

2023 - 2024

Student Handbook



**UNITY CATHOLIC
HIGH SCHOOL**

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General School Information

MISSION

Unity Catholic's mission is to serve families, in cooperation with parents/guardians as the primary educators, by preparing their students to be successful young adults. Unity will provide an education that has a foundation in Catholic identity and is organized around four pillars: academics, virtue, leadership, and service. We will utilize an experiential curriculum that is designed to help students succeed whether they choose to pursue higher education, join the military, enter the full-time workforce, or pursue a religious vocation.

VISION

Each encounter with Unity Catholic will provide students with the opportunity to grow in knowledge and their relationship with Christ by exposing them to God's Revelation in the world, humanity, the Catholic faith, and themselves. Through these opportunities, students will discover and develop their individual gifts and become virtuous, clear-thinking, young-adult Catholics committed to faithfully serving the common good and building the Kingdom of God.

STATEMENT OF IDENTITY

Unity Catholic High School was created as a community of families and their students who strive to deepen their understanding of and commitment to the Catholic faith. The school's curriculum, environment, academic approach, and culture are all centered on Jesus Christ and his Church. Members of the Unity Catholic High School community help each other on their spiritual journey in a manner consistent with the teachings of the Catholic Church. We understand the Church through its Magisterium, the Catechism of the Catholic Church, and witness of the Saints we seek to follow.

We believe high school is a time for teens to ask big questions: Who is God? What is my relationship with the Creator? Why am I here? How do I love my neighbor? Am I prepared to enter the Eternal Life to come? Unity Catholic High School provides a Catholic environment where students can wrestle with and explore these questions. Through prayer, the sacraments, participation in Mass, service, and theological studies, Unity students—guided by the Holy Spirit—undertake a Christ-centered journey. This journey is designed to kindle their faith and clarify their purpose as they mature into Catholic adults.

Each year, the faculty, staff, and board of Unity Catholic High School take a public oath of fidelity to the Magisterium of the Catholic Church, affirming that they honor the Catholic faith and refrain from any actions or opinions which may lead students away from the faith. All members of the Unity Catholic High School community—students, parents, faculty, staff, board members, and volunteers—are expected to witness to the truth of the Catholic faith at all times. Whether in

person, on social media, or by other means, all are expected to refrain from public behaviors and opinions that obviously contradict the tenants of the Catholic faith.

OUR PATRON SAINTS

Unity Catholic High School is fortunate to have two Patron Saints for our students to view as ultimate role models:

Pope John Paul II

Pope St. John Paul II was a remarkable man for a multitude of reasons. He served the kingdom of God as a holy priest, rising all the way to the papacy. In his multiple roles, he drew his flock closer to the Lord Jesus Christ. In effect, he was a master catechist—a teacher who transmitted knowledge of the Catholic faith through both his profound words and his personal example of piety. *“Catholic education aims not only to communicate facts, but also to transmit a coherent, comprehensive vision of life, in the conviction that the truths contained in that vision liberate students in the most profound meaning of human freedom.”*

Mother Teresa

“By blood, I am Albanian. By citizenship, an Indian. By faith, I am a Catholic nun. As to my calling, I belong to the world. As to my heart, I belong entirely to the Heart of Jesus.” Small in stature, rock-like in faith, Mother Teresa of Calcutta was entrusted with the mission of proclaiming God’s thirsting love for humanity, especially for the poorest of the poor. *“God still loves the world and He sends you and me to be His love and His compassion to the poor.”* She was a soul filled with the light of Christ, on fire with love for Him, and burning with one desire: *“to quench His thirst for love and for souls.”*

PILLARS

Unity Catholic High School’s foundation is in the Catholic Faith and its precepts. From that foundation Unity is formed around four pillars:

- *Academics*
- *Virtue*
- *Leadership*
- *Service*

SCHOOL PRAYER

Come Holy Spirit, fill us with your life that we may be evermore united to the Heart of Christ and to one another. May our pursuit and study of the Truth lead us to become the great saints God created us to be. May we discover and strengthen our gifts in order to use them for God's glory. Blessed Mother, St. John Paul II, and St. Teresa of Calcutta, please intercede for our Unity family on our journey to Heaven.

SCHOOL SONG

It cannot be measured

It cannot be sold

It cannot be counted

In silver or in gold

It cannot be measured

It cannot be sold

It cannot be counted

In silver or in gold

A faithful friend

A faithful friend

A faithful friend who reminds me

I have found my shelter

I have found my home

I have found my refuge

From all the winds that blow

I have found my shelter

I have found my home

I have found my refuge

Refrain

That in all things

God may be glorified

That in all these things

We may give Him all the praise

That in all things

God may be glorified

God may be glorified in me

Bridge

I just want to thank you Lord

I just want to thank you Lord

I just want to thank you Lord

The Administration reserves the right to revise this handbook as necessary.

General School Policies

ACCEPTABLE USE POLICY

Unity Catholic High School provides an education that has a foundation in Catholic identity. Students are encouraged to develop their gifts and become virtuous, clear-thinking, young adult Catholics committed to faithfully serving the common good. In accordance with the mission and vision of Unity Catholic High School, this policy was developed as a guideline for acceptable and safe use of the Internet, school systems, electronic devices, and electronic communications. Unity Catholic expects student behavior in the electronic world to be in line with the school's handbook policies and reflect a commitment to the Unity Catholic community just as it would in face-to-face interactions. Students are expected to be well mannered, and respectful both in person and online. Electronic communications are replicable and can be downloaded, copied, forwarded, published, or traced. Demeaning, disrespectful, and harassing communications, words, images, videos, etc. . . will last forever on the internet.

Unity Catholic provides technology resources for educational purposes supporting its mission and vision. The use of these resources is a privilege, not a right. The resources include, but are not limited to, telephones, desktop computers, laptops, tablets, digital cameras, printers/copiers, AV equipment, servers, network connections, and the Internet, including stored electronic data.

All school resources, including technology, are to further educational and personal goals consistent with the mission and vision of Unity Catholic High School. Unity Catholic expects respectful and appropriate language in all communications, including emails, web pages, podcasts, social media posts, and other electronic communications. Use of the Internet and communications through the Unity network and email have no guarantee of privacy and should be treated as if they occur in public. The use of equipment and online resources may be monitored or tracked by Unity Catholic or a third party at any time and without further notice. This includes the use of personal devices and personal accounts for classwork, Unity Catholic activities, and communication between the Unity Catholic community.

Unity Catholic students are required to observe the following:

1. Respect and follow the principles of the Unity Catholic community.
 - Comply with teacher/staff member requests regarding use of electronic devices, regardless of whether they are school-issued or personal devices.
 - Communicate using Unity Catholic issues email when corresponding with Unity Catholic staff or when representing Unity Catholic High School.
 - Communicate only in ways that are respectful and well mannered.
 - Report threatening or inappropriate materials to a teacher or administrator.

- Do not send spam, chain letters, or mass unsolicited mailings to members of Unity Catholic or broadly.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project by a teacher or administrator.
- Do not engage in any type of harassment or cyberbullying.
- Do not access, transmit, copy, or create material that violates Unity Catholic's Handbook policies including, but not limited to, material, language, images, and messages that are illegal, sexually-explicit (including nudity), threatening, rude, discriminatory, harassing, or disruptive to the educational process.
- Do not use school resources to engage in or assist any illegal act.

2. Respect and protect the privacy of others.

- Use only Unity Catholic assigned accounts.
- Do not share your passwords with others or use or copy other students' passwords.
- Do not use another student's device without their permission.
- Do not post or distribute private information about another person including, but not limited to, contact information or passwords without that person's permission.
- Do not repost or transmit a message that was sent to the user privately without the permission of the person who sent the message.
- Do not use the system to gain unauthorized access to information resources or to access another person's materials, information, or files without permission of that person.
- Do not record teachers, staff, or students without their permission.
- Respect the privacy of others at all times; laptops, digital cameras, and other technology are not to be used in the bathrooms or locker rooms.

3. Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all network security practices as posted.
- Report security risks or violations to a teacher or network administrator.
- Receive approval from administration to borrow school equipment. Equipment must be checked out and returned promptly in good working condition. Students are accountable for any equipment checked out, and may be billed for lost, stolen, or damaged equipment.
- Bring to the attention of administration any physical damage or missing equipment as soon as possible.
- Do not attempt to bypass blocked sites, e.g., Snapchat, Instagram.
- Do not download or install software without permission of administration.

- Do not destroy or damage data, networks, or other resources. Any malicious attempt to harm or destroy equipment or data will result in the loss of privileges and other disciplinary action.
- Do not use Unity Catholic's wireless network to vandalize, damage, or disable the property of another person or organization; Do not spread computer viruses, tamper with, or modify school system hardware, software, or wiring; violate the school system's security or act in such a way to disrupt the use of the system by other users.
- Do not attempt to gain or allow unauthorized access to Unity Catholic's system through the school's system.
- Do not attempt to or allow someone else to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to user.

4. Respect and protect the intellectual property of others.

- Do not infringe copyright (such as making illegal copies of music, games, or movies).
- Do not plagiarize. Users must give proper credit when using materials created by others, including AI (Artificial Intelligence) by citing the source of such materials.
- Students must use artificial intelligence (AI) tools and resources in an ethical and responsible manner, following all relevant laws, regulations, and school policies, and avoiding any actions that may cause harm or offense to others.

Unity Catholic considers its mission, vision, and education philosophies when purchasing, repairing, replacing, and/or providing access to a particular resource. This practice includes the filtering of some Internet content. The use of the school's technology, including access to the Internet, is a privilege and not a right. Illegal, unauthorized, or inappropriate use, including attempts to bypass content filters, may lead to the loss of this privilege and/or other disciplinary action. However, the fact that certain content is not blocked does not mean that accessing the information is permitted. You must use your good judgment consistent with this policy and seek direction from your teacher or other school personnel if you are unsure.

Use of the school's computer system and use of the Internet shall be consistent with other school policies and the mission of the school including the policies on academic integrity, respect, and harassment. This Acceptable Use Policy applies to all student activity on campus or off campus, on school-issued equipment, on the school's network, and outside of the school's computer and networks. Students' conduct must be in line with Unity Catholic's Handbook Policies whether on campus or off campus and apply not only during the school day but at all times. Students participating in a 1:1 program must also comply with the 1:1 Laptop Policy. Unity Catholic retains the right to discipline its students according to our policies and guidelines. We urge students to be contemplative and use caution in determining the messages and pictures that they post to the Internet about themselves and others.

Unity Catholic reserves the right to monitor any student's school related emails, Internet use, and computer files for business and/or educational purposes. Such purposes may include, but are not limited to, ensuring that students are using Unity Catholic's equipment in a manner consistent with this policy; day-to-day management of the system; monitoring performance or productivity; preventing a suspected adverse impact on the school, its students or its employees; an/or investigating possible violations of this or other school policies.

1. By using the school's system, a student is considered to have consented to such monitoring. Maintenance and monitoring of the school system may lead to a discovery that a user violated this policy, another school policy or the law.
2. Because the school may monitor students' email, Internet use and computer files, students have no expectation of privacy in any aspect of their use of the school network or hardware.
3. Parents have the right at any time to investigate or review the contents of their child's files stored on the school network or school computers.
4. The school will cooperate fully with any investigation by local, state, and federal authorities concerning or related to any alleged illegal activities conducted through the school's computer system.

Parent Responsibility: Outside of school, parents bear responsibility for proper guidance of computer, phone, and Internet use. If the student is accessing the school's system from home or a remote location, parents are responsible for monitoring their student's use of the computers, computer system, and Internet.

ADMISSIONS

The application process is open to all students from any public, private (including home school), or parochial school who leave their previous school in good standing. Unity reserves the right to reject any applicant for admission.

All Catholic schools in the Archdiocese of Saint Paul and Minneapolis respect the dignity of each individual and therefore will not discriminate based on race, nationality, or sex in regard to enrollment.

All Students must re-enroll annually. The payment of the registration fee in the spring will secure the place of the student in the school, provided they are in good standing with Unity. Students who have unsatisfactory grades and/or significant disciplinary issues will have the status of their continuance evaluated by the Administration. Please note that a late fee will be assessed to those who fail to re-enroll by the established deadline. Families will be notified of the deadline each spring.

As a condition of initiation and continued enrollment as a student, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students, which causes

scandal, or which impairs or threatens to impair the reputation of the Church or its schools, (e.g., of a sexual nature, excessive violence, continued violation of policy, procedure, rules, etc.) is grounds for disciplinary action up to and including immediate expulsion.

ALCOHOL AND DRUG POLICY

Unity's foundation is in the Catholic Church, which at its root recognizes the dignity inside of each person. In order to promote and respect that dignity in every member of the Unity family, we will provide an environment in which each member is able to develop his/her own God-given gifts to achieve his/her greatest potential. The presence and abuse of alcohol and drugs presents a clear and present danger to the health, safety, and welfare of all students in our school and has an immediate and dangerous effect on the environment. Therefore, Unity has a paramount interest in addressing students who are involved with drugs and alcohol. Yet in the pursuit of the virtues of Justice and Charity, Unity will always seek to find opportunities for redemption, rehabilitation, and reform for members of our community that have caused harm.

1. **Definitions.** "Illicit substance," "possession," and "distribution" are intentionally broadly defined by this policy, so as to include as many circumstances as possible that would fall within the spirit of the policy.

The term "**illicit substance**" includes:

- Illegal drugs;
- Alcohol;
- Over-the-counter or prescription drugs, when abused, or possessed or distributed with the intent of abusing them;
- Prescription drugs when possessed or distributed without a prescription;
- Any other items or substances that are consistent with the spirit of this policy, such as "look-alike drugs" or drug paraphernalia.

The term "**possession**" includes:

- Having an illicit substance on a student's person;
- Having an illicit substance in a student's personal property;
- Having an illicit substance under his/her control;
- Knowingly remaining in the presence of an illicit substance.

The term "**distribution**" includes passing, offering to pass, or attempting to pass an illicit substance to another, whether in exchange for something else or not.

2. **Prohibition.** No student may use, attempt to use, possess, distribute, or be under the influence of illicit substances at any time, at any place, on or off school property.

3. Additionally, students are prohibited from dealing illicit substances in general, or violating any criminal law or ordinance pertaining to illicit substances.

4. Investigation and Searches. The Administration may, at its discretion, investigate allegations of violations of this policy. The same criteria for conducting an investigation and application of sanctions (below) may apply. The Administration may, at its discretion, conduct exploratory searches of any or all desks, lockers, and/or similar areas and may also conduct exploratory searches of student automobiles while on campus. The school may enlist the assistance of law enforcement, trained dogs, and other resources in conducting searches.

5. Sanctions. Sanctions for violating this policy may include the following as determined by the Administration:

- Notification of parents;
- Notification of law enforcement;
- Assessment or evaluation by a licensed agency or professional;
- Enrollment in and/or completion of an approved drug or alcohol abuse treatment program;
- Requirement that the student and his/her parents sign a release authorizing the school to contact, speak with, and receive the results of the assessment or evaluation;
- Prohibition from participation in extra- or co-curricular activities;
- Suspension;
- Expulsion;
- Random drug testing; negative results needed for continued enrollment.
- Any other sanctions determined by school administration to be fair and appropriate.

