a veggie burger meal are also available every day. The menus are planned so that they are not only child friendly, but also are nutritionally balanced. Food is prepared from scratch using healthy cooking techniques. The menu is located on the school's website <https://unityschool.com/lunch-menu/> throughout the year. Water and low-fat milk are the only beverages permitted for snack or lunch at Unity School. A choice of one of these beverages is offered with each purchased meal. Those who would like an additional beverage with lunch or those who bring lunch from home can purchase a beverage. A super-sized meal (which is a larger sized entrée) is also available. Lunch is billed monthly.

### **Kitchen in Middle School and Lunch**

- The Middle School Kitchen is available for Middle School students to store their lunches. All student lunches must be in a Ziploc/paper bag with the student's name on them. Students must assume responsibility for keeping the room clean. Neglect of the kitchen may result in the temporary/permanent loss of this privilege. Students are required to bring their own eating utensils and paper products for their lunches. Students may not use appliances.
- Parents may not deliver lunches to school after 10:00 am without being charged for the meal that has been ordered/purchased at school.
- Special themed lunches are planned throughout the year.

### **Home-Bagged Lunch and Snacks**

Bag lunches and snacks should make a positive contribution to the student's diet and health. Lunch brought in from home should be healthy and nutritious. Any lunch brought from home must not require cooking or heating. If there is a special dietary need, the student is responsible for bringing his/her own lunch. Students in grades K-8 are encouraged to bring a nutritious snack.

Candy is prohibited. Chocolate as a main ingredient is prohibited unless it meets the Food and Beverage –Nutrient Standards and Guidelines.

### **Preschool Snacks**

Each morning, Unity School provides a healthy snack to Preschool students. Offerings are selected to support overall wellness, with a focus on balanced nutrition that promotes sustained energy and healthy development. Snacks may include fresh, nutrient-rich items as well as occasional pre-packaged options that are low in added sugar and sodium. Parents who choose to send a snack from home are encouraged to follow Unity School's Wellness Policy when selecting items.

When providing party foods, event snacks or foods to be shared with others, they must adhere to the Wellness Policy Guidelines and be prepared, packaged, and purchased from a store or food facility that is inspected by the Department of Health. This type of facility would include Publix, Whole Foods, Fresh Market, Wal-Mart, Target, Trader Joes, etc. All items must be brought in their original packaging. Food prepared in the home is not permitted.

### **Sharing of food and beverages:**

Students are not permitted to share their foods and beverages with one another during meals or snack time, given concerns about allergies, sharing of pathogenic illnesses, and other restrictions with some children's diets.

## **Food and Beverage – Nutrient Standards and Guidelines**

\*Food of minimal nutritional value should not be given away, sold, or used as incentives for students or student activities during the school day except for peppermint, which has been documented to enhance memory.

\*A packaged snack should not exceed 250 calories.

\*Encourage food containing fruits, vegetables, healthy protein and whole grains.

\*Chocolate is not permitted to be the main ingredient; carob is an acceptable substitute.

\*Frozen desserts, ice cream not to exceed 4oz. No sweetened water ices such as popsicles unless the product contains 100% fruit or fruit juice.

\*No candy.

\*Snacks and sweets not to exceed 1.5 oz.

\*Cookies, muffins, and cereal bars not to exceed 3 oz.

\*No red and blue dye in any products.

\*Water and white milk are the only permitted beverages.

## **Clean Up Expectations**

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, playground, picnic areas, cafeteria, gymnasium, classrooms, locker rooms, and restrooms fall under this category.

## **Lockers (PE and Band)**

- Each student is responsible for the condition of the locker area and lockers through the school year. Lockers must be cleaned periodically. Failure to keep the areas clean may result in the locker room privilege being revoked.
- The school staff has the right to “search and seizure” with regards to a student and his/her locker possessions.
- Entering another student’s locker is considered a very serious offense. Taking books, lunches, or other possessions without permission is theft. Abuse of another student’s property or school property is vandalism.
- It is strongly suggested that all valuables and unnecessary money be left at home.

## **Clinic and Medication Procedures**

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 medications must be turned in to the school office in a resealable plastic bag.

## **Transportation**

Families will furnish their own transportation to and from school. Responsibility for transportation rests with the parents. This policy also applies to class trips and overnight trips and to all overnight class trips. For class trips, parents are responsible for the timely transportation of their child to and from the designated departure point.

