

Oakland Unity High School



Parent Handbook 2017-2018

Oakland Unity High School

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Oakland Unity High School Handbook

School Mission

The mission of Oakland Unity High School is to prepare its students for admission to and success in college and career, and to become happy and productive members of society.

Unity offers a rigorous curriculum that meets the University of California A-G requirements, with an emphasis on basic skills and core subject matter in English Language Arts, mathematics, social studies and science, and a comprehensive support program that promotes healthy youth development, including preparing the students to apply their knowledge and skills for the benefit of their communities and society.

With the passage of Measure N, also known as the Oakland College and Career Readiness for All Act, in November of 2014, we now have the capacity to begin providing workplace preparation for our students as well.

To this end, Oakland Unity High School will provide the following:

- Small classes, with an average of 25 students per class
- A safe and inclusive school climate—A safe haven, in communities often characterized as troubled inner-city neighborhoods, where children do not feel threatened or marginalized and where their home and culture are honored and respected
- A rigorous curriculum with the goal of every graduate meeting the University of California A-G requirements, gaining admission to and succeeding in college and career
- A comprehensive support program provided through a partnership between the school, the families, and the community, to assure that students have the support they need to focus on academic growth
- Learning experiences that allow OUHS students to achieve their leadership and academic potential and become creative critical thinkers, compassionate human beings, and effective participants in a multicultural democratic society
- Extensive college preparatory/counseling program for students and their families on academic requirements and financial assistance, as well as regular college visits beginning from 9th grade, familiarizing OUHS students with college life
- OUHS students are assigned advisors from the teaching staff who serve as student and family advocates and mentor students to prepare them to be successful after graduating from Unity High School in post-secondary education, career, and life

Purpose of this Handbook

The Oakland Unity High School Community recognizes that family and school are partners in the successful intellectual, social and physical development of the next generation. Our students' growth requires that caring adults, especially their parents and guardians, play an active role in the educational process. This handbook will help the family and the school to work together smoothly by coordinating responsibilities and setting out expectations.

Parent Responsibilities

Parent or guardian responsibilities include:

- Ensuring that the student arrives at school on time each day and has a reliable means of transportation home at the end of the school day or after school activities.
- Informing the school as early in the morning as possible each day, if your child will be absent because of illness or other valid reason. In the event of a planned or extended absence notice should be by telephone and in writing. Any student's absence from school harms the student and the school.
- Attending parent/teacher/student conferences whenever necessary to improve the school parent partnership to benefit the student.
- Attending parent/teacher/administrator meetings to discuss disciplinary action, if necessary.
- Understand and support the school's professional dress code and electronics policy.
- Signing the three-way school-parent-student contract.

Student Responsibilities

The goal of Oakland Unity High School, like the goal of parents, is to help students mature into responsible, respectful and capable adults.

To maintain a school environment that is conducive to learning responsibility, mutual respect, life skills and academic knowledge safe, polite and attentive behavior is essential. Consequently, all Unity students agree to:

- Arrive at school on time and dressed in uniform, prepared for the day's work.
- Present homework assignments on time as complete and neat as they are able to do through their best efforts.

- Attend all classes each day scheduled, listening attentively and participating fully, but politely in all class discussions.
- Follow the instructions and guidance of teachers to participate in group or individual assignments in class.
- Treat all students, all faculty and all other staff with sincere respect.
- Understand and support the school's professional dress code and electronics policy.
- Sign the three-way school-parent-student contract.

Faculty and Administration Responsibilities

- The teachers and principal of Oakland Unity High School undertake to do their best to participate fully in the education of every Unity student.
- Teachers and Principal will make every reasonable effort to advise a parent or guardian of unusual difficulties their student may be experiencing at school and to consult about student needs.
- Teachers will make every reasonable effort to respond to parent inquiries clearly for the benefit of the student.

School Electronic Device and Cell Phone Policy: Students will not be permitted to use electronic devices during the school day with the exception of portable MP3 players with earphones during the lunch break, before school, and after school. Such devices will be confiscated if used outside of these periods of time. Cell phones will be confiscated if they are on, seen, or heard on campus before, during, and after school hours. Cell phones may be used after school hours for parent contact in designated safe student waiting zones only. If the cell phone or other electronic device is taken, it will not be returned **until the last day of school in June. (no exceptions)**. (Board approved Dec. 7, 2005)

Unity is not responsible for an electronic device once it has been confiscated.

Three-Way Contract **(Board Approved 4/18/2012)**

Oakland Unity High School will:

1. Provide an enriched curriculum to enable our graduates to meet admission requirements to the University of California.
2. Provide college counseling regarding admissions and financial aid.
3. Provide tutoring to 9th grade students identified as in need of academic support students every day after school except Wednesdays. Provide targeted academic intervention to 10th, 11th, & 12th graders
4. Keep class size to an average 25 or less.
5. Keep close contact with parents.
6. Provide an advisory period to ensure that student receives academic support.
7. Provide for staff meeting time to ensure that students' needs are met, and offer regular parent meetings to provide information on student progress.
8. Host monthly School Site Council meetings.
9. Provide reasonable make up work for excused absences.
10. Provide each student and parent with access to appropriate areas of PowerSchool, our online grading and attendance system.
11. Phone home when student is reported absent from or tardy to school.