When applying the above sanctions to a student, the Administration may consider the following criteria:

- The type of illicit substance;
- The amount of the illicit substance;
- The age of the student;
- The student's prior record;
- The nature of the current violation;
- Where the incident occurred;
- The degree of risk posed to other students;
- The student's level of cooperation with the investigation;
- Any other facts or circumstances determined by school administration to be relevant. Distribution of drugs, by its very nature and scope, is a much more serious infraction than the other violations enunciated herein. Following proper investigative procedures and in cooperation with all legitimate authorities, the Administration will make a determination as to the violator's expulsion or dismissal from Unity.

6. Extra- and Co-curricular Activities. The provisions of this policy, including the sanctions described herein, are intended to comply with, and not preclude the

application of the school's own policies on extracurricular activities and any other applicable policies or penalties such as those promulgated by the MSHSL.

7. **Self-Reporting Students.** Unity encourages students to report any illicit substance abuse problems they might have to the school. Unity will offer whatever assistance possible to self-reporting students.

8. **Re-admission.** Unity recognizes the importance of rehabilitating students who violate its substance abuse policy, as well as the role the school may play in that rehabilitation. Accordingly, students who are suspended or expelled from the school may, at the sole discretion of the Administration, be readmitted to the school. However, any student who is re-admitted shall be on probation for one full academic year. Additionally, the Administration is authorized to place any other conditions on the student's re-admission to and continuation at the school as it determines appropriate. Violation of these conditions may result in sanctions as described earlier in this policy, up to and including immediate expulsion.

9. **Reporting.** Violations of this policy may involve illegal conduct and may necessitate contacting law enforcement authorities.

10. **Relationship to Other School Policies.** This substance abuse policy is intended to be implemented in conjunction with and as supplement to other policies at Unity.

11. **Appeal.** The decisions of the Administration of Unity are final. If there is any disagreement with the decision of the local school authority, the student and/or parent may appeal the decision to the Executive Board.

ALL-SCHOOL MASSES

Unity, as a Catholic community of faith, holds the celebration of the Mass in collaboration with Mary, Mother of the Church as a central component of our life together. Attendance at all-school Mass is mandatory for all students. Every student should demonstrate appropriate reverence and respect throughout all liturgies. This includes wearing the school uniform properly and refraining from gum chewing, eating, drinking, or other signs of disrespect. Disruptions of any nature may result in disciplinary action.

Students who would like to be more involved in the liturgy itself are welcome to contact Administration. We are proud to have students that serve as Altar Servers, Lectors, Ushers, and Extraordinary Ministers of Holy Communion.

Parents/Guardians are always welcome to join the school community for Mass.

ASSIGNMENTS

Students must complete all assigned work on time and to the best of their ability. Students are responsible for requesting missed homework assignments when they are absent. They have the equivalent to the amount of time they were absent to complete missed work unless other arrangements are made with teachers. Parents may request make-up homework for students from the main office after three days of absence. If a student has a planned absence of three or more days (e.g., vacation) they should request their homework before the planned absence and fill out and have teachers sign a Planned Absence Homework Form. Students will not be allowed to make up work or tests for days they have unexcused absences. All graded work on those days will receive a zero.

ATTENDANCE GUIDELINES

Excused Absences: In the case of illness please follow the Absence Reporting Procedure before 7:45 a.m. on the day the student will be absent.

- If a student must leave school for an appointment, a request to leave the school premises must be sent via email or note by the parent or guardian. Students must check out at the office before leaving the school. Students not returning from an appointment should have a parent/guardian call the school. Students who are absent at the start of the school day but arrive later must check in at the office before attending any classes.
- Parents should try to schedule family vacations during the scheduled vacation periods of the school year. This prevents the problem of make-up work for both the student and teacher. Advance notice of a foreseen absence helps ensure the makeup of schoolwork. Students must bring a note from their parents to the main office explaining the absence and the dates missed.

Unexcused Absences are the result of student violation of policies. This may come from skipping classes or other unauthorized forms of absence. Students who receive an unexcused absence are not allowed to make up any of the work/tests, quizzes, homework assignments—due on the day they receive the unexcused absence. The faculty is under no obligation to make up class time for unexcused absences, and the student loses credit for the classes missed the day of the absence.

Tardiness: Any student who is late to class must receive a pass before being admitted. Students who arrive to class without a pass will be considered tardy. Three unexcused tardies will result in an automatic detention. Students who are tardy repeatedly may face further disciplinary action as deemed appropriate by the Administration.

Skipping: Skipping class is a form of unexcused absence and a serious offense. If a student skips a class or part of a class, he/she may face detention or suspension. For further violations,

students and parents will need to meet with the Administration and may face additional consequences.

ABSENCE REPORTING PROCEDURE

All students and their parents/guardians are responsible for the following attendance procedures:

- Parents/guardians must contact UCHS before 7:45 a.m. on the day a student is absent or tardy.
- Preferred notification is via email to admin@unitycatholicmn.org or by submitting the attendance form on the Unity Catholic High School's website www.unitycatholicmn.org.
- Notification via phone to (952) 641-7448 is also acceptable.

ATTENDANCE AND EXTRACURRICULAR POLICY

The purpose of athletics and extracurricular activities at Unity is to provide a means for students' personal development in mind and body. Unity is a member of the Minnesota State High School League. Any student who fails the second semester will enter the following school year on academic probation. The same rules for reinstatement of eligibility will apply. Students may also regain eligibility upon the successful completion of summer school for required courses. In certain instances, ineligibility may be reviewed by the Administration.

In order to participate in an extracurricular event, the student must be in school on the day of the event no later than the beginning of Mass or 1st Elective on Wednesdays. If the student arrives later than that, the student must bring proof that their absence was excused (e.g., a doctor's note) in order to be eligible to participate in the day's event. Students arriving after the beginning of Mass or 1st Elective on Wednesdays without a valid excuse will not be permitted to participate in the day's event.

Some extracurricular activities during the school week run into the evening. The expectation of coaches and advisors is that participating students must be on time the day following the event. Any student found abusing this policy may face additional disciplinary action. Unity follows the disciplinary measures of the Minnesota State High School League regarding any infractions of its rules. The individual coaches may meet with players to review these rules.

AUTOMOBILES AND PARKING

Parking is provided for students in the upper church lot closest to Cliff Road by entrance 4. Visitors to Unity may park in the lower lot by entrance 1, where they can check in at the Main Office. Unauthorized cars may be ticketed and towed. Students who have a valid driver's license and who drive to school are responsible for following all the rules for the safe operation of a motor vehicle. A speed limit of 15 miles per hour is observed on Mary, Mother of the Church grounds. Students may not go to their car during the school day without permission from the

office. Valuables should not be left in vehicles. Unity is not responsible for any lost or stolen property. Violation of these policies may result in the revocation of permission to park on church grounds and/or suspension/dismissal from Unity.

BEFORE/AFTER SCHOOL POLICY

The doors from the upper lot to the atrium of Mary, Mother of the Church will open to students at 7:20 a.m. Students are expected to be in class and seated by the beginning bell at 7:50 a.m. In the time between, they can be in the classroom hallway, the common area by the bathrooms, or in open classrooms where a teacher is present. Final bell is at 2:45 p.m. and students are encouraged to utilize the time from then until 3:15 p.m. for studying, tutoring time with teachers, or participation with clubs. All students should be picked up, have left school property, or be engaged in their extracurricular activity by 3:15 p.m. unless other arrangements have been made with Administration.

BUSINESS HOURS

The school office is open from 7:30 a.m. to 3:15 p.m. except during breaks from school and during the summer. School office hours during vacation times will be posted in parent newsletters.

CHANGE OF ADDRESS OR FAMILY STATUS CHANGES

It is the responsibility of parents to notify the school of changes in family status, custody agreements, contact information, or health information. Parents should email admin@unitycatholicmn.org to notify the school of any changes.

