

Oakland Unity Middle School



Parent Handbook 2017-2018

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Oakland Unity Middle School Handbook

2017-2018

School Mission

It is the mission of Oakland Unity Middle School to prepare its students for a rigorous high school environment and ultimately admission to and success in college and the career of their choice. OUMS offers a rich curriculum centered on Habits of Heart and Mind that prepares students to successfully meet the University of California A-G requirements in high school. This curriculum has an emphasis on basic skills and core subject matter in English language arts, mathematics, social studies and science, the arts, and a comprehensive support program that promotes healthy youth development, including preparing students to apply their knowledge and skills for the benefit of the community environment.

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

- A curriculum and schedule that requires every Unity student to meet the requirements for their grade level, and ultimately prepare for success in high school.
- A comprehensive support program, provided through a partnership between the school, student families and the broader community, to ensure that every Unity student has the support needed to permit focus on academic growth.
- Learning experiences that allow every Unity student to achieve her or his leadership and academic potential, to become a creative, critical thinker, a compassionate human being, and an effective participant in a multicultural, democratic society.
- For each Unity student, an adult advisor they meet with every day, assigned to assist him or her with informal counseling and to help the student resolve the problems she or he will face during the middle school years.
- High school requirements guidance and counseling, as well as college admissions guidance and education.

Purpose of this Handbook

The Oakland Unity Middle 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 a minimum of twice a year to improve the school parent partnership to benefit the student.
- Attending parent/teacher/administrator meetings to discuss disciplinary action, if necessary.
- Signing the Commitment to Excellence.

Student Responsibilities

The goal of Oakland Unity Middle 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 scheduled classes each day, play an active role in their learning and participate 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.
- Sign the commitment to excellence.

Faculty and Administration Responsibilities

- The teachers and principal of Oakland Unity Middle School undertake to do their best to participate fully in the education of every Unity student.
- Teachers and the 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.

OUMS Commitment to Excellence
(Board Approved 4/18/2012)

Oakland Unity Middle School's Commitment:

At Oakland Unity Middle School, we are fully committed to our students in the following ways:

1. We will provide an enriched curriculum to enable our graduates to meet or exceed grade-level requirements and prepare for success in high school and beyond.
2. We will provide high school and college education and counseling.
3. We will provide tutoring to all students as needed and will also provide students with extra time to complete work and get assistance including Saturday School, Natural Consequences on Fridays, and Summer School.
4. We will keep class size to an average 25 or less.
5. We will keep close contact with parents.
6. We will provide an advisory period to ensure that student receives academic and emotional support.
7. We will provide for staff meeting time to ensure that students' needs are met, and offer regular parent meetings to provide information on student progress.
8. We will host monthly School Site Council meetings for parents.
9. We will provide reasonable make up work for excused absences.
10. We will provide each student and parent with access to appropriate areas of our online grading and attendance system.
11. We will phone home when student is reported absent from or tardy to school.
12. We will hold our ourselves to professional conduct standards in all interactions with our students, our families, and our colleagues.

Parents'/Guardians' Commitment:

We, the parents and Guardians of Oakland Unity Middle School students, are fully committed to our students and the school in the following ways:

1. We will encourage student to prepare for high school, college, and beyond.
2. We will ensure that students arrive at school on time daily, in *approved school uniform*.
3. We will provide a quiet place at home for student to complete schoolwork, including internet and computer access whenever possible.
4. We will 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. We will phone the school when the student must be absent or will send a signed note the day following an absence.
6. We will phone the school office to speak with student only in emergencies, and will not call student cell phones while student is on campus.
7. We will respond promptly to requests for meetings regarding student.
8. We will attend monthly School Site Council meetings.
9. We will take the initiative to track student's progress on the Personalized Learning Platform or any other school platform.
10. We will provide the school with, and keep up to date all phone numbers, other contact information and medical information.