The Parent(s)/Guardian will:

1. Encourage student to prepare for college.
2. Ensure that students arrive at school on time daily, in approved school uniform.
3. Provide a quiet place at home for student to complete schoolwork.
4. Pick up students no later than fifteen minutes after dismissal each day; supervisors will be present in front of Unity for fifteen minutes only.
5. Phone the school when the student must be absent or will send a signed note the day following an absence.
6. Phone school office to speak with student only in emergencies, and will not call student cell phones while student is on campus
7. Respond promptly to requests for meetings regarding student.
8. Attend monthly School Site Council meetings when possible.
9. Take the initiative to track student's progress in Power School.
10. Provide school with, and keep up to date all phone numbers, other contact information and medical information.
11. Make appointments for any meetings with teachers to avoid any interruption of teachers' classes.
12. Attend classes with student in lieu of suspension, if invited.
13. Parents will support all elements of Unity behavior expectations.
14. Feel free to discuss with counselor or principal the classes best suited to a student's needs, with the understanding that the school must make the final decision in the best interest of all students.

15. Ensure that students driving to and/or from school hold a valid California Driver's license and are insured.

The Student will:

1. Attend school with the goal of obtaining a college education and be diligent in preparing for higher education.
2. Complete and submit all class work and homework on time as assigned.
3. Take the initiative to track progress in Power School.
4. Adhere to all of Oakland Unity High School's All-School Classroom Expectations.
5. Respond in a respectful manner to all staff of Unity High School at all times, this includes not walking away from staff when being spoken to by staff.
6. Dress appropriately daily, following all dress code guidelines. *
7. Use appropriate, professional language and model professional behavior.
8. Be on time to every class.
9. Not bring unnecessary items to school, especially cell phones. **
10. Treat school property with respect.
11. Take financial responsibility for any damage caused to school, church, or others' property.
12. If student uses a locker, he/she does so at his/her own risk.
13. Obey all school and classroom rules.
14. Not engage in fighting, play fighting, or rough play.
15. Immediately leave the area of a fight and report the activity to school faculty or administrators.
16. Seek to resolve or willingly help resolve all conflicts in a calm, respectful way.
17. Not engage in public displays of affection.
18. Not drive unsafely or illegally in front of, or on the way to and/or from, school.

Signing the contract is a condition of enrollment at Unity High School; in addition, if this contract is broken, the student may be referred to the Unity Board for expulsion.

* We (the parent and student) understand that students not dressed appropriately may be sent home to change.

** Unity is not responsible for items confiscated or lost by students. Confiscated cell phones **will be kept until the last day of school in June – no exceptions**)

_____ Student Name	_____ Signature	_____ Date
_____ Parent Name	_____ Signature	_____ Date
_____ Administrative Staff Name & Title	_____ Signature	_____ Date

Non-Discrimination Policy

Oakland Unity High School prohibits unlawful discrimination against or harassment of a person participating in any program or activity at the School or employed by or seeking employment with the School on the basis of race, color, national origin, ancestry, ethnic or cultural group identification, gender, marital status, sexual orientation, physical or mental disability, religion or age. This policy is enforced consistent with the provisions of applicable state and federal law.

Contacting Unity

Parents can contact the school at:

Oakland Unity High School
6038 Brann Street
Oakland, CA 94605
(510) 635-7170
(510) FAX 722-2731
info@unityhigh.org

<mailto:info@unityhigh.org>

Parent can also contact individual staff by e-mail. Addresses are listed at www.unityhigh.org/staff.php.

To reach the Board of Directors, parents can write to:

Chair of the Board
Oakland Unity High School
6038 Brann Street
Oakland, CA 94605
or e-mail:

boardchair@unityhigh.org

<mailto:boardchair@unityhigh.org>
<mailto:boardchair@unityhigh.org>

History and Plan of Oakland Unity High School

Unity received its charter from the Oakland Unified School District in October 2002 and began operation in September 2003. During the first year Unity enrolled approximately 100 9th and 10 graders.

Successes in the first year of operation were many. One was the establishment of a powerful bond with Jane Goodall's world-wide Roots and Shoots organization, leading to the revered naturalist's visit to the school in March. Another was the formation of competitive boys and girl's basketball teams in the winter followed in the spring by the formation of two school soccer teams. Unity students also scored above expectations on State-mandated achievement tests. A list of milestones in the school's near 10 year history follow below:

2003 => Unity opened for its first cohort of 100 9th and 10th graders.

2006 => Unity graduated first senior class. Unity received accreditation from the Western Association of Schools and Colleges (WASC) for a six-year term (with a mid-term review)

2007 => Unity conducted its first admissions lottery due to high demand for entrance (has held enrollment lottery every year since 2007). Oakland Unified School District renewed Unity's charter for a five-year term.