CHILD ABUSE AND NEGLECT POLICY

Child abuse is defined as physical abuse, sexual abuse, or emotional maltreatment. Child neglect is defined as the failure to provide food, clothing, shelter, or medical care, and prenatal exposure to controlled substances. All employees of Unity who have knowledge of or reasonable cause to believe that a student is the victim of physical or sexual abuse/neglect are required to report the suspected case to the local law enforcement agency or social service agency. This must be done if they know or have reason to believe there is abuse or neglect presently or has been within the past three years. The report should be made by telephone and in writing to the appropriate agency. Anyone who reports child abuse or neglect in good faith is immune from any civil or criminal liability. Mandated Reporters (including educators) who fail to do so may be guilty of a misdemeanor. If an employee of the school should become aware of a child's abuse or neglect, the reporter should report to the local law enforcement agency or social service agency within 24 hours. If an employee is accused of child abuse, the school administrator must report the abuse and follow the procedures ordained by the agency contacted. Any bruises, scratches, or other marks caused by any school personnel must be

reported to the local social service agency by telephone and in writing. A copy of all reports sent to agencies should be forwarded to the Catholic Education Center. All reports should be maintained for three years, but should not be included in the student's permanent record file.

Mandatory Reporting: Any school personnel having reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with an injury and that the abuse of the child may occur shall use the following procedure to report:

1. Employees shall report the suspicion immediately to a school administrator.
2. The administrator should immediately contact the County Department of Social Services or the Police Department if the County Department of Social Services is not available.
3. If the child is in immediate danger and an administrator is not available, a report should be made directly to the County Department of Social Services or the Police Department. The administrator must be notified as soon as possible.
4. It is then up to the County Department of Social Services or Police Department to follow up on the report. However, employees cannot be directed by a higher authority to refrain from reporting a case if the employee still reasonably believes there is a case of abuse and/or neglect, nor can the person be reprimanded for making a report. Any such activities are considered strictly confidential.

Referral Limitations: Students in a Catholic school are not to be referred, by either school or other private or public employees giving service to the school, to agencies for advice that is contrary to Church teaching and/or practice.

CLOSED CAMPUS

Students may not leave the school during the school day, except for school related activities, doctor appointments, family funerals, and emergencies. A written parental permission or email to the school office are required in these situations. When leaving or returning to school, students must check out/in the office.

COMMUNICATION WITH TEACHERS

The faculty of Unity is honored to help you in the sacred mission of educating your child. Thus, teachers are ready and willing to speak with you about your concerns. If you wish to speak to a faculty member, please initiate your contact through email. The teacher will respond at their earliest convenience. Teacher email addresses may be obtained from the school website or by calling the school office.

COMMUNICATION BETWEEN SCHOOL AND PARENTS

Parents are the primary educators of their children. A Unity Catholic education is therefore successful only when done in partnership with parents. To that end, Unity Catholic High School strives to communicate with parents through a variety of media. The UHS website provides basic information, including the school calendar and weekly newsletter. Unity Catholic High School provides an email address for each student, which will serve as the primary source of electronic communication. UHS will communicate with parents through the email address provided by the parents at registration.

- Weekly parent newsletters are distributed via email.
- School website is found at www.unitycatholicmn.org.
- Direct email communication between parents, faculty, and staff is encouraged.

CRIMINAL BEHAVIOR

Any student who is convicted of a crime (misdemeanor/felony) outside of school will have their continuance as a student at Unity reviewed by the Administration. Consequences may include, but are not limited to dismissal and/or expulsion. All criminal behavior should be reported to the proper authorities. Unity reserves the right to immediately expel any student observed while involved in a criminal activity on school or church grounds. Students are required to self-report criminal charges and convictions to Administration.

CRIMINAL HISTORY BACKGROUND CHECKS AND SAFE ENVIRONMENT TRAINING

All employees as well as all school volunteers, who have regular or unsupervised contact with minors are subject to criminal background checks and attendance at VIRTUS training. Unity may decide not to conduct criminal background checks on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors. The following positions are subject to a mandatory background check and VIRTUS training: teachers, substitute teachers, administrators, administrative assistants, specialist teachers, directors, tutors, coaches, extracurricular advisers, paraprofessionals, food service personnel, and janitor service personnel.

CUSTODY

The school presumes that both biological parents have access to their children unless a parent provides legal evidence of sole custody rights. It is the custodial parent's responsibility to provide the school with a court-certified copy of a court order. Copies of legal documents (custody of child, court-approved guardianship or tutorship, or court-approved visitation rights) must be on file in the student files. Unless a court has ruled otherwise, non-custodial parents have the right to copies of their child's academic records and to discuss

the child's progress with school personnel. Custody matters between parents or guardians are to be settled off campus.

DISCIPLINE POLICIES

At Unity, our goal is to provide an atmosphere where students can both learn effectively and can become prepared for life. To this end, we demand accountability through a straightforward, three-tiered discipline policy. Individual classroom teachers are responsible for classroom behavior. Issues of a more serious level may be referred to Administration who are responsible for the day-to-day administration of student conduct and discipline throughout the school.

Minor Infractions. Individual teachers will establish guidelines for behavior in the classroom. The classroom teacher will manage consequences for minor misconduct. This may include a verbal warning, written warning, and communication with parents.

Lunch or after school detention, under the supervision of the classroom teacher or the Administration may be warranted for more serious infractions, including but not limited to:

- Excessive or unexcused absences and/or tardiness from class
- Disrespect to the teacher or fellow student
- Causing a disturbance during class or study hall
- Uniform infractions
- Misuse of technology, Chromebooks or school equipment
- Non-participation

Detentions are generally scheduled either on the date of the offense or the date following. Jobs, athletic events, or other similar excuses may not suffice to release a student from an after-school detention. Failure to report for an after-school detention may result in further disciplinary action, which will be determined by the Administration.

Major infractions include, but are not limited to:

- Repeated use of profane/vulgar language
- Possession of alcohol, drugs, vaping or smoking devices and substances portrayed as drugs, or pornographic material
- Fighting, malicious threats, or harassment of other students
- Disrespect to teachers, staff, or other adults
- Continued or serious disregard for classroom rules or school policies
- Damage to school or parish property
- Leaving the school grounds without school permission
- Breaches of academic integrity/personal integrity policy (in addition to no credit for the assignment, quiz, or test)
- Possession of weapons
- Truancy
- Scandal or defamation of another student, teacher, or school character.
- Habitual acts of lying, cheating, or stealing

- Inappropriate sexual behavior

Parents will be notified of major infractions. The Principal will use reasonable judgment in determining consequences. The Administration reserves the right to immediately resort to suspension, dismissal, or expulsion as a result of serious violation or infraction. Students may also be dismissed for academic non-performance or for misconduct in the community that results in arrest, and/or brings the name of the school into disrepute. In the event a student is dismissed from Unity, the student and his/her parents may be invited to a meeting with the Principal to discuss the situation.

The expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered to the student in the process of expulsion.

DUE PROCESS

Unity is concerned about the growth of each student. Occasionally, it is necessary to discipline a student for inappropriate behavior. Unity acts carefully to make discipline a growth experience. Unfortunately, it is sometimes necessary for Unity to resort to suspension, dismissal, or expulsion. Such actions are taken with the hope that the experience might increase the student's sense of responsibility and improve their overall behavior.

Unity uses the following guidelines to ensure that a student is treated fairly and that the family and the school can work together for the greater good of that student while protecting the school community.

- Suspension, dismissal, or expulsion is intended for major infractions of school rules and for progressive or repeated minor infractions, as noted previously within the Discipline Policy.
- If used, suspension is limited to ten days. Dismissal of a student from school is used in situations dictating more than ten days suspension. Dismissal may extend to a full calendar year. Expulsion is permanent dismissal of a student, without the possibility of returning.