11. We will make appointments for any meetings with teachers to avoid any interruption of teachers' classes.
12. We will attend classes with student in lieu of suspension, if invited.
13. We will support all elements of Unity behavior expectations.
14. We will 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. We will monitor our student's online activity and will report to the school any inappropriate online activity related to OUMS students.

The Student's Commitment

I fully commit to myself and my education at Oakland Unity Middle School in the following ways:

1. I will attend school with the goal of obtaining a college education and be diligent in preparing for higher education.
2. I will complete and submit all classwork and homework on time as assigned.
3. I will take the initiative to track my learning progress.
4. I will adhere to all of Oakland Unity Middle School's classroom "non-negotiables."
5. I will respond in a respectful manner to all staff of Unity Middle School at all times, this includes not walking away from staff when being spoken to by staff.
6. I will dress appropriately daily, following all dress code guidelines. *
7. I will use appropriate, professional language and model professional behavior.
8. I will be on time to every class.
9. I will not bring unnecessary items to school, especially cell phones. If I do bring a device to school, I will leave it in the office.**
10. I will treat school property with respect.
11. I will take financial responsibility for any damage caused to school, mall, or others' property.
12. I will obey all school and classroom rules.
13. I will not engage in fighting, play fighting, or rough play.
14. I will immediately leave the area of a fight and report the activity to school faculty or administrators.
15. I will seek to resolve or willingly help resolve all conflicts in a calm, respectful way.
16. I will not engage in public displays of affection.

Signing the contract is a condition of enrollment at Unity Middle 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 asked to wear a loaner shirt/pants or may sent home to change.

** Unity is not responsible for items confiscated or lost by students. Confiscated cell phones **will be kept by the principal for a period of one week for the first offense. Time will double for each offense.**

Student Name _____ Signature _____ Date _____

Parent Name _____ Signature _____ Date _____

Administrative Staff Name & Title _____ Signature _____ Date _____

Non-Discrimination Policy

Oakland Unity Middle 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 Middle School
7200 Bancroft Avenue, Suite 261
Oakland, CA 94605
(510) 969-5302
FAX (510) 788-6072
info@unitymiddle.org

Parent can also contact individual staff by e-mail. Addresses are listed on the website at unitymiddle.org.

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

Chair of the Unity Schools Board
6038 Brann Street
Oakland, CA 94605
or e-mail:
boardchair@unityhigh.org

Governance

Unity Schools, a California nonprofit organization, is the parent organization of Oakland Unity 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.

The Board currently has 10 members. Each member is expected to serve for a two year term and may serve more than one term.

- 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.
- One member, drawn from among the parents or guardians of a student in the School, is to be nominated to the Board by the Unity school site committee.
- 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.unitymiddle.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.unitymiddle.org, and 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.unitymiddle.org

Student Academic and Social Requirements

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

- Complete all required courses successfully
- Participate in the development and implementation of two student-led conferences
- Maintain a student learner profile
- Complete self, class and school evaluations
- Attend all required summer program activities

Students in grades 6th-8th need to successfully complete the following courses each year:

- Mathematics
- English
- Social Studies Science
- PE

In addition, students will be scheduled into classes to meet their individual needs, and will be required to successfully complete these classes:

- Reading Intervention
- Math Intervention
- Learning Lab

Graduation Policy:

Only students who have completed all the requirements for 8th graduation by the end of the school day prior to graduation ceremonies will be allowed to participate in graduation ceremonies. Students in this category may appeal to the principal to be allowed to participate.

Students may not 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 8th grade year may not be permitted to participate in graduation activities. The student may appeal to the principal and staff to be allowed to participate.

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

Course Grades

All coursework at Unity Middle 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

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 helping students prepare for and lead their student-led conferences, curate their Learner Profile and act as the primary contact person for students and families.

Oakland Unity Middle 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. Students 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 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. Following this, parents/guardians will be asked to attend a parent-student-teacher conference to discuss your student's progress. 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. 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 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 in the classroom	No cell phones No unapproved electronics
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 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, middle school students should have 30-45 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 Middle 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.