## **Classroom Assignment Requests**

Requests for a teacher and/or class is not guaranteed; we do our best to try and accommodate the request but have several criteria we use to build the classrooms. Final class placements are done at the sole discretion of the administrative leadership team.

## **Pets**

Personal pets are not allowed on campus without prior approval from the front office.

## **Preschool Toileting Expectations**

### **Toddler**

Potty training is a collaborative effort between home and school. Our goal is to support your child's growing independence with consistency and encouragement.

### **Before Starting at School:**

- Potty training must begin at home.

- Children should practice:
  - Pulling pants/diapers up and down independently.
  - Using consistent potty vocabulary (e.g., “potty,” “pee,” “poop”).
  - Following a routine (e.g., after meals, before bed).
- Readiness signs include staying dry longer, showing interest in the potty, and being able to communicate needs.
- Diapers must be worn to school until training begins at home.

### **Training Phase (at Home and School):**

- Diapers remain in use while building independence.
- Teachers support potty use during routine times (e.g., after meals, before nap).
- Children practice dressing, undressing, and wiping. Teachers assist as needed.

### **Fully Trained at School:**

- Child stays dry all day, uses the toilet for both pee and poop, and communicates the need to go.
- Able to manage clothing and wipe independently (with adult follow-up if needed).
- May begin wearing underwear once fully trained. Please send extra clothes for accidents.

### **Accidents:**

- **Pee:** Up to two accidents/day are supported; multiple weekly accidents may result in a temporary return to diapers.
- **Poop:** Two accidents/week may require diapers or time at home to reinforce potty training.
- Soiled underwear may be discarded for hygiene reasons.

### **Orientation and Pre-K Toileting Policy**

All children in Orientation and Pre-K must be fully toilet trained before attending school. Pull-ups are not permitted. Frequent accidents (daily or multiple times per week) indicate a child is not yet fully trained.

### **Toilet-Trained Children Should Be Able To:**

- Communicate the need to use the bathroom in advance.
- Stop activities and go to the toilet independently.
- Manage clothing and wipe themselves (minimal help for 3-year-olds).

- Get on/off the toilet and wash hands without assistance.
- Wake from nap if needed and wait their turn if necessary.

#### Accident Procedures:

- Parents are notified, and a Potty Accident Report is sent home with soiled clothing.
- If accidents become frequent, the following may be requested:
  - A two-week break to focus on training at home.
  - 11:30 a.m. pickup for two weeks before attempting nap time again.

## **BEHAVIORAL EXPECTATIONS AND DISCIPLINE**

### **Conduct and Discipline Rules**

Unity implements a school-wide behavior program designed to promote a peaceful, respectful learning environment. The program emphasizes social-emotional growth and, when possible, encourages students to learn from conflict, fostering responsibility, empathy, and positive decision-making.

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 and parents are expected to behave respectfully and courteously toward students, staff members, and visitors at all times.

All conduct and discipline rules are enforced in the classroom, playground, playing field, bus, and on field trips. On 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.

Unity School seeks to use a progressive disciplinary approach as an opportunity for learning and growth. While every situation is reviewed individually, disciplinary responses generally increase in severity when:

- A behavior is repeated after intervention;
- A student's actions create a safety concern;
- A student's actions cause physical or emotional harm to others;
- A student demonstrates dishonesty or lack of accountability;
- Previous interventions have been unsuccessful.

An infraction of the guidelines will warrant disciplinary action including, but not limited to, consequences listed below. Parents are expected to work closely with the teachers, staff and administration in order to help the student modify his/her behavior.

## **Levels of Discipline**

### **Teacher Intervention**

- This could include re-direction, private conversations, seat changes, structured support, loss of privilege, and restorative, reflective practices.
- Conference with Student and Contact Parent

### **Advising and Counseling**

A student may be referred for advising and counseling to help address behavioral, social, emotional, or interpersonal concerns that may be impacting the student's success at school. Participation may include meetings with a counselor, advisor, administrator, or other designated support person.

### **Give Back**

Give backs may be given as an opportunity for students to “give back” their time to the school community. This can include participating in a restorative activity that contributes positively to the school.