In general, when a serious incident occurs, Unity follows this due process:

- Upon investigation and weighing of the evidence at hand, a member of the Administration will inform the student of the school's decision.
- Parents are contacted by phone about the incident and the action by the school. If necessary, a letter is sent which explains the incident and the action.
- If requested or helpful, a meeting with the parents, student, and Administration is held to review the situation.

Unity is committed to maintaining confidentiality in all school disciplinary matters.

ELECTRONIC DEVICES

Students are not allowed to use electronic devices (e.g. cell phones, iPads, music players, iPods, earbuds, smartwatches, etc.) during school hours unless directed by their teacher. If a student is found with or is using electronic devices during school hours, the phone will be confiscated and sent to the office. A second offense will result in the phone being confiscated, an automatic 30-minute detention and a parent called to pick up the device after school. Refusal to hand over the device may result in suspension.

EMERGENCY CLOSING OF SCHOOL

Unity Catholic will communicate school closings, delays, early dismissals, and emergency situations to parents via email. We will also post announcements on local TV news stations and on our social media. Normally, all decisions to cancel school or start late will be made by 6:00 a.m. The decision is always made with the safety of students in mind. Parents should have a plan for their students if school is dismissed early.

If school is closed, all extracurricular events and practices are postponed or canceled. In the event of early dismissal, announcements about postponements and cancellations are made to the students before they leave school. Normally, if school is let out early, conditions are so bad that all practices are canceled. Under some circumstances, practices may go on, but only for those who can make it to the practice safely.

EMERGENCY PROCEDURES

In accordance with State Law, Unity will have five fire drills periodically during the school year. A drill for tornados will also take place. The school will also conduct five intruder alert drills during the school year. Faculty members will instruct students in their classes concerning the specific evacuation routes and procedures.

HARASSMENT OR VIOLENCE/BULLYING POLICY

All Unity students have the privilege of representing the school both on and off campus. Thus, they are expected to obey civil law as well as school rules. Appropriate language is expected at all times. No student shall be involved in intimidation, harassment, or extortion. No student is permitted to intentionally cause or attempt to cause physical injury to any person. This includes but is not limited to: verbal abuse, physical assault, or attack with a weapon. These offenses should never take place on or off school property or at any school activity, function, or event.

Unity Catholic does not tolerate bullying on school property, school sponsored activities or programs, use of school equipment, networks, or through use of electronic technology off school premises. Bullying is defined as intimidating, threatening, abusive, or harmful conduct that is objectively offensive. Key factors in determining bullying include:

- Actual or perceived imbalance of power between student engaging in prohibited conduct and the target of the behavior
- Prohibited behavior is repeated or forms a pattern
- Prohibited behavior materially or substantially interferes with a student's educational opportunities or ability to participate in school functions and activities
- Prohibited behavior includes cyberbullying. Cyberbullying means bullying using technology or other electronic communication, on all social media platforms or the internet.

Any student involved in fighting, abusive language, threatening behavior, or assault may be suspended immediately. If the parents cannot be reached, the student will be given an in-school suspension. This allows time for investigation of the incident by the Administration. Upon completion of the investigation, the Administration may impose additional consequences on those intentionally involved. The Administration reserves the right to expel students in cases of an extreme nature.

Self-defense and/or action undertaken on the reasonable belief that it was necessary to protect another person, the student's property, or the property of another is not considered an intentional act under this rule.

HEALTH SERVICE

It is required that we have on file, for each student, the health information described below before the start of the school year.

- Emergency information including student health conditions, current medications, parents/guardians phone numbers, and physician and hospital choice must be on file in the school. This information is submitted through TADS when students are enrolled.
- A current physical exam report is required for all new students and incoming 9th grade students. Students in grades 9-12 who play a team sport at school are required to submit a new physical every three years.
- Minnesota law requires all students enrolled in school to be immunized against measles, mumps, rubella, polio, diphtheria, tetanus, whooping cough, hepatitis B, and Meningitis. Students must provide immunization records or exemption by September 1 of the school year.
- Only medications prescribed by a physician in writing can be dispensed in the office. Over the counter medications may be dispensed with parent permission.
- All diagnosed, contagious illnesses should be reported to the office at admin@unitycatholicmn.org or at 952-641-7448.

Health Policies

- If your child has a fever of 100 degrees or more, he/she must stay home for 24 hours after the temperature returns to normal. Your child may return to school if he/she is **fever free and fever reducing medication free**.
- If your child has vomited or has diarrhea, he/she must stay home for 24 hours after the last episode.
- If your child has a bad cold with cough, green/yellow drainage, decreased appetite or it interferes with sleep, check with your family doctor before sending your child to school.
- If your child has red eyes with drainage or matter, check with your family doctor before sending your child to school. Your child will be sent home if pink eye is suspected.
- If your child has a bacterial infection (such as strep) they must complete 24 hours of antibiotics before returning to school.

LOCKERS

Lockers are the property of Unity Catholic. The school is not responsible for items missing from a locker. Valuables should be kept at home. There is to be no writing, painting, or marking on any part of the locker. Consequences for vandalizing school property in this manner may include fines and detentions. The school reserves the right to inspect the lockers at any time. Students are strongly encouraged to take all materials home that are needed at the end of the day.

LOST AND FOUND

Lost and found items will be in the school office. Please clearly mark or identify all clothing and items brought into school. Unclaimed items will be sent to charity periodically throughout the year. Unity is not responsible for lost items.

LUNCH

Students need to provide their own lunch and drink each school day. Students may not leave campus during their lunch period and must stay in the Mary Center or their assigned lunch area. Students are also strongly encouraged to bring a water bottle to have in class during the school day. Periodically, the students may create a family-style lunch as part of the Real World Wednesday program.

MONEY AND VALUABLES

Large sums of money or valuables should not be brought to school. If it becomes necessary to bring a large sum of money to school, it should be left with the Business Administrator's Office.

PARENT TEACHER CONFERENCES

Parent Teacher Conferences will be held around six weeks after the beginning of each semester. The procedure for scheduling with teachers will be sent out to parents prior to each conference. Parents with concerns may reach teachers any time by contacting them through their email.

PARENTS OUT OF TOWN

We request parents and guardians to inform the school whenever they will be out of town. They should leave the name and phone number of the person in charge of the student and, if possible, the number at which the parents can be reached in case of an emergency.

PHONE MESSAGES

Parents are asked to avoid texting their child during the school day to support the no phone policy. Parents may email their child or if necessary, may contact the office at 952-641-7448 to leave a message for the student. After school arrangements should be made in advance of the school day.

POSTERS AND ANNOUNCEMENTS

Any posters placed within the school building or on school property must be approved by the Administration. Publicity for events that conflict with school sponsored activities is not allowed. The text on all posters must reflect the spirit and philosophy of Unity. Vulgar words, phrases, or symbols are never allowed. Anyone found to be in violation of this policy may be subject to disciplinary action.

POTENTIALLY VIOLENT SITUATIONS POLICY

It is the policy of Unity to maintain a learning environment that provides a safe, secure setting for students, faculty, and administrators. The school will take such action as it deems necessary and appropriate to provide such an environment, including the immediate suspension, dismissal, or expulsion of students enrolled in the school under certain circumstances.

This policy provides that a student may be immediately removed from class, suspended, dismissed, or expelled on the following grounds:

- Possession of a dangerous weapon;
- “Dangerous weapon” means any firearm, whether loaded or unloaded, or any device

- designed as a weapon and capable of producing death or great bodily harm, or any other device or instrument which in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm;
- Willful conduct which endangers or has the potential to endanger the student or other students, faculty, administrators, or property of the school;
- Willful conduct which disrupts or threatens to disrupt the ability of others to obtain an education;
- Willful conduct which violates or may violate any rule of conduct specified in the student policies of the school;
- Other conduct or behavior on the part of the student, which, in the opinion of the school, adversely affects the desirability of continued enrollment.