We welcome parents or guardians to contribute hours of volunteer service at Unity Middle each year. Needs include:

- Tutoring assistance
 - Serve as chaperone on field trips
 - Drive on field trips or for team sports (Requires a copy of your current certificate of automobile insurance and of your driver's license on file.)
 - Serve as an assistant coach of a school team (Requires approval of coach and athletic director.)
 - Clerical support
 - School cleanup or repair
 - Participate in parent training events
 - Participate on school advisory groups
 - Attend student performances
 - Participate in other school events
 - Assist with food sales (requires an up-to-date TB and Hepatitis B test.)

Parents having direct contact with students at Unity should have a fingerprint check on file. (See the office for information.)

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))

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 phone (AlertNow 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.

Uniform Dress Policy: The Unity Middle 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 jeans or leggings.
 - 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.

- 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.
- Socks must be black or white
- 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.
 - Any undershirt worn must be white, yellow, or black.
 - EXCEPTION – Official Oakland Unity Middle 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 must not have any "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.

- 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.
 - Dangling belts
 - Gloves
 - Jewelry or any decoration on shoes, back packs, 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 player 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. If the cell phone or other electronic device is taken, it will not be returned **for a week**. (Board approved Dec. 7, 2005)

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

Illness, Absences, Emergencies & Tardiness:

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 contact the school for missed assignments. The student will be dropped from Unity if absent 15 or more consecutive days with no parental contact.

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. No medications will be given to students without this information. The medication must be in its original container.

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 middle 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 in 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 6th 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 Middle 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. Copies are available at \$.25 per page.
- 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 is still 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.

OUMS Computer and Internet Usage Policies

1. Privacy

- Student accounts are subject to monitoring at any time and should not be considered private.
- School staff or administrators may remotely observe what web sites students are accessing, the documents in their folders and what they are typing on their screen.
- School staff, administrators, and parents all have access to student email for monitoring purposes.

2. Limited personal use - Students may use Apps tools for personal projects but may not use them for:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a web site to sell things)
- Inappropriate sexual or other offensive content
- Threatening another person
- Registering for non-school related websites (shopping sites, Facebook, Instagram, etc.)
- Misrepresentation of OUMS, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

3. Computer Care – students will be using these computers for the duration of the school year, and are expected to take care of their devices:

- Students will make no attempt to change any computer settings or properties. This includes, but is not limited to, screensavers, wallpaper, resolution and colors, file and folder permissions, except authorized by teachers.
- Students will not damage computers, and will be held financially responsible for intentional computer damage
- Student will not allow another student to use their device unless specifically directed to do so by a staff or administrator
- Students will immediately report to a staff or administrator if a computer has been accidentally damaged, or is experiencing any other issue.

4. Internet Usage – While on campus, or during school-related activities:

- Students may go to school-approved websites only
- Students may use search engines for educational purposes only
- Students may not go to inappropriate websites
- Students may not use the internet for the purposes of cheating on any school assignment
- Students may not go to social media or gaming websites except when specifically granted permission by a staff or administrator
- If a student is unsure about their internet activities, they will ask a staff or administrator before continuing

5. Safety

- Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
- Students agree not to meet with someone they have met online without their parent's approval and participation.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.

- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

6. Printing

- Students must ask permission before printing anything
- Printers are to be used only for school-related purposes
- Students should only print 1 copy, multiple copies should be made on a copy machine
- If a document does not print, the student will immediately notify a staff member, and will not click "print" again until the issue is resolved.

7. Consumer Safety (Advice for Students and Parents)

- **Don't get scammed.** Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.
- **Don't get spammed.** Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

8. Digital Citizenship (Advice for All)

- **Treat others well.** It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
- **Respect the rights of copyright owners.** Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- **Students have First Amendment rights to free speech.** Your rights can be limited in school, though. If you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited. School web sites, email, and groups are for educational use and are not considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.