2008 => Unity receives CA Proposition 1D award for new facility construction.

2010 => Members of Unity's first class graduated from UCSC, Mills, the University of San Francisco, and SJSU. Unity's attendance has exceeded 96% during the past six school years.

2011 => Unity's API score for the 2010-2011 school year was 735, representing a total growth of 140 points since the 2006-2007 school year. More than 70% of our graduates have been accepted to four-year colleges / universities.

2011 => Unity's charter is unanimously approved by OUSD school board for a maximum length term (5 years)

2013 => Unity underwent accreditation renewal with the Western Association of Schools and Colleges and was awarded a six-year accreditation term, the maximum term that is awarded.

2015 => Unity is ranked #19 out of the top 25 High Schools in the Bay Area, and #37 statewide, by U.S. News and World Report. Unity was also recognized by Innovate Public Schools as being a top Bay Area public school for achieving results with underserved students. Unity also continued to grow, with a large wait list of applications.

March, 2017 => Unity was approved by the Oakland Unified School District for a five-year renewal of our school's charter term until 2022.

Governance

Unity Schools, a California nonprofit organization, is the parent organization of Oakland Unity High School. The Board of Directors of Unity Schools establishes and approves all major educational and operational policies, approves all major contracts, and approves the school's annual budget. It oversees the school's fiscal affairs, and selects and evaluates the top administrative staff.

- At least one member of the Board at any time, chosen on the basis of his or her interest and commitment to the mission of Unity Schools, is sought from among the parents or guardians of a student at Unity.
- The Board may also include a representative of the Oakland Unified School District, if the District so desires.

Meetings of the Unity Board of Directors are open to the public. All meeting notices and agendas are posted 24 hours in advance of the meetings on the school office door and on our website (www.unityhigh.org). Opportunity for public comment is scheduled early on the agenda. Parents and community members are asked to keep their statements to three minutes or less. Unless otherwise notified, meetings of the Board are held monthly at Unity High School. Date and times of the meetings are posted on www.unityhigh.org.

School Site Council

The School Site Council includes the principal, teachers, parents and students who meet monthly to assist the Principal in developing policies for Board approval, to make recommendations for decisions that affect the school community and to help resolve difficulties within the school community.

Specifically, the School Site Council is responsible for:

- Facilitating school operations
- Helping to develop personnel policies
- Helping to develop student policies
- Helping to develop priorities for school expenditures
- Helping the school to control expenses

The Council will pursue its efforts with the understanding that the Principal is responsible for the day-to-day management of the school and the implementation of policy within parameters set by the Board. Final approval of all School policies rests with the Board.

Access to Governance Information

Copies of the Articles of Incorporation and Bylaws of Unity Schools, Personnel and Student Policies and this Handbook are available for viewing in the school office or online at www.unityhigh.org

Student Academic and Social Requirements

Each year every continuing student at Oakland Unity High School will be required to:

- Complete all required courses successfully
- Complete self, class and school evaluations
- Attend all required summer program activities

In addition, 9th graders are also expected to:

- Successfully complete the state PE assessment

10th and 11th graders are expected to:

- Take the PSAT and/or SAT exams

12th graders are expected to:

- Complete the OUHS Early College Program and/or Career Internship Program requirements.

Academic Requirements for Graduation

In order to graduate, a student needs to have achieved the following by the end of 12th grade:

- Completion of courses in required subjects for a total of no less than 230 credits (one semester of coursework in a subject is five credits, one year is 10 credits).
- Meet A-G Requirements (D's in A-G courses are not considered passing).
According to the University of California system:

The intent of the "a-g" subject requirements is to ensure that students have attained a body of general knowledge that will provide breadth and perspective to new, more advanced study.

Courses from California high schools used to satisfy the "a-g" subject requirements must be certified by UC and appear on the school's "a-g" course list. These courses are to be academically challenging, involving substantial reading, writing, problems and laboratory work (as appropriate), and show serious attention to analytical thinking, factual content and developing students' oral and listening skills.

The subject requirements:

- **History/social science ("a")** – *Two years*, including one year of world history, and one year of U.S. history, or one-half year of U.S. history and one-half year of American government or civics.
- **English ("b")** – *Four years* of college preparatory English that includes frequent and regular writing, critical reading of literature and informational texts, and practice listening and speaking.
- **Mathematics ("c")** – *Three years* of college-preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry.
- **Laboratory science ("d")** – *Two years* of laboratory science providing fundamental knowledge in at least two of the three disciplines of biology, chemistry and physics.
- **Language other than English ("e")** – *Two years* of the same language other than English or equivalent to the second-level of high school instruction.
- **Visual and performing arts ("f")** – *One year*, including dance, drama/theater, music or visual art.
- **College-preparatory elective ("g")** – *One year* chosen from the "a-f" courses beyond those used to satisfy the requirements above, or courses that have been approved solely for use as "g" electives.