### **Detention**

- Detention may be given or recommended by any staff member according to the discipline rules.
- Detention generally is scheduled for 40 minutes in a designated room with a supervisor.
- A fee of \$20.00 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.

### **Parent Conference with Administration**

A conference with administration may be required when behavioral concerns are repeated, significant, or have not improved through previous interventions. The purpose of the conference is to review concerns, establish expectations, and develop a plan for student success moving forward.

### **Behavioral Probation Plan**

- Any student 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/class trips and may lose school privileges until the student is withdrawn from behavioral probation.
- Enrollment may be held for a student on behavior probation.

### **Suspension**

Misconduct by a student, as set forth below, will result in a period of internal or external 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 in a timely manner during a suspension period. This is mandatory for the student not to fall behind in his/her work. However, participation grades will be affected.

### **Alternative Educational Setting**

A student may be assigned to an Alternative Educational Setting when participation in the regular school environment is deemed not appropriate. An Alternative Educational Setting may include a home-based academic program, modified class schedule, remote learning arrangement, restricted campus access, or other educational setting determined by the administration.

### **Expulsion**

For reasons outlined here or in the Enrollment Agreement, a student may be expelled from Unity School for the remainder of the 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.

**As representatives of Unity, students must:**

- Demonstrate respect through words and actions for themselves and others.
- Demonstrate respect for property. Students are responsible for the cleaning, repair, or replacement of damaged or stolen property.
- Take responsibility for academic integrity throughout all classes.
- Refrain from inappropriate public display of affection.
- Refrain from chewing gum on campus.
- Refrain from using inappropriate language.
- Refrain from physical harm in any form.
- Clean up after themselves.
- Refrain from bringing collectibles, games, electronic devices, and toys. They are not permitted on campus or field trips without teacher permission.
- Remain on campus unless checked through the front office.
- Cell phones and “smart watches” must be handed into the homeroom teacher in the morning, turned off. Phones will be distributed to students during dismissal.
- Demonstrate appropriate use of the school’s technological and computer equipment as detailed in the [Acceptable Use Policy](#).

**Cheating and Academic Integrity**

Cheating in any form is a serious offense and will result in disciplinary referral to the administration, as well as a negative impact on the student's grade. The following actions are considered forms of cheating:

- **Copying or Sharing Work:**  
Giving or receiving answers on homework or classwork without teacher permission is considered cheating by both students involved.
- **Plagiarism:**  
Submitting work that is not original or that is copied from another source without proper attribution is considered plagiarism.
- **Unauthorized Use of Artificial Intelligence (AI):**  
Using AI tools (e.g., ChatGPT, other language models, content generators) without explicit teacher approval is considered cheating.

## **Non-negotiable Disciplinary Action**

There are non-negotiable expectations when safety or crucial boundaries are involved. In such cases, immediate disciplinary action will be involved and may include the involvement of law enforcement, depending on the circumstances. Discipline may be in the form of removal from school activities, detention, suspension, or expulsion for the reasons described both here and in the *Enrollment Agreement*.

### **Physical Threat Policy (Self and/or Others)**

As educators, we have the responsibility to ensure the safety of our students. Unity School faculty and staff are required to report and act on ANY AND ALL STATEMENTS OF THREAT. If a report is made, a guidance counselor, leadership team member, or their designee will immediately verify the student's statement or actions that suggest or imply an intent to physically harm themselves or others.

**Role of the Threat Management Team:** Unity School utilizes a multidisciplinary Threat Management Team (TMT)—consisting of school administration, mental health/counseling professionals, and designated safety personnel—to systematically evaluate potential safety concerns and implement supportive intervention strategies.

### **Immediate Steps Following a Verified Threat:**

1. Parent Notification & Pickup: The parent or guardian will be called to immediately pick up their child.
2. Emergency Leave: The student will be placed on temporary administrative leave and will not be allowed to return to classes or campus activities until a comprehensive safety evaluation is completed.
3. Parents/guardians must have the student evaluated by a licensed, independent mental health professional (such as a licensed psychiatrist or clinical psychologist).
4. Parents/guardians must present official documentation on the doctor's letterhead explicitly stating that the student has been evaluated and is cleared as safe to return to an educational environment.
5. Prior to formal reinstatement, the Unity School Threat Management Team will convene to review the clinical documentation, assess the student's readiness, and, if necessary, establish a campus support

and monitoring plan. Following this formal team review and final administrative sign-off, the student may be approved to return to classes.