OUMS Parent Notifications, 2017-2018

California state law governs the basic operations of public educational organizations, and the Legislature regularly passes new laws affecting the quality and availability of education, as well as laws mandating that local school districts undertake new responsibilities. Educational organizations, like Oakland Unity Middle School, are required by federal and state laws to publish annual notification items to their community. These notifications serve to inform parents/guardians of the opportunities and protections to which they are entitled.

Oakland Unity Middle School complies with this annual requirement by providing parents/guardians with this Annual Notifications at the beginning of each school year and by issuing the same publication to new families as they enter Oakland Unity Middle School during the school year.

As required by law, Oakland Unity Middle School is obligated to inform its communities of the following each year:

Nondiscrimination Disclosure: Oakland Unity Middle School shall not discriminate on the basis of the characteristics listed in Education Code 220 (actual or perceived disability, gender, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics). **Public Meeting Notice:** The public is invited to attend Oakland Unity Middle School public meetings. If you require any reasonable accommodation to enable you to attend/and or participate, please contact the Oakland Unity Middle School office (510-969-5302) 48 hours prior to the meeting.

Family Educational Rights To Privacy Act: The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents/guardians or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate. Parents/guardians or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent/guardian or eligible student, the School will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing with the Unity Schools Board of Directors regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to give consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception,

which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Unity Schools Board of Directors; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Student records shall be released to another school district where the student has enrolled or intends to enroll, upon official request from that district. At the time of transfer of records, the parent/guardian/custodian or adult-age student may receive a copy of the records at his/her expense (\$0.25 per page), if requested, and shall have an opportunity to challenge the contents of the records.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Special Education Notification: Federal law requires that a free and appropriate education shall be offered in the least restrictive environment to all students identified as handicapped. This right applies to students eligible for Special Education services as defined under the Individuals with Disabilities Education Act (IDEA). "Developmental screening and/or comprehensive assessments for children who are suspected of having a disability which could adversely affect their educational development are available at no cost to you. These services are available for persons between the ages of birth through 21 years age.

If any Oakland Unity Middle School family has questions or concerns with regard to an enrolled student receiving special education services, you have the right to request assistance in addition to copies of policies, procedures, evaluations, plans and reports by contacting the Oakland Unity Middle School office. Appointments or further information can also be obtained by contacting the Oakland Unity Middle School office at 510-969-5302. Further information about special education can also be found in the Oakland Unity Middle School Parent Manual.

McKinney-Vento/ Homeless Youth Education: As required by Federal law (McKinney-Vento), Oakland Unity Middle School ensures that homeless children and youth are provided equal access to the same free, appropriate public education as provided to other children and youths. For additional information concerning services for homeless children and youth, call the Oakland Unity Middle School office at 510-969-5302.

Equal Opportunity Employer: Oakland Unity Middle School complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all Oakland Unity Middle School employment and opportunities. Inquiries regarding

compliance and/or grievance procedures may be directed to the Oakland Unity Middle School office at 510-969-5302.

Notice for Directory Information: Federal laws require Oakland Unity Middle School, because we receive assistance under the Elementary and Secondary Education Act of 1965 (ESEA), to provide certain Directory Information if requested. Directory Information includes one or more of the following items: student's name, address, telephone number, date and place of birth, weight and height of members of athletic teams, dates of attendance, and the most recent public or private school attended by the student. Directory information may be disclosed without prior consent from the parent or legal guardian unless the parent or legal guardian submits a written notice to Oakland Unity Middle School to prohibit disclosure of his/her student's Directory Information.

No Child Left Behind Notification: You have the right under Federal law to request information specific to teacher qualifications. In addition, No Child Left Behind (NCLB) places an emphasis on parents'/guardians' right to know about the professional qualifications of their child's classroom teachers. Parents/guardians have the right to request the following information about the instructional staff working with their child:

1. Has the teacher met state certification for the grades and subjects that he or she is teaching?
2. Is the teacher working with an emergency or conditional certificate?
3. What was the baccalaureate degree major of the teacher and any other graduate certification or degree held?
4. What are the qualifications of the para-educators working with the child?