- Graduation in good standing requires a grade point average (GPA) of 3.0 or more. The minimum requirement for graduation is a GPA of 2.0 or more.
- Completion of a minimum of 20 hours of Service Learning.
- Completion of the Senior Project.

An important required component of the senior project is the requirement that all 12th grade students complete Unity’s Early College Program or Career Internship Program. 12th grade students must complete and pass **one (1) semester – length community college courses through concurrent enrollment. Community college classes taken the summer before the 12th grade are counted toward this requirement. Informational materials about this important “bridge to college” will be distributed to parents separately.

Required Subjects for Graduation

Subject	Credits	Semester Courses
English	40	8 semesters
Math	30	6 semesters of Algebra 1, Geometry, Algebra 2.
Science	30	2 semesters each of Physics, Biology, Chemistry.
World History	10	2 semesters.
U.S. History	10	2 semesters.
American Government	5	1 semester.
Economics	5	1 semester.
Foreign Language	20	4 semesters of Spanish or other language.
Art	10	2 semesters of creative or performing arts.
Physical Education	20	4 semesters.
Electives	50	10 semesters.
Total	230	Minimum requirement.

Four-year colleges may require additional specific or total coursework.

Students do not receive course credit for a course if a final grade of D or F is earned. Course credit can be made up by repeating the course the following year or, if available, in summer school. Parents should read the student’s report card carefully to check that the student is on track for credits earned as well as GPA.

Graduation Policy:

Only students who have completed all the requirements for graduation by the end of the school day prior to graduation ceremonies will be allowed to participate in graduation ceremonies

No students may participate if the above are not met. There will be no exceptions.

Any student who has been suspended for fighting during the second semester of their senior year may not be permitted to participate in graduation activities. The student may appeal to the principal and staff to be allowed to participate.

Graduation policy approved by Board December 7, 2005

Mandatory Unity behavior intervention and support plan:

Students and parents may be required to attend a meeting where a behavioral plan will be developed if any of the items below apply. Failure to meet the requirements in the behavioral plan may result in additional consequences, including restriction of campus privileges such as extracurricular trips and off-campus study tours. Repeated or dangerous behavioral incidents may lead to student being referred to the Board for expulsion.

- Failing three (3) subjects
- Lower than a 1.5 GPA
- 3 or more suspensions from school per semester
- 5 or more class suspensions in a semester
- More than 10 days of absence per semester*
- Tardy more than 10 days of school per semester
- Failing to earn adequate credits to move to the next grade level
- Not complying with the uniform policy
- Leaving school without permission
- Repeated study hall and/or detention no shows

*Students with 10 consecutive unexcused absences with no parental contact will be considered to have voluntarily left the school, and will be disenrolled.

*Students who violate the school's three way contract by refusing to surrender electronic devices for confiscation per policy, will remain ineligible for participation in off campus activities, including athletics, as well as after school/evening dances and other events at school for the remainder of the school year.

Course Grades

All coursework at Unity High School will be graded as follows: A= 90-100%, B= 80-89%, C= 70-79%, D= 60-69%, and F =0-59%.

Class grades and percentage points will be based on any combination the following: writing, reading, projects, work in class, quizzes, tests, overall class participation and homework

Grade Level Standing

In addition to credit requirements, students must meet the following school and grade level requirements:

- Minimum of 50 credits completed for admission to 10th grade standing.
- Minimum of 110 credits completed for admission to 11th grade standing.
- Minimum of 170 credits completed for admission to 12th grade standing.

Typical Course Schedule

Typically, students will enroll in the following courses at each grade level. Students who have already completed certain courses (Algebra, Geometry, Biology, or Spanish) may enroll in the next higher- level course offered, including honors and advanced placement courses.

Grade 9:

- English 9
- Algebra A or Algebra 1 or higher math course
- Cultural Geography or Academic Literacy
- Biology
- PE
- Learning Lab

Grade 10:

- English 10
- Algebra 1, Geometry or higher math course
- World History
- Chemistry
- PE
- Spanish I or Spanish II

Grade 11:

- English 11
- Algebra 2 or PreCalculus
- U.S. History
- Physics
- Art I
- Spanish II or AP Spanish

Grade 12:

- U.S. Government/ Economics
- English 12
- Algebra 2, PreCalculus or Calculus
- College Preparation course
- Community college course(s) of choosing or Career Internship

Courses offered at Unity will vary from semester to semester. Course descriptions, schedules and requirements will be published and available to families as early as possible or from individual instructors upon request.

Accreditation

Oakland Unity High School has applied and been accepted by the Western Association of Schools and Colleges (WASC), the principal accreditation body for schools and colleges in the Western United States, as a candidate for accreditation. Accreditation assures both parents and admissions directors at colleges and universities that Oakland Unity High School is providing a college preparatory curriculum that meets rigorous WASC standards.