#### Law Enforcement Notification:

Unity School reserves the right to contact local law enforcement authorities immediately if a threat is deemed to be imminent, credible, or in violation of Florida Statute § 836.10 (Written or Electronic Threats). Any digital or written communication threatening a mass shooting, an act of terrorism, or severe bodily harm to students or staff will be reported to the police immediately. Internal school discipline and Threat Management Team reviews will occur independently of any ongoing criminal or juvenile justice investigations.

#### **Weapons**

In accordance with Florida law, students are strictly prohibited from bringing any type of weapon onto school property. This includes not just actual weapons, but also toy weapons, replicas, or any items that could be used to cause harm.

Items considered weapons under state law include (but are not limited to):

- Firearms
- Tasers or stun guns
- Knives of any kind
- Box cutters or razor blades

#### **Use of Illegal Substances**

Students may not use, sell, distribute, or possess any form of tobacco, vaping devices, and/or intoxicating substances (such as alcohol or drugs).

#### **Hate and Bias**

At Unity, every student and faculty member deserves to feel safe, respected, and valued. We will not tolerate any form of verbal or physical act that demonstrates hate, bias, discrimination, or harassment based on someone's race, religion, gender, identity, ability, or background. Our community is built on kindness, inclusion, and mutual respect, and we are committed to fostering a school culture where everyone can learn and thrive without fear of prejudice.

#### **Sexual Misconduct**

Unity School prohibits all forms of sexual misconduct. Sexual misconduct includes, but is not limited to, sexual assault, sexual harassment, unwelcome sexual touching, sexual coercion, indecent exposure, stalking, sexually explicit comments or gestures, sexual exploitation, and the recording, possessing,

displaying, or sharing of intimate images or sexual content. This prohibition applies on campus, during school-sponsored activities, on field trips, in school transportation, through electronic communications, and off campus when the conduct impacts the safety, well-being, or educational environment of the School community. Retaliation against any person who reports sexual misconduct or participates in an investigation is strictly prohibited.

### **Conditional Re-enrollment**

Any student, Preschool-Grade 8, 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.

**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 for the administration to have discretion when handling an issue. At the discretion of the administration, a student may be suspended or expelled for any reason deemed appropriate.**

## **BULLYING AND HARASSMENT**

### **Anti-Bullying and Anti-Harassment Policy**

**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 regards 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 the policy is to assist the School in its goal of preventing and responding to acts of bullying or harassment.

**General Applicability of Policy.** This policy applies not only to students, parents, or school employees who directly engage in an act of bullying or harassment, but also to students, parents 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 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, parents, 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.

**Statement of Policy.** The School prohibits bullying and harassment of any type of student, parent, or school employees, by either a student, a group of parents or a group of students a school 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 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, or adult, 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.

## 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, email messages, instant messaging, text messaging, cellular telephone communications, internet blogs, social websites (e. g. Instagram, Facebook, or any social media etc. ), internet chat rooms, internal 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. Cyberbullying 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, parent 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, 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 or school employee 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.

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.

## **Expected Behaviors On School Property or At School Related Functions**

Unity School expects students and parents 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, 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, parent or school employee is prohibited:

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

### **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 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.

**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 the [Anonymous Reporting Form](#), or via email or in person to the appropriate director 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 director 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.

**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.

- c. Documented interview 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.
- 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. Where 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 fall 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, the CFO of Unity of Delray Beach, Inc. shall be asked to conduct the investigation.

***Notification to Parents or Guardians.***

- a. The Head of School or designee shall 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 as soon as possible after 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.

***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.

**GENDER INCLUSIVITY**

Unity School recognizes that a student's gender identity is central to their sense of self and well being, which will be honored and respected to allow each student to reach their full potential. These guidelines cannot anticipate every situation that might occur with respect to students who are transgender or gender nonconforming. Our goal is to ensure the safety, comfort, and healthy development for all students including those that are transgender or gender non conforming. Notwithstanding the above, pursuant to Florida law, any student or other person under the age of 18 who willfully enters a restroom (other than a unisex restroom) or changing facility (including but not limited to a dressing room, fitting room, locker room, shower room or similar facility) on Unity School Property which is designated for the opposite sex and refuses to immediately depart when asked to do so by another person present shall be subject to the procedures and disciplinary actions set forth above in the Anti-Bullying and Anti-Harassment Policy. For purposes of this paragraph, a person may enter a restroom or changing facility designated for the opposite sex under the following circumstances without being subject to review and discipline: (a) to accompany another person of the opposite sex for the purpose of assisting or chaperoning a minor child, elderly person or disabled person; (b) for law enforcement