Oakland Unity Middle School is committed to providing quality instruction for all students. It does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above, please contact the Oakland Unity Middle School office at 510-969-5302.

Internet Policy: Oakland Unity Middle School policy regarding access by students to Internet and on-line sites is available in the Oakland Unity Middle School Parent Manual.

Free and Low Cost Meals: Free or reduced price meals are available at school for students whose parents/guardians qualify and complete a required application form. Further information be found in the the Oakland Unity Middle School Parent Manual.

Health Immunizations: State law requires that for unconditional admission to school, all students under 18 shall be fully immunized according to the requirements of the State Department of Health Services. All entering students must be up-to-date with immunizations according to the Oakland Unity Middle School policy and the schedule provided by the State Department of Health Services. Students may be exempted from this requirement for medical reasons or for personal beliefs. Parents/guardians must sign a waiver to obtain this exemption. In the event of an outbreak of a disease for which the child has not been immunized, he or she will be excluded from school for the period of communicability. Students who do not comply with the requirements shall be excluded from school. If you have questions about your child's immunization record and/or admission status, please contact Oakland Unity Middle School.

Immunization for Communicable Disease: Oakland Unity Middle School may permit the administration of immunizing agents by appropriately qualified and supervised medical personnel where parents/guardians have given written consent for the immunization.

Sight and Hearing Test: The District must provide testing of the sight and hearing of each enrolled student.

Physical Examination: A parent/guardian annually may file a written statement with the school that he/she will not consent to a physical examination of his or her child at school. After receipt of this statement, the student shall be exempt from any physical examination. However, a student shall be sent home if, for good reason, it is believed that he or she is suffering from a recognized contagious or infectious disease and shall not be permitted to return until school authorities are satisfied the contagious or infectious condition no longer exists.

Contagious or Infectious Disease: A child may be sent home, if for a good reason, he or she is believed to be suffering from a recognized contagious or infectious disease. The child shall not be permitted to return until the school authority is satisfied that any contagious or infectious disease does not exist.

Child Health and Disabilities Prevention Program: State law requires that the parent/guardian of each student provide the school documentary proof that the student has received a health screening examination by a doctor within 90 days after entrance to first grade. Free health screening is available through the county health department.

Medication: If your child needs to take any prescription medications during school hours, you must provide the school with the following:

1. A doctor's written and signed note (Parent/Physician Statement) detailing name of the medication, method, amount, and time schedules, and

2. A written and signed note (Parent/Physician Statement) from the parent/guardian

indicating his/her desire that the school assist the student as set forth by the physician in his/her statement. The note must give explicit permission to the school staff (Oakland Unity Middle School Parent office manager) to administer the medication.

For safety reasons, children are not allowed to have medicine in their classrooms, backpacks, or in their pockets. All medication must be dispensed through the office. You may also come and administer medication to your child, if needed.

Head Lice: Oakland Unity Middle School believes that students and staff are entitled to an environment that is free of head lice. Therefore, students having evidence of this condition shall be excluded from school until they have been treated and determined to be free of head lice and nits.

Emergency Medical Care: All students must have an emergency information card filled out and signed by the parent/guardian at the beginning of each school year. This card delineates what care the parent/guardian desires for their child in the event of an emergency, along with noting the current medical and emergency information.

Notification of Use of Pesticide Products: The law requires that Oakland Unity Middle School provide to all staff and parents or guardians of students written notification of the name of all pesticide products expected to be applied at the school facility during the upcoming year. The notification shall identify the active

ingredient or ingredients in each pesticide product and contain the Internet access address on information about pesticides and pesticide use reduction as found Section 13184 of the Food and Agricultural Code. EC § 17610.1 added in 2005 to prohibit application of certain pesticides on school sites.

Minimum Days and Student-Free Staff Development Days: The Oakland Unity Middle School academic year calendar provides for a minimum of 180 instructional days for students, including scheduled minimum days at the elementary level for parent/guardian conferences. Any student-free Staff Development days for teachers will be provided outside of those 180 instructional days. While changes to the calendar are not anticipated, parents/guardians will be notified as early as possible, but no later than one month prior to the scheduled change. The school calendar may be found on the Internet (www.unitymiddle.org) and will be available in the Oakland Unity Middle School office.