Advisory

Each student will be assigned to a grade level advisory group upon acceptance to Unity. Advisors serve as academic coaches and provide primary adult guidance to students. Student leadership and advisory curriculum is core to the advisory program. Advisors are responsible for the development of Student Success Plans and act as the primary contact person for students and families.

Unity Advisory

Oakland Unity High School students will participate in a unique Advisory curriculum, linked to core academic studies and the Habits of Heart and Mind, which promotes student leadership, social and personal responsibility, and social action. Students will participate in Advisory activities five days per week with their advisory group.

Sports & After-School Programs

Unity will continue to develop after-school programs as an integral component of the School mission. Various sports teams have been established, for both boys and girls. Students also have the opportunity to participate in other after-school programs, many of which support the Unity Academic program. We also encourage and support the development of student-initiated after-school programming. Parents will be notified of the after-school program schedule. Any student interested in sports programs must submit a signed parent or guardian consent form and physical form prior to participating.

Supporting Your Student

Parents and teachers are in a unique position to support Unity students. Working together, we provide guidance and encouragement to help your student grow into a confident and capable young adult. Regular communication is essential. Please let us know if personal circumstances - such as illness or death in the family, a learning difficulty, or other stresses - may affect your student's performance at school. We will work with you and your student to create as supportive an academic environment as possible.

Unity communicates your child's progress to you in several ways:

Student work is evaluated or corrected by teachers on a continuing basis. Your student should share and discuss these results with you on a regular basis. This will help you participate in his or her successes on a regular basis. Each student and parent will have access to Power School, our online grading system, to keep current with assignments and grades in all courses.

Progress Reports will be issued twice per year, midway through each semester. Report Cards will be issued twice per year, at the end of each semester. Parent or guardian should look forward to these dates and discuss the current report with your student. Your interest in student performance will confirm to the student the importance of the efforts she or he is making at school. Please sign and return the form verifying that you have received and read the Progress Report or Report Card.

Your student's advisor and her or his teachers are available to you by telephone and e-mail. Questions can be discussed or a conference can be scheduled. Parents and guardians are always welcome to make an appointment to meet with the school administration, teachers or advisors.

Unity classroom behavior expectations:

Unity All-School Classroom Expectations	
<u>Desired Behaviors:</u> the way we want things to be	<u>Unwanted Behaviors:</u> Non-negotiables
Constructive, appropriate speech	Rude, unfriendly, provocative, or disrespectful speech, "hating", profanity
Focus on learning happening inside the classroom	No cell phones No visible headphones or unapproved electronics iPods only during Lunch
Clean classroom	No gum No abuse of school resources and facilities
On time and in the seat when the bell rings	No tardies
Clean desk space to work on	No backpacks on desks
Smooth and calm passing periods	Students stay in their seats after the bell rings and are dismissed by the teacher.
Healthy minds and bodies	No energy drinks or sodas Only water in clear containers
Professional appearance that complies with the uniform policy	No hats/hoods on inside the classrooms or office No excessive drawings/tagging on school supplies
All students accounted for	No students out of class without a pass

Homework Expectations

Teachers give homework to strengthen the skills students learn in class. Homework is assigned on a class by class basis. Typically, high school students should have 30-60 minutes of homework per course each night. Students are expected to turn in completed homework on time. If you do not see your student working on homework daily, please feel free to contact your child's advisor or teacher to discuss the situation. Unity School offers a number of resources to help students who may be falling behind in their work, including study halls.

Support Services

Support for English Language Learners: English Language Learners will participate in an initial language assessment and, if necessary, targeted English language intervention services will be provided in the form of an Academic Literacy class. While instruction will occur in English, support for English language learners will be provided.

Reasonable Accommodation/ Section 504 Services: If your child has a physical or mental disability that substantially interferes with his or her ability to learn, teachers will develop an individualized education plan (IEP) with the student and parent or guardian to provide reasonable accommodation to assist the student's learning. Please contact your student's advisor.

Special Education

Students requiring Special Education services will receive them from qualified staff at Oakland Unity High School, which is a member of the Sonoma Charter Special Education Local Plan Area.

Parents Welcome on Campus

Parents and guardians are welcome on our campus. Please sign in at the office whenever you are on campus during school hours.

Unity also invites parent participation through the School-Site Council. This council gives parents a voice in the shaping of the School environment. If you are interested in participating, please contact the principal.

School Rules & Expectations

Guiding Principles: All members of the school community bear equal responsibility for establishing a school culture that promotes academic excellence within a healthy and nurturing community. The principles that should guide all our behavior and interpersonal decisions are: **Safety, Respect, Responsibility, and Professionalism.**

Grounds for Disciplinary Action: All students are subject to disciplinary action when involved in any of the actions listed below, whether the student is on school grounds, at a school activity, during lunch, or while going to or coming from school or a school activity:

- Causing, attempting or threatening to cause physical injury to another person.