or governmental regulatory purposes; (c) for the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk; (d) for custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or (e) if the appropriate designated restroom or changing facility is out of order or under repair and the opposite designated restroom or changing facility contains no person of the opposite sex. For the sake of clarity, the meaning of “sex” and “opposite sex” shall comport to the meaning found in Florida Statute 553.865, as may be amended from time to time. Pursuant to such statute, a person’s sex means “the classification of a person as either female or male based on the organization of the body of such person for a specific reproductive role, as indicated by the person’s sex chromosomes, naturally occurring sex hormones, and internal and external genitalia present at birth.”

**Definitions:**

- Gender Identity: This term describes a person’s deeply held knowledge of their own gender, which can include being a female, male, another gender or no gender. One’s gender identity can be the same or different from the gender assigned at birth.
- Gender Nonconformity: This term is used to describe a person who has, or is perceived to have, gender characteristics and/or behaviors that do not conform to traditional societal expectations.
- Transgender: This term is used to describe a person whose gender identity is different from that traditionally associated with the gender assigned at birth.
- Transition: This term describes the process in which a person begins to live according to their gender identity, rather than the gender they were assigned at birth. Transition is a process that is different for everyone, and it may or may not involve social, legal, or physical change.
- Student support team: This is a group of individuals convened to review accommodations and support requested by the transgender and gender nonconforming students or their parents or guardians. The team consists of the Head of School, Division Director, individuals the student identifies as a trusted school adult, the guidance counselor and nurse. This team is responsible for developing a plan for supporting the student and identifying necessary accommodations, subject to any applicable federal, state or local laws.

## **Student Support Action Plan**

Unity School is committed to work with each individual to support the needs of a student's unique gender identity and/or expression. If a transgender or nonconforming gender student or his or her parents/guardian express the desire for support and/or accommodations at school, the Head of School will convene a Student Support Team for the student. The team will work closely with the parent/guardian or student to discuss individual needs and suggested support or accommodations. Once the plan has been discussed, the Head of School will determine if the accommodations can be met, subject to the advice of school legal counsel and pursuant to any applicable federal, state or local laws. The plan may include but is not limited to:

- Official records: Florida law requires Unity School to use a student's gender associated with their birth sex and legal name.
- Restrooms: An alternate restroom arrangement may be made available. These accommodations will be assessed on a case-by-case basis consistent with the support plan.
- Physical Education/Sports/Clubs/School Events: Transgender and gender non conforming students shall be provided the same opportunities to participate in physical education as all other students.
- Safety - The parties involved may discuss any safety concerns.
- Privacy - The parties may discuss any privacy concerns including disclosure of any information that is discussed with the Student Support Team.
- Overnight trips: In no case should a transgender or gender nonconforming student be denied the right to participate in overnight trips because of a student's gender identity status. The Head of School or Division Director will work with the student and the Student Support Team to determine the accommodations that will be provided based on the circumstances of the trip.

## **Preferred Name, Personal Pronoun**

Florida law requires that Unity School may not require any employee, contractor or student to refer to another person using that person's preferred personal title or pronouns if such personal title or pronouns do not correspond to that person's sex, nor may any Unity School employee or contractor provide his or her preferred personal title or pronouns to a student if such personal title or pronouns do not correspond to his or her sex. Additionally under Florida law, no student may be asked by a Unity School employee or contractor to provide his or her preferred

personal title or pronouns, or be penalized or subjected to adverse discriminatory treatment, for not providing his or her preferred personal title or pronouns.

### **No Discrimination, Bullying or Harassment**

Students who have been found to have engaged in discrimination, bullying, or harassment because of gender identity and/or expression may be handled in the same manner as other harassment or bullying complaints.

### **Confidentiality and Disclosure**

Students have the right to keep private their transgender or nonconforming status at school. The Student Support Team and the Head of School will keep the information confidential until otherwise given permission from the family and student.