Attendance Options: Oakland Unity Middle School has a charter from the Alameda County Board of Education. Children attending Oakland Unity Middle School do so electively instead of attending a local district school. Parents/guardians must consult their local school district for information regarding the alternate attendance options available to them, including information on attendance areas and program and the availability of intra-district and inter-district transfers.

Availability of State Funds to Cover Cost of Advanced Placement Exam Fees: Students enrolled in at least one Advanced Placement class and who qualify as economically disadvantaged, may apply for assistance to cover the cost of advanced placement examination fees. Because Oakland Unity Middle School is a middle school, it does not provide Advanced Placement classes.

Individual Instruction for Students Hospitalized outside school district of residence: A student who is unable to attend regular day classes due to a temporary disability that places him/her in a residential health facility shall receive individual instruction by the district in which the child is temporarily residing. The location of the hospital or health facility is considered the child's place of residence during his/her stay there. Parents/guardians are responsible for notifying the District where the child is temporarily residing of his/her presence.

Individual instruction for Students with Temporary Disabilities: A student with a temporary disability which makes attendance in the regular day classes impossible or inadvisable shall receive individual instruction provided by the district in which the student is deemed to reside. "Temporary disability" means a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes and after which the student can reasonably be expected to return to regular day classes without special intervention.

Attendance Policies: Please see the Oakland Unity Middle School Parent Manual for detailed information about Attendance policies and procedures in addition to the notifications below:

Compulsory Attendance: Parents/guardians are legally required to send their children, between the ages of 6 and 18, to school regularly and to make certain they are on time each day. Parents/guardians may be requested to appear before the School Attendance Review Board (SARB) and subsequently be referred to the District Attorney and/or Youth Services (Probation) for legal action when attendance, tardiness, and/or behavior problems occur. For additional information please see the Oakland Unity Middle School Parent Manual.

Excused Absence and Completion of Assignments:

Notwithstanding the Compulsory Attendance Policy above (Education Code section 48200), a student shall be excused from school when the absence is:

1. Due to his or her illness
2. Due to quarantine under the direction of a county or city health officer
3. For the purpose of having medical, dental, optometric, or chiropractic services rendered
4. For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California
5. For the purpose of jury duty in the manner provided by law
6. Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent
7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the student's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code
9. For attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.
10. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

A student absent from school under this section shall be allowed to complete all assignments and tests missed from the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. As the teacher of any class from which a student is absent, (he/ she) shall determine the tests and assignments (which) are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed when absent.

For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

“Immediate family,” as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to “employee” shall be deemed to be references to “student.”

A pupil shall not have his or her grade reduced or lose academic credit for any absence or absences excused under this section if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

Legally Excused Absences: The only legally excused absences are for illness; quarantine imposed by a public health officer; a medical, dental or optometric appointment; funeral services of a member of the student's immediate family, or for the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services. The school must receive appropriate verification of the absence by the end of the fourth day after the student returns for it to be considered excused. Otherwise, the absence will be considered truancy. All other absences require prior permission (see above) or will be considered truanancies.

Absence for Religious Services or Instruction: A parent/guardian may request that his/her child be excused from attendance for the purpose of receiving religious instruction or participating in religious services provided the request is made in writing at least one day in advance. However, the student must attend school for the minimum day if possible and may be excused for religious observance on no more than five (5) days total per school year.

Absence for Confidential Medical Service: Oakland Unity Middle School may not notify a parent/guardian when a student leaves school to obtain confidential medical services, nor may the school require a student obtain written parental consent prior to releasing a student from school to receive confidential medical services.

Truancy: Any student subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse for three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on more than three days in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor. The student shall also be referred immediately to the School Attendance Review Board.