For the purposes of this policy, the terms “willful conduct,” “other conduct,” or “behavior” refer to actions or events whether occurring on school property or elsewhere. Unity shall retain the sole discretion to determine the nature and extent of duration of any suspension, dismissal, or expulsion of a student under this policy. Where it appears that a student will create an immediate and substantial danger to the student or others, or property around the student, the classroom teacher has authority to remove the student from the room immediately. The classroom teacher may not, in so removing a student, use unreasonable physical force that causes or may tend to cause bodily harm or emotional harm.

PROHIBITED AREAS

All Mary, Mother of the Church rooms outside of those marked as Unity Catholic are off limits to students unless authorized by a faculty or staff member.

REGISTRATION

Registration for the school year is initiated in February. A deposit of \$500 is due on March 1. The deposit will be applied toward tuition and is refundable if the student is withdrawn by May 1.

RELIGION POLICY

As a Catholic school, we participate in the evangelizing and catechizing mission of the Church. All students are required to participate in Theology classes and service programs sponsored by the school. Unity Catholic welcomes students and families of all faith backgrounds as a Catholic school. Students of other faiths are required to attend liturgical programs and are invited to participate as much as is appropriate.

SCHOOL ACTIVITIES

As members of the Unity community, each student represents the school at all times. We are proud of our school and expect the students to share that pride and represent the school well. A student exhibiting inappropriate behavior at any school related activity or function on or off school property is accountable for such behavior and may be subject to disciplinary action. Any student behaving unacceptably may be suspended from further participation in school activities. If the conduct is of serious nature, the student's status will be reviewed by the Administration.

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sex discrimination. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. Unity shall maintain a learning and working environment that is free from sexual harassment and sexual violence. It shall be a violation of this policy for any student or employee to harass a student through conduct or communication of a sexual nature. It shall be a violation of this policy for any student or employee to be sexually violent to a student or employee. Unity will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the school.

Any person who believes he/she has been the victim of sexual harassment or sexual violence by a student or any employee of Unity should report the alleged acts immediately to the Principal. A timely and proper investigation of student-to-student sexual harassment complaints is essential. A detailed investigation report documenting interviews, conclusions and recommendations will be placed in the school sexual harassment file. The process will include the following steps: advising the complainant, the alleged harasser, and the parents of the outcome of the investigation in writing; warning the alleged harasser in writing that he/she must not retaliate against the alleged victim; and inviting the complainant to report reoccurrences or retaliation and monitor the situation. Followed by reporting to the appropriate agency, if needed.

STUDENT CONDUCT

Student conduct must conform to the virtues we aspire to at Unity Catholic and the precepts of the Catholic faith we live by as prescribed in this Student Handbook. At all times a student must conduct himself/herself appropriately and in a manner befitting a Catholic young adult.

The following is exemplary but not exclusive of such behavior: being sensitive to the needs of others, being cooperative with those in authority, displaying honesty and integrity, and furthering the mission of Unity High School. If a student fails to conduct himself/herself in a manner

consistent with this policy, he/she subjects himself/herself to corrective actions, which may include probation, suspension and/or dismissal. The principal makes the final decision concerning any interpretation or application of these regulations, and determines any corrective action that may be appropriate.

The 24-7-52 policy of Unity High School mandates that off campus a student must conduct himself/herself in a manner consistent with his/her status as a member of the Unity High School community.

Violations of civil or criminal law involving moral turpitude or other conduct that in the professional opinion of the Administration would reflect poorly on or cause discredit to the reputation of Unity Catholic High School by being contrary to the moral, religious, or orthodox ethical principles of the Roman Catholic Church or the philosophy, policies, goals, and commitments of Unity High School as indicated in the Student Handbook, make a student subject to corrective actions, which may include probation, suspension, or dismissal. A student accused or suspected of serious wrongdoing may be placed on a study program pending the outcome of a judicial proceeding or internal investigation.

If a student is present when wrongdoing is evident (such as but not limited to fighting, smoking, vandalism, use of alcohol or other illegal drugs, and so forth), then that student must remove himself/herself from that situation; otherwise, he/she shares in the consequences related to such behavior. These consequences may include probation, suspension, and/or dismissal.

STUDENT RECORDS

Unity Catholic keeps educational, attendance, and health records on individual students which parents or students with parental permission may review if they wish. Educational records include a transcript of courses and grades, standardized test scores, and copies of records sent from schools previously attended.

THEFT AND VANDALISM

Theft and/or vandalism of personal or school property is not tolerated. Students will be held liable for damage to school property. Students found guilty of theft or vandalism will be subject to disciplinary action including detention, suspension, dismissal, or expulsion. Any incidents of theft or vandalism should be reported to the Administration as soon as possible.

TOBACCO-FREE POLICY

The use of tobacco, e-cigarettes, and all nicotine delivering or vaping devices (hereafter "nicotine") is prohibited at Unity. The use of nicotine in any form by Unity students during school hours, on school or Mary, Mother of the Church grounds, while riding a school bus, or while attending any school-sponsored function will result in confiscation of the nicotine product and

disciplinary action, including suspension, dismissal, or expulsion. Students may not have nicotine (or lighters) in their possession on the school or church grounds. Unity (and MMOTC) is a tobacco free facility. Adults should refrain from using tobacco in the presence of students in our parking lots or on our grounds.

TUITION PAYMENT POLICY (as noted in TADS tuition contract)

All parents/guardians must complete a tuition agreement with TADS for each school year. No student will be allowed to start a new semester or receive registration materials for the next year if tuition payments are not current. Students will not receive diplomas or transcripts until all tuition and other obligations to the school are fulfilled. If a student withdraws for any reason after the first day of school, parents/guardians are obligated for all tuition and fees for the current semester.

TUTORING

Tutoring will be held between 2:45 p.m. and 3:15 p.m. for students with many of our teachers. This program is designed for students to catch up on their homework or get assistance from teachers prior to extracurricular activities. Although it is not mandatory (except for the students on academic probation) it is strongly recommended for students to attend. Students wishing to see teachers after 3:15 p.m. must make appointments in advance with that particular teacher. Teachers may also assign mandatory tutoring for students if they deem it necessary for success in their classes.

WEAPONS POLICY

Unity Catholic prohibits weapons on school grounds, at school-sponsored events or activities (except Clay Target events and practices), or in any school vehicle. Any person found possessing a weapon will have the weapon confiscated and both the student and the weapon will be turned over to the proper legal authorities. **Any student who violates this rule is subject to expulsion.**

Academic Policies

ACADEMIC AWARDS

Unity Award: Open to juniors and seniors, the Unity award is given to the student who achieves excellence in all four pillars of the school: academics, leadership, virtue, and service.

Excellence in Service Award: Open to juniors and seniors, the Excellence in Service Award is given to the student who most exemplifies the school's mission regarding service, described as follows: "Service is the life of Christ's love put into action. Love of neighbor is the heart of Jesus' teaching in the Gospels, so charity is the most effective method of evangelization. By serving our neighbors, we show them the face of Jesus."

Excellence in Leadership Award: Open to juniors and seniors, the Excellence in Leadership Award is given to the student who most exemplifies the school's mission regarding leadership. This student leads with a spirit of service, outstanding initiative, strength of character, right judgment, and humility.

Excellence in Virtue Award: Open to juniors and seniors, the Excellence in Virtue Award is given to the student who most exemplifies the school's mission regarding character. This student's positive impact on the culture of the school through his embodiment of prudence, justice, fortitude, and temperance is unparalleled.

Excellence in Academics Award: Open to juniors and seniors, the Excellence in Academics Award is given to the student who most exemplifies the school's mission regarding academics. This student consistently challenges herself, relentlessly pursues truth, and approaches learning eagerly and with a sense of wonder.