Given the age of the students at Unity School, if a student chooses to share their transgender status or gender nonconforming presentation, there should be a plan in place with the family, student and Student Support Team prior to the transgender or gender nonconforming student telling other students.

## **SCHOOL DAY INFORMATION**

### **Arrival and Dismissal**

Full-school arrival time 8:00 - 8:20 a.m.

Preschool half-day dismissal time 11:30 a.m.

Preschool full-day dismissal time 3:00 p.m.

Kindergarten through middle school dismissal time 3:15 p.m.

### **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 the classrooms. Student accounts will be charged monthly for this service per annual fee schedule. No students are allowed on campus prior to 7:30 a.m. or in classrooms prior to 8:00 a.m.

### **Aftercare**

Preschool- 5th Grade Aftercare runs from 3:30 p.m.-5:30 p.m. on all full days of school. The costs and other details of these programs are described in the "Tuition Charges" section and in your "Information Packet."

## **Late Pick-Up Policy**

Parents and guardians are expected to arrange for students to be picked up promptly at the conclusion of any school-sponsored activity, including but not limited to aftercare, athletics, camps, enrichment programs, performances, and special events.

A late pick-up fee of \$10.00 will be assessed for each five (5) minute increment after the scheduled pick-up time.

If a student has not been picked up within fifteen (15) minutes of the scheduled pick-up time, school personnel will begin attempting to contact the parent/guardian and any individuals listed as authorized emergency contacts.

If a student remains unclaimed and no authorized adult can be reached within sixty (60) minutes of the scheduled pick-up time, the school reserves the right to contact local law enforcement or other appropriate authorities to assist in ensuring the student's safety.

## **Dismissal**

All students must leave the school campus at the end of the scheduled school day unless they are attending After Care or a Unity after-school activity.

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 Preschool through Eighth Grade must leave during the school day, he/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 the school grounds.

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

All cars picking up children must have a Unity School car placard posted on the front dashboard of their car.

## **Walking Home**

Children are not allowed to walk home without parent/guardian approval. The family should stop by the office and speak to the Head of School. A Walker's Pass will be issued.

## **UNIFORM AND DRESS CODE**

### **Preschool**

We ask that all children wear comfortable clothing. This makes it much easier for the children to be independent during bathroom visits. We also ask that all children wear closed-toe footwear, preferably tennis shoes (**no crocs, boots, jellies, or light-up shoes**).

The children will be playing outside and using paints (and might get dirty) and should wear appropriate clothing for a day at school. Additionally, we ask that your child not wear excessive jewelry, crowns, or costumes to school as it can become a distraction or become lost.

Toddler: Please try to stay away from onesies and overalls as it makes it difficult to change your child.

### **Consequences for Dress Code Violations**

If your child arrives at school wearing clothing that does not comply with the dress code and the item cannot be easily removed or replaced, you will be asked to take your child home to change before returning to class.

### **Elementary/Middle School (Grades K-8)**

A student's attire is a reflection of 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 Jonathan Reed Uniforms. The following dress code policy applies to all K - 8 students. The uniforms **must** be from Jonathan Reed and **must** have the four color logo. **See the full Uniform Dress Code on the last page of this Handbook.**

### **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.
- Sweatshirts must be the Performance Track Jacket in navy or the Champion Crewneck in heather grey sold at Jonathan Reed Uniform with the four color logo. Sweatshirts purchased from the Unity Spirit store can be worn on Fridays.
- 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.
- Shorts/skorts must be no shorter than 4 inches above the knee. Please have your child try on their uniforms at the beginning of the year to make certain that this is the fit of the skirt. Please allow for growth during the school year so that uniforms do not have to be purchased mid-year.
- Undergarments should never be visible (e.g. boxer shorts, bras, etc.).
- Footwear is required and must be fastened at all times. Shoes must have a secure back and closed toe. Shoes must be flats. No heels may be worn unless there is a special ceremony or performance. At the time of the special ceremony special instructions will be delivered to the families. Sandals or open shoes are not permitted.
- Sneakers may be any color. High tops are permitted. There can be no wheels, no lights, and no Croc shoes. Sneakers must be laced.
- Hats, sunglasses, and scarves may be worn to school but are not allowed in any school building.
- Makeup is permitted for 8th grade students only. The eighth grade students may wear mascara and light eyeliner.
- Earrings may be worn only in the ears.
- Body piercing and tattoos are not permitted.
- Nail color and length should not detract from the learning environment. All students are expected to be able to participate in physical activities and daily classroom tasks (e.g. typing, writing, playing an instrument).
- Headbands may be of any color. Headbands may not have anything sticking up out of them (unless the Head of School approves them for a celebration [i.e. Halloween]). For example, no cat ears, unicorns, bunny ears...etc.
- Shirts must have sleeves (e.g. no sleeveless sports jerseys).
- Socks for all are to be plain white, plain blue or plain black. Ankle to calf are acceptable.