- Willfully using force or violence upon another person, except in self-defense.
- Committing or attempting to commit sexual assault or committing sexual battery.
- Possessing, selling or otherwise furnishing any firearm, knife, explosive or other dangerous object.
- Unlawfully possessing, using, selling or otherwise furnishing or being under the influence of any controlled substance, an alcoholic beverage, or an intoxicant.
- Unlawfully offering, arranging or negotiating to sell any controlled substance, alcoholic beverage or intoxicant of any kind and then either selling, delivering or otherwise furnishing that substance to another.
- Possessing or offering, arranging or negotiating to sell any drug paraphernalia.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to school or private property.
- Stealing or attempting to steal school or private property.
- Knowingly receiving stolen school or private property.
- Possessing or using tobacco or nicotine products, including but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel, unless by prescription.
- Committing an obscene act or habitually engaging in profanity or vulgarity.
- Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties.
- Possessing an imitation firearm (something that would lead a reasonable person to conclude that the replica was/is a firearm).
- Harassing, threatening or intimidating a student who is a complaining witness or a witness in a student disciplinary proceeding for the purpose of preventing the student from being a witness or retaliating against the student for being a witness, or both.
- Committing sexual harassment.
- Causing, attempting or threatening to cause hate violence, as defined in Education Code Section 33032.5.
- Intentionally engaging in the harassment or intimidation of another student, when such act is perceived to disrupt the other student's performance at school or in school activities, or creates substantial disorder, or invades the rights of a student or a group of students by creating an intimidating or hostile educational environment.
- Making terrorist threats against school officials or school property.

(Education Code Section 48900.1)

In addition to the reasons specified in section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment. For the purposes of this section, the conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's

academic performance or to create an intimidating, hostile, or offensive educational environment.

(Education Code Section 48900.2)

Disciplinary Action: The principal will determine the appropriate disciplinary action after considering the severity of the infraction, other factors such as age, health and maturation of the student, and all optional services and alternative measures designed to bring about proper conduct. Parents of English learners have the right to receive written information regarding their child's suspensions in their primary/home language (Education Code Section 48900.1)

Students may not attend any school activities while on suspension, nor are they permitted on any school campus including Unity's campus during the suspension.

Discipline by Teacher: For any acts of misconduct listed under Grounds for Disciplinary Action, a teacher may:

- Suspend a student from class for the day and the next day.
- Keep a student after school for not more than one hour at the end of the school day.
- Refer the student to the principal.
- Require, following written notice, the student's parent/guardian to attend a portion of the school day in the teacher's class if the student disrupted school activities, willfully defied the valid authority of the teacher or other school personnel engaged in the performance of their duties, or knowingly received stolen school or private property. (Education Code Section 48900 (1) or (k))

Bullying/Harassment/Discrimination/Intimidation:

Unity's Bullying/Harassment/Discrimination/Intimidation policy is compliant with all applicable CA state laws, and is available on the school's website or upon request in the main office.

Closed Campus Lunch Period: Unity provides lunch meal services compliant with CA school law, in terms of students who qualify for free or reduced-price lunch. If lunch will be available through fund-raisers or parent volunteers, parents will be notified by an automated message. Students are not permitted to go off campus for meals or any other reason without permission. Any parent or family member bringing outside food to a student must sign in the office and report what is being delivered to office and/or administrative staff. As Unity is responsible for the safety and well-being of your student during the school day and while on campus, students are not permitted to leave campus and return unless explicit permission has been granted

Uniform Dress Policy: The Unity High School dress policy has been established in consultation with parents, students and staff to promote and maintain a positive, professional school culture. Students will follow the uniform dress policy:

- Pants, shirts or skirts must be worn.
 - Pants, shorts, Capri pants, or skirts must be black or khaki in color, free of text, logo or ornamentation. *Pants should not be faded black.* No blue jeans, excessive denim, or leggings. No ripped jeans or pants.
 - Pants, shorts and skirts must be worn at the waist.
 - Skirts must be no shorter than one inch above the knee when standing.
 - Shorts must be no longer or shorter than one inch below the knee when standing.
 - Neatness is expected at all times, so pants must be buttoned or zipped. No other pants may be visible if worn underneath uniform pants.

No items of clothing or personal accessories may be “royal” blue or “fire engine” red (for safety reasons). Dark crimson red or dark navy blue is acceptable, as are other colors on sweaters, sweatshirts, and jackets, but any red or blue color that is too close to those prohibited above will be addressed based on the judgment of school administration.

- Shoes must be worn.
- Shoes must be plain black or plain white, or black and white together, with no colors of any kind on the shoes.
 - – tennis shoes are recommended.

Shirts and blouses with collars must be worn.

- Shirts must be plain white, plain yellow, or plain black, free of text, advertising, logo or ornamentation. Also, shirts must not be made of any “see-through” material, and neckline must be appropriate. “Button-up” shirts should be buttoned up in a professional, presentable manner.
- EXCEPTION – Official Oakland Unity High School shirts (other than school jerseys) may be worn at school.