ACADEMIC INTEGRITY

Unity expects students to practice the virtues of Prudence and Justice along with our shared pursuit of Truth when it comes to academic integrity. Upholding this standard is one of the ways that our school community will reflect the Catholic teachings on which we stand. Students are expected to submit only their own original work on all assignments, quizzes, and tests unless they are given specific instructions that allow for collaboration. When using the work of others for the purpose of research and support, that work must be properly credited.

Cheating includes, but is not limited to, unauthorized foreknowledge of test/quiz contents, copying of homework or test material, allowing one's work to be copied, the forging of

signatures, the use of work of others without proper citation of the original source (especially internet sources), falsifying records, and falsifying or inventing data.

Plagiarism is simply defined as “the practice of taking someone else's work or ideas and passing them off as one's own.” It also includes the following:

- Passing off the work of other writers as your own.
- Using any scholarly sources you have consulted and used without explicit and complete documentation and acknowledgement (in text or works cited).
- Sharing or copying answers from another student or source.
- Altering the words of a source and submitting the paraphrased version as your own.
- Presenting Artificial Intelligence (AI) generated content as original work or use it to plagiarize the work of others. Submitting work generated by an AI system can be clearly defined as an act of plagiarism if the author fails to acknowledge the source of the words, ideas, or images.

Teachers will assist students in learning the correct way to cite referenced works so they do not plagiarize unintentionally. When students intentionally utilize material found on the internet, other sources, or other students' work and try to use it as their own, they will be in violation of our academic integrity policy. This includes using ChatGPT or any other language based chatbot.

Students who are found to be in violation of this policy will not receive credit for the submitted work, and may face additional disciplinary action including detention, suspension, and expulsion.

ACADEMIC PROBATION

A student will be placed on academic probation if their grades fall into any of the following categories:

1. Grade point average below 1.80 at the end of the semester.
2. An “F” in one or more course(s) at mid-semester or end of the semester, or two or more mid-semester or end of semester grades lower than a “C -”.

A student on academic probation is required to receive tutoring in the courses in which they are failing or deficient in. Participation in co-curricular activities may be affected. The student will be given until the middle of the semester to raise academic performance. Administration will look at a number of actions if performance does not improve, including study hall and summer school.

ACADEMIC PROGRESS REPORT

The school year consists of two semesters. Report cards are issued following each semester. Semester grades are final.

BELL SCHEDULE

7:50–8:00	Homeroom
8:00–8:50	Period 1
9:00–9:35	Mass
9:40–10:30	Period 2
10:35–11:25	Period 3
11:30–12:00	Lunch
12:05–12:55	Period 4
1:00–1:50	Period 5
1:55–2:45	Period 6

REAL WORLD WEDNESDAY SCHEDULE

7:50–8:00	Homeroom
8:00–8:50	Elective
8:55–9:45	Elective 2
9:50–10:40	Elective 3
10:45–11:35	Elective 4
11:40–12:15	Lunch
12:20–12:55	Molta Vita
1:00–1:50	Virtue Series
1:55–2:45	Elective 5

CREDIT POLICY

Following each semester, students receive credit for completed courses. Students are required to complete the entire course to receive credit. If a student withdraws, doesn't complete, or fails to complete the course with better than 60%, no credit will be given for the course.

LOSS OF CREDIT/MISSED CLASSES

Any student who exceeds ten excused absences, unexcused absences, or tardies for any class in a semester (excluding homebound instruction) may face loss of academic credit for the semester. A letter will be sent home after the eighth day of absence advising parents of the student's absenteeism. School-sponsored, off-campus activities do not constitute an absence.

After a tenth day of absence in a semester:

- The parents and the student will have an opportunity to meet with the Administration concerning the student's attendance record.

- The principal will then make a decision concerning the possible lack of credit for the semester, in any or all courses, or the granting of credit with provision for the make up of instructional time, work, etc.

GRADING

Formal academic progress reports are made on a semester basis. Unity uses a letter grading system with a 4.0 standard numerical equivalency. Using this scale, GPA is calculated each term by adding the numerical equivalent of all grades and dividing that sum by the total number of credits. Each course taught at Unity is graded. The grade is recognition for the student's work.

Letter Grade	Percent Range	Grade Point Scale
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	0-59	0.0
P	60-100	n/a

P = Pass (only given with permission of Administration)

I = Incomplete work (turns into earned letter grade after 60 days)

W = Withdrawal from course, no credit

If a student receives an incomplete grade, it must be made up within two weeks after the semester ends unless arrangements have been made with the teacher or Principal.

GRADUATION REQUIREMENTS

English:	4 credits
Theology:	4 credits (or every semester at Unity)
Mathematics:	3 credits (at least through Alg II)
Science:	3 credits
History:	4 credits
World Language:	2 credits
Fine Arts:	1 credit
Physical Education/Health	1 credit
RWW Courses & Electives:	5 credits

Total Credits Needed to Graduate: 27

Transcripts and diplomas will not be released until all obligations to the school have been met, e.g., tuition and fees paid and all educational materials have been returned.

HALL PASSES

All students are expected to be on time to all classes. This includes study hall, electives, and lunch. When a student needs to leave the classroom or designated area for a valid reason, he/she will be issued a hall pass by the teacher/supervisor. Any student who is outside of his/her class or designated area without a hall pass will immediately be sent to the office. Appropriate disciplinary measures will be taken.

HONOR ROLL

Highest Honors will be determined by achieving a GPA of 4.0, High Honors by achieving a GPA from 3.80-3.99, and Honors by achieving a GPA from 3.50-3.79.

Appendix

LAPTOP AGREEMENT

PURPOSE:

Unity High School has a 1:1 Laptop Program. Every incoming 9th grader or transfer student receives a Chromebook to use until he/she graduates for educational purposes supporting the mission of the school. This agreement provides guidelines and information about the limitations that the school imposes on the use of these resources. In addition to this policy, the use of any school computer, including laptop computers, also requires students to abide by Unity Catholic High School's Acceptable Use Policy in the Student Handbook. Additional rules may be added as necessary and will become a part of this policy.

TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY:

The student will adhere to these guidelines each time the Internet is used at home and school:

1. Will make available for inspection by an administrator or teacher upon request any messages and/or any files sent or received at any Internet location. Files stored and information accessed, downloaded, or transferred on school-owned technology are not private. I understand that the laptop remains the property of Unity Catholic High School.
2. Will use appropriate language in all communications avoiding profanity, obscenity, and offensive or inflammatory speech. Cyber bullying, such as personal attacks and/or threats on/against anyone made while using school-owned technology to access the Internet or school networks, is to be reported to the responsible school personnel. The school expects students' behavior in the online world to be in line with Unity's handbook policies and the mission of the school just as it would be in face-to-face interactions.
3. Will follow copyright laws and should only download/import music or other files to a school-owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright. Students will also not plagiarize and must give proper credit when using material created by others by accurately citing sources.
4. Will never reveal identifying information, files, or communications to others through email or post to the internet.

5. Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
6. Will not share passwords or attempt to discover passwords. Sharing a password could cause the primary user to become liable if problems arise with its use and subject to disciplinary action.
7. Will not download and/or install any potentially harmful programs, apps, files, social media, videos, or games from the internet or other sources onto any school-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
8. Will not tamper with computer hardware or software, engage in unauthorized entry into computers, vandalize or destroy the computer/computer files.
9. Will not attempt to override, bypass, or otherwise change the Internet filtering software or other configurations.
10. Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials.
11. Will keep the laptop secure and damage-free. Follow these general guidelines:
 - Do not loan your laptop or charger and cords to other individuals.
 - Never abandon, or leave the laptop unattended, and know where the laptop is at all times.
 - Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
 - Fully charge the laptop's battery at home each night to ensure the laptop is powered at school.
 - Protect the laptop with a hard case or cover and use a backpack or bag with a laptop sleeve. Laptops must be in a protected backpack or bag while in transit to and from school.
 - Do not stack objects on top of your laptop.
 - Do not write or place decorations (such as stickers, skins, decals, etc.) directly on the laptop surface.
12. You are financially responsible for the laptop issued:
 - If you lose either the laptop or power cord, you will be expected to pay the full replacement cost for the lost equipment.
 - If an item is stolen while in your possession, Unity Catholic High School will replace the equipment at no charge to you.
 - Most repairs will be paid by Unity Catholic High School. However, if the damage caused to equipment was malicious or intentional, you will be charged for the repair.