- Fridays are considered Unity Spirit Day. Students can wear a Unity Spirit shirt with regular uniform bottoms.
- Students are expected to dress according to weather conditions.
  - Sweatpants are COLD WEATHER only. The temperature must be below **60 degrees** to wear these items to school.
  - Approved sweatpant are Jonathan Reed Navy with school logo
  - If students require long pants, there is an option for them at Jonathan Reed Uniform.
- Boots are COLD WEATHER only. This applies to the entire school. The temperature must be below 60 degrees to wear boots.
- Leggings are not permitted except in the case of cold weather, and they must be covered by the skirt/skort or shorts.

### **Field Trip/Special Event Dress Policy**

#### Elementary Field Trips

- Navy shirt with khaki shorts, skorts, or jumper.
- Certain occasions may require exception to this dress code. In this event, students will be notified in writing by the staff or administration.

#### Middle School Field Trips

- Speciality Blue & White Polo and uniform bottoms are required.
- Field trips may require different attire and will be communicated with families by administration or the faculty member in charge of the trip.
- Middle School dance/event attire will be announced prior to the dance/event to allow for themes to change. (ie. formal, informal, etc)

#### Special Events

- There are special occasions and events where students can dress out of uniform. This will be communicated through the FYI and Administration.
- Tops must conform to the “3 finger” rules (straps may not be narrower than 3 fingers in width or 1 ½ inches).
- 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 the center area. No off-the-shoulder tops.

### **Consequences for Dress Code Violations**

A Dress Code Warning will be issued for a first violation. For subsequent violations, parents must deliver proper uniform clothing to the school.

## **PARENT RESOURCES AND INVOLVEMENT**

### **Parent Concern Procedure**

All classroom concerns should be discussed initially with a child's teacher. The preferred way to contact a teacher is via email. Parents may also call the school office to ask for assistance or to leave a message for 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 Division Directors or 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.

### **FYI (For Your Information)**

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

### **Information Packet**

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

- Summer FYI - notifies families of various events occurring at the beginning of the school year
- Class Assignment - notifies student of class and teacher assignment for the school year. Preschool will have the lead teacher's name on the assignment.
- Calendar of Holidays and Highlights - an official school calendar will be available
- Map of the School Campus.
- Parking Placards - parents are required to display such placards on the passenger's front window. The placard is evidence that the person is okay to pick up a child.

## **The Room Ambassadors Organization**

The Room Ambassadors Organization consists of a “Head Room Ambassador” (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.

## **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. All families are members of the USSO. Elections are held annually for the USSO Board.

## **Fundraising and Donations**

The Unity School Office of Advancement coordinates the school’s fundraising programs. The Unity of Delray Beach, 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, student enrichment, special student activities, special programs, athletic enhancements, additional technology resources, as well as additional Lessons in Living programming.

Every family is encouraged 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 continue to enhance the quality of our educational programs.

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 cafeteria. Items not picked up are discarded or given away at the end of each month. Make sure your child checks this area for missing items prior to the end of the month.

## **ADMINISTRATIVE INFORMATION**

### **Student Forms**

As outlined in the Enrollment Agreement, a parent must provide Unity School with a valid birth certificate, a current Florida state School Entry Health Exam Form (DH 3040), and a current Florida state Certificate of Immunization Form (DH 680), or a Florida State Religious Exemption from Immunization Form (DH681) as required by the Florida Department of Health. In addition, parents may be required to submit further documentation based on their child's age or grade level as deemed necessary by the Florida Department of Children & Families (DCF), the Florida Department of Health, the Florida Council of Independent Schools (FCIS), and Unity School. All forms must be submitted before the start of school in order to attend school and then updated accordingly throughout the school year.