School jerseys may only be worn to school on game days.

Sweaters, sweatshirts, and jackets may be worn over a uniform shirt. The covering must not have any “royal” blue or “fire engine” red (*for safety reasons*).

- Students are NOT permitted to wear:
 - Scarves, bandanas, hairnets, or head covers of any kind. Hats may be worn, but not indoors. Repeated violations subject to confiscation until end of year.
 - Earphones and/or headphones must not be visible during classtime.
 - Dangling belts

- Gloves
- Jewelry or any decoration on shoes, backpacks, binders or book covers containing any offensive image or language or reference to drugs, drug paraphernalia or gangs or anything deemed inappropriate by staff.
- Accessories must be limited to small items. No large chains, stuffed animals, "grilles" on teeth, or similar extravagance may be worn or carried.

The Principal will grant exemptions as required to allow students who are confirmed adherents of an established religion to meet the clothing requirements of their faith.

Decisions of the Principal in any specific case will be dispositive.

Electronic Devices: Students will not be permitted to use electronic devices during the school day with the exception of portable MP3 players with earphones during the lunch break, before school, and after school. Such devices will be confiscated if used outside of these periods of time. Cell phones will be confiscated if they are on, seen, or heard on campus before, during, and after school hours. Cell phones may be used after school hours for parent contact in designated safe student waiting zones only. If the cell phone or other electronic device is taken, it will not be returned **until the last day of school in June. (no exceptions).** (Board approved Dec. 7, 2005) Unity is not responsible for an electronic device once it has been confiscated.

Lockers: Lockers are used at student's own risk. Unity is not responsible for items taken or stolen from lockers.

Illness, Absences, Emergencies & Tardies: Students are expected to attend school every day. If a student's attendance rate falls below 90%, a family conference will be scheduled and a plan to support improved attendance will be developed. If a student is ill or cannot attend school, a parent or guardian should call the school office to report the absence by 9 a.m. If the school does not receive a phone call excusing the absence, the school will call the parent or guardian.

Students must bring an absence excuse note, signed by a parent or guardian, to the front office upon return to school. Any student missing more than three consecutive days of school must bring a medical absence excuse note showing contact information, signed by a health professional, to the front office upon return to school. If a student is absent, parents and students may check on Power School for missed assignments. The student will be dropped from Unity if absent 10 or more

consecutive days with no parental contact.

Excused Absences for Classroom Based Attendance

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy.

A student's absence shall be excused for the following reasons:

1. Personal illness;
2. Quarantine under the direction of a county or city health officer;
3. Medical, dental, optometric, or chiropractic appointments;
4. Attendance at funeral services for a member of the immediate family:
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Participation in religious instruction or exercises in accordance with Charter School policy:
 - a. The student shall be excused for this purpose on no more than four school days per month.

In addition, a student's absence shall be excused for justifiable personal reasons such as:

1. Appearance in court;
2. Attendance at a funeral;
3. Observation of a holiday or ceremony of his/her religion; Attendance at religious retreats for no more than four hours during a semester.
4. Visitation to gravely ill family member (maximum 1 day)
5. Birth of child in immediate family (maximum 1 day)

Family trips: As a college prep school, each instructional day at Unity is very important to your student's success. For this reason, the school asks that all family trips be scheduled during school holidays/vacations when the school is closed. The school will excuse no more than five days for approved family trips (family emergencies). Families should schedule a meeting with the school Principal at least two weeks prior to an anticipated family trip. Vacations during school are not excused.

Student Health and Safety

Student health and safety is of paramount importance to the UNITY community. To protect students the School prepares for both mundane and disastrous situations. Please review all the information below.

Medications: If your child needs minor medical attention during the school day, staff will provide immediate care. If your child needs to take medication (prescribed or not) on a continuing basis for a chronic condition, please submit to the office a written indication of the requirement from your child's physician, along with your signature. The medication must be in its original container and stored in main office.

Major Emergencies & Disasters: In the event of a major emergency, such as an earthquake, the school staff will be responsible for your student until you or a previously designated emergency contact person personally picks up the student. It is important that you keep the student's emergency card up to date. Students will only be released to those people listed on the emergency card.

Emergency Cards: Each year when school begins, parents are legally required to complete an emergency card. This card contains vital information should we need to contact you in an emergency or disaster. Please be sure to alert the principal should important information (place of work, phone numbers, home addresses) change during the school year.

School Safety Plan: Unity School has developed a school safety plan to ensure the safety of students and staff on campus. A complete copy of the plan is available in the office.

Student Health Record: Your Student's Health Record at the School must be kept up to date. State law requires that UNITY have on file your student's latest immunization records. By high school, students should have been immunized for the following:

- Mumps
- Rubella (German Measles)
- Measles
- Polio
- Diphtheria
- Haemophilus influenzae
- Pertussis (whooping cough)
- Tetanus
- Chicken pox
- Hepatitis B

- TDAP

Students without complete immunization records will not be admitted.