13. A detailed Technology Acceptable Use Policy is in the Unity Catholic High School Student Handbook. Students are required to understand and comply with this policy. Failure to comply could result in disciplinary action.
14. I agree to return the laptop and power cord in good working condition at the end of the year or upon withdrawal.

PARENT ACKNOWLEDGEMENTS:

1. I acknowledge my financial responsibility begins when the laptop is issued to my child and this form is signed and dated.
2. I realize if the laptop or cord is lost or missing, I will take full financial responsibility for the laptop.
3. I acknowledge that I will be responsible for the entire cost of repair or replacement for damages not covered under warranty according to this policy, regardless of where damage occurs (home, school, etc.).
4. I acknowledge that the child is responsible for charging the battery at home each evening to be prepared for daily school use.
5. I acknowledge that my child and I are to follow the technology guidelines in the Student Handbook.
6. I will be responsible for monitoring my child's use of the Internet when he/she is not at school.
7. I acknowledge that violation of the Acceptable Use Policy can result in disciplinary action, including but not limited to, loss of technology privileges, loss of use of the laptop, and standard Unity Catholic High School discipline consequences according to the Code of Conduct.

By signing this policy, you agree to abide by the conditions listed above and assume responsibility for the care and proper use of Unity Catholic High School technology. I understand if I fail to abide by any of the guidelines outlined above, it may result in disciplinary action and my laptop taken away. By signing, I give permission for the school to allow my son or daughter to be issued a laptop under the conditions set forth above.

Student Printed Name _____

Student Signature _____ Date _____

Parent Printed Name _____

Parent Signature _____ Date _____

RESPECT TO PHYSICAL APPEARANCE POLICY

At Unity Catholic, we are honored to not only have John Paul II as one of our patrons, but to also teach one of his greatest works, *Theology of the Body* (TOB). In TOB, we learn that not only are we made in the image of God, but He continues to reveal Truth through our physical bodies. In an effort to glorify God's image and respect His revelation through each of us, we have set up the following policy. It is meant to help our students best reflect the Image and Truth that our school promotes through its teaching and its vision to be a vigorously Catholic institution.

In all aspects, the physical appearance of our students while at school, attending school functions, or at any school-sponsored event should promote a neat, clean, and modest appearance. Our aim is to outwardly demonstrate the respect we have for the Image of God we represent. In order to be consistent in this we offer the following:

YOUNG WOMEN'S UNIFORM POLICY

- **Skirt:** Solid navy pleated skirt or clear blue plaid pleated skirt. Skirts may be purchased through Land's End or Amazon. They may not exceed two inches above the knee. "Rolling" of skirts is not allowed, and the school will assist in providing contacts for local tailors if needed. Shorts with a minimum of a 2" inseam are required to be worn underneath skirts at all times. Solid black or navy leggings may be worn under the skirt.
- **Shirt:** Plain white or navy blue polo shirt (long or short-sleeved). No athletic logos are allowed on polo shirts. If a t-shirt is worn underneath a school shirt it must be solid white or navy blue.
- **Sweater and Sweatshirts:** Unity Catholic Logo Navy v-neck or crew sweater, or Unity Catholic logo sweatshirt. Approved Unity Catholic club sweatshirts are also acceptable. The uniform polo shirt or plain white tee must be worn under all sweaters and sweatshirts.
- **Pants:** Solid khaki or navy blue cotton twill are acceptable. No jeans, skinny jeans, jean-type material, or leggings are acceptable. Shorts of the same materials are allowed from August through November 1st and March 15th through the end of the school year.
- **Socks:** Socks must be worn at all times. Socks must be white, navy, or black and must be showing. A small logo on socks is acceptable. Patterned socks are acceptable with pants. Tights are allowed in plain black or plain navy blue (no patterns).
- **Shoes:** Shoes must be appropriate for school, closed-toe, wrap around the heel, be neat and in good repair at all times. No light-up, roller, sandal, or slipper footwear allowed. No Crocs.
- **Hair, jewelry, make-up, etc.:** Makeup, nail polish, and hair accessories should be tasteful and professional. All jewelry should be tasteful, professional, and not

excessive in size or number. No cartilage, nose, or other visible piercings are allowed. Hair color should be natural.

YOUNG MEN'S UNIFORM POLICY

- **Pants:** Solid khaki or navy blue cotton twill are acceptable. No jeans, skinny jeans, jean-type material, or leggings are acceptable. Shorts of the same materials are allowed from August through November 1st and March 15th through the end of the school year.
- **Belt:** Navy or Black. A belt must be worn with shorts or pants if there is a belt loop.
- **Shirt:** Plain white or navy blue polo shirt (long or short-sleeved). No athletic logos are allowed on polo shirts. If a t-shirt is worn underneath a school shirt it must be solid white or navy blue.
- **Sweater and Sweatshirts:** Unity Catholic Logo Navy v-neck or crew sweater, or Unity Catholic logo sweatshirt. Approved club sweatshirts are also acceptable. The uniform polo shirt or plain white tee must be worn under all sweaters and sweatshirts.
- **Socks:** Socks must be worn at all times. Socks must be white, navy, or black and must be showing. Patterned socks are acceptable with pants.
- **Shoes:** Shoes must be appropriate for school, closed-toe, wrap around the heel, be neat and in good repair at all times. No light-up, roller, sandal, or slipper footwear allowed. No Crocs.
- **Hair and Accessories:** All young men will be expected to have proper haircuts. Hair should be neat and trim, off the eyebrows, above the ears and collar. Sideburns should go no further than the bottom of the ear. Only natural hair colors are acceptable. No earrings, gauges, visible piercings, or chunky excessive jewelry are allowed. Simple chains and medals are allowed. No nail polish is allowed.

Out-of-Uniform Days:

On days that the school allows students to come to school “out of uniform,” we still want to reflect the Image we represent and the Revelation communicated through us. An out-of-uniform day simply means that the activities of the day allow for us to not be in unison with our presentation of that. So, in order to continue to glorify and honor TOB on those days we ask the following:

- All clothing must be clean, neat, and without holes
- Dress and skirt length must match uniform skirt length
- No midriff exposed
- Leggings may not be worn unless there is a long top, sweater, or sweatshirt
- When shorts are permitted, please adhere to the following guidelines: with arms by your sides, the hem of the shorts must reach below your fingertips.
- No undergarments showing at any time
- Any clothing worn must not have logos or represent ideas that conflict with the Mission and Vision of Unity High School

SCHOOL UNIFORM LINKS

Amazon:

[Lands' End School Uniform Young Women's Plaid Box Pleat Skirt Top of The Knee](#)

[Lands' End School Uniform Girls Plaid Pleated Skirt Below The Knee](#)

[Lands' End Navy Box Pleat Skirt](#)

Lands' End:

[Women's Plaid Box Pleat Skirt Top of the Knee | Lands' End](#)

[Girls Plaid Pleated Skirt Below the Knee | Lands' End](#)

[School Uniform Girls Box Pleat Skirt Top of Knee | Lands' End](#)

Boys and girls SOLID polo shirts and pants may be purchased from any retailer.

Monogrammed sweaters and sweatshirts will be available for order and purchase at the Back to School evening.

Current students may continue to wear the old logo on their sweatshirts.