### **Supplies (NOT COVERED BY REGISTRATION FEE)**

Each student is responsible for their own pencils, paper, notebooks, and personal supplies. Student supply lists are available each summer on the School website, and teachers will notify students of additional supplies as needed.

### **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.

### **Safety Patrol - 5th Graders**

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.

## **Report Cards**

Preschool students receive progress reports twice per year, with a mid-year update provided in February. Elementary and Middle School students receive three trimester report cards per year. 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

## **Lessons in Living**

The aim of the Lessons in Living Program is to foster character development and growth. It is an interdisciplinary approach 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	Uniform Recycling	Peace Education
Earth Day	Community Service	Conflict Resolution
Mediation	Heart Math	Emotional IQ

## **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.

## **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 Friday FYI, Head of School and teacher communiques/ mailing, grade level "What's App" groups, and the Unity School website - [www.unityschool.com](http://www.unityschool.com)

## **Emergencies**

In the event of bad weather or local emergencies that develop during non-school hours, parents will be notified through our FACTS emergency alert system. Parents will receive either a text message, email or phone call. It is essential that we have up to date information in our system in order to reach families during an emergency. If your family information has changed, please call the front office and provide the updated information. The Room Ambassadors 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 are 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 on 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.

## **Use of Information**

Any and all information provided in the *Application for Admission* and *Enrollment Agreement* can 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.

## **Scholarships**

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

## **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.

All student accounts must remain current to ensure uninterrupted access to school attendance, report cards, and optional activities like field trips, sports, and enrichment programs. Delinquent accounts are subject to late fees, restrictions on school events, and the suspension of class attendance in accordance with the full terms outlined in the Unity School - continuous enrollment agreement.

In the event that an iPad, 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.

### **Tuition and Charges**

- Tuition payments are due in accordance with 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.
- 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 nonrefundable, except as set forth in the *Enrollment Agreement*.
- 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 or Chief Financial Officer.

- 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, iPad 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.
- 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*.

**DRESS CODE APPENDIX**

**Elementary and Middle School Uniform Dress Code**

**Middle School**

- Shorts with school logo: Khaki (moisture wicking )
- Pants with school logo: Khaki (premium flex)
- Short-sleeved performance dri -fit shirt: Specialty navy & white, royal blue (all with school logo)
- Long-sleeved shirt: Royal blue (with school logo)
- Girls’ drop waist skort: Khaki (with school logo)

**Elementary**

- Shorts with school logo: Khaki or navy (moisture wicking )
- Pants with school logo: Khaki or navy (moisture wicking )
- Short-sleeved performance dri -fit shirt: White or navy (w/school logo)
- Long-sleeved performance dri -fit shirt: Navy (with school logo)
- Girls’ 4-pleat solid skort: Khaki or navy (with school logo)
- Girls’ Knit dress (K-2 only): Navy (with school logo)

**Middle School and Elementary**

Sweatshirt:	Champion Crewneck in Heather Gray or Navy Performance Track Jacket
Sweat pants:	Navy with school logo
Belt:	Navy or brown belt
Socks:	White, navy, or black - ankle to calf are acceptable
Girls' hair accessories:	Hairbands can be any color but may not have things sticking up. (i.e. cat ears, unicorns etc...)
Shoes:	Footwear is required and must be fastened at all times. Shoes must have a secure back and closed toe. 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. There can be no wheels, no lights and no Croc shoes. Sneakers must be laced.

Fridays are considered Unity Spirit Day. Students can wear a Unity Spirit shirt/Unity Peace shirt with regular uniform bottoms.

**P.E. (*Boys and Girls*)**

Grades 5-8 are required to wear P.E. uniforms.

**Note:** Only “non-marking” sneakers will be permitted for all indoor sports.

PE. Uniform: Mesh Gym Shorts in Navy and Performance Gym Tee in Grey

**Preschool:** Shoes must be closed-toe, without wheels. Children must wear socks. Preschool students have a choice to wear a school uniform, t-shirt, shorts or dress. They are optional for this age group.

**All uniforms must be purchased through:**

**Jonathan Reed Uniforms**

**1141 Holland Dr STE 16**

**Boca Raton, FL 33487**

<https://www.jreeduniforms.com>

**(561) 910-1547**