Child Custody Court Orders/Restraining Orders

School staff will comply with child custody and restraining orders whenever those orders do not conflict with Federal or State Education Code requirements or other statutory duties imposed on the school. Parents who want school staff to comply with child custody or restraining orders must submit complete copies of the orders to the principal.

Dissection of Animals

A student who has a moral objection to dissecting or otherwise harming or destroying animals has a right to refrain from participating instruction that involves such actions. The parent or guardian needs to provide a note to the principal indicating the objection. The teacher may work with the student to develop and agree on an alternative project. The student shall not be discriminated against based upon this decision.

Drug Education

The state requires that instruction on the effects of the use of tobacco, alcohol, narcotics, dangerous drugs and other dangerous substances be given.

Community-based Activities & Study Trips

As part of the Unity curriculum, teachers may schedule study trips to add to classroom instruction. As our school will use a number of local resources to support our academic program, some regular school activities will take place outside of school grounds under adult supervision. Parents will be asked to sign a general permission slip for community based activities.

In the case of special study trips that require travel and/or scheduling changes, only students who have a signed permission slip will be eligible to participate. If you drive on a study trip, you will need to provide a copy of your current automobile insurance coverage and your driver's license.

Students are expected to attend all study trips unless illness or lack of parental permission prevents them from attending. A parent or guardian may be required to accompany a student who has had disciplinary issues. Students who are not in acceptable disciplinary standing in the weeks leading up to an off-campus trip may be excluded from participation. In that case, arrangements will be made for those students to come to school and have access to academic work and resources.

Sex Education

Unity School teaches sex education, including AIDS prevention, as part of our standard curriculum beginning in the 9th grade. When we offer these classes, parents are notified in writing and are provided the opportunity to inspect and review the instructional materials, and to request in writing that their children not attend the class. You may withdraw such requests at any time.

Obtaining School Records

According to federal and state law, parents and others authorized by law have the right to inspect and review any and all official records, files and data concerning the student (the “pupil record”), and to deny access to those records to anyone not so authorized. Pupil record means any information directly related to an identifiable pupil, other than directory information, compiled and maintained by a school employee.

- Oakland Unity High School will make any and all school records, files and data related to a minor child available for inspection by the parent or other legally authorized individual no later than five school days following the date of request.
- The custodial parent may request that any information in the files alleged by the parent to be inaccurate, an unsubstantiated personal conclusion, or inference, a conclusion or inference outside of the observer's area of competence or not based on the personal observation of a named person with the time and place of the observation noted, be removed or corrected.
- Parents may obtain up to two copies of their child's academic transcripts at no cost.
- Parents who have physical custody of their child may consent in writing to the release of their child's records to any person or institution. Unity will notify the recipient that transmission of such information to others without parental consent is prohibited.

Registering Complaints

If you or your student has a concern that cannot be resolved with the teacher involved, please, contact the Principal. The Principal will conduct an informal review of the situation and try to resolve the concern.

If the concern still is not resolved, parents may register a formal complaint, in writing to the Board of Unity Schools. The written complaint should include the following details:

- The facts, circumstances, and violations that led to this formal complaint, including times, dates, events, and locations relevant to this dispute.
- The policy, procedure, practice or law, or any combination of them, that is, or are, alleged to have been violated and, which is, or are, the basis of the complaint.
- The names of all individuals involved in this dispute.
- The actions that were already taken to resolve this dispute including discussion of what was or was not resolved up to the time of the written complaint.
- The specific recommendations and remedies that the complainant is seeking.
- Justification for the remedies.

Computer and Internet Usage Policies

1. Passwords are private and should not be shared with others. Students may not allow anyone else to use their accounts since they are responsible for what happens in their own accounts.
2. Student accounts are subject to monitoring at any time and should not be considered private. This means that we may remotely observe what web sites students are accessing, the documents in their folders and what they are typing on their screen.
3. Students may not install or download software to any school computer. Students may not copy or download executable files to the local hard drive without authorization from school personnel. Software may only be installed by authorized school personnel.
4. Students may not save personal files on the local hard disk unless directed to do so by the person in charge. They may save their materials to a data disk, or to the personal My Documents Folder or to a class My Documents folder.
5. Students may not shut down, restart or turn off any computer or printer unless directed to do so by school personnel.
6. Students will make no attempt to change any computer settings or properties. This includes, but is not limited to, screensavers, wallpaper
7. Printers are to be used for single copies. Multiple copies should be made on a copy machine. Students must ask for permission before printing anything.
8. No person may at anytime visit, or attempt to visit, any site associated with pornographic materials. No person may visit a chat room (except with permission for specific projects), game site or music site, except as specifically authorized by school personnel. Any computer-based activities deemed by the school to be non-educational can be disallowed.
9. All activity on school-approved websites must be professional and follow all school rules. (ex. No swearing, no offensive or inappropriate pictures/comments, etc.)
10. Students may not touch our use a computer that has not been assigned to them, without express permission of the teacher.