School Attendance Review Board (SARB): Any student deemed to be a habitual truant or to have irregular attendance at school, may be referred to the School Attendance Review Board (SARB) for further action. The Principal or a designee shall notify the minor and parent or guardian of the referral.

Notice of Alternative Schools: State law requires the following notice be provided to parents and guardians as part of the Annual Notifications: “California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his desire to learn.

- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own times to follow his or her own interests. These interests may be conceived by him or her totally and independently or may result in whole or in part from a presentation by his or her teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, student, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in the district."

Expulsion: Expulsion is the involuntary removal of a student from the school for acts of specified misconduct. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline (including suspension) have failed to bring about proper conduct, or when the student's presence causes a continuing danger to other students.

Final action is only taken by vote of the Board of Directors (the "Board").

In the event that a student is recommended for expulsion from the school, he or she is entitled to a hearing and, among other things, advance written notice of the rights and responsibilities enumerated in Education Code section 48918. Written notice of these due process rights shall be provided at least 10 days in advance of the date set for the hearing. (Ed. Code 48918)

Expulsion proceedings for a currently identified Special Education student require additional due process procedures. Oakland Unity Middle School will follow all due process procedures for Special Education students included in this document and in the Education Code.

While under expulsion, a student cannot enroll in another California school without approval of that school's Board of Education. Certain expelled students may enroll only in Juvenile Court Schools, County Community Schools, or Community Day Schools (AB922) during the duration of the expulsion.

Please see the Oakland Unity Middle School Parent Manual for further information.

Sexual health education, HIV/AIDS prevention education and education assessments: A

parent/guardian of a student has the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education. At the beginning of each school year, or at the time of enrollment for students who enroll after the beginning of the year, Oakland Unity Middle School shall notify parents/guardians regarding any such instruction planned for the coming year. The parent/guardian then may request in writing that his or her child not participate in the comprehensive sexual health education or HIV/AIDS prevention education.

Discrimination/Harassment/Sexual Harassment Policy: Oakland Unity Middle School programs and activities shall be free from discrimination including harassment with respect to ethnic group, religion,

gender, gender identity, gender expression, sexual orientation, color, race, national origin and physical or mental disability. The Board of Directors shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction. Please see the Oakland Unity Middle School Parent Manual for further details of the Discrimination/Harassment Policy including specific rules and procedures for reporting charges and filing a complaint.

Pupil Fees: Oakland Unity Middle School does not require students to pay any fees, deposits, or other charges for their participation in an educational activity which constitutes an integral fundamental part of the school's educational program, including curricular and extracurricular activities. As necessary, Oakland Unity Middle School may approve fees, deposits, and other charges, which are specifically authorized by law.

Parents may file a complaint of noncompliance with the principal when they believe the school is not in compliance. (See "Complaint Procedure.")

Complaint Procedure: For students, employees, parents/guardians, school and district advisory committee members, appropriate private school officials, and other interested parties Oakland Unity Middle School has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

Oakland Unity Middle School shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board.

Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws at Oakland Unity Middle School.

Child Nutrition Programs

Special Education Programs

Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.

A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Damon Grant/Principal
Oakland Unity Middle School
7200 Bancroft Ave, Suite 261, Oakland, CA 94605
(510) 969-5302

*Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides

evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The LEA person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal Oakland Unity Middle School's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving Oakland Unity Middle School's Decision. The appeal must include a copy of the complaint filed with Oakland Unity Middle School and a copy of Oakland Unity Middle School's Decision.

Civil law remedies may be available under state or federal discrimination, harassment,

intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of Oakland Unity Middle School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the Oakland Unity Middle School's UCP policy and complaint procedures shall be available free of charge.

Notice and Acknowledgement of Receipt of Annual Notifications for Academic Year 2017-18: In accordance with California Education Code section 48982, Oakland Unity Middle School must have the parent or guardian of each student sign this notice, acknowledging that they have received and read a copy of the Annual Notifications. Signature of the notice is an acknowledgment by the parent or guardian that he or she

has been informed of his/her rights but does not indicate that the parent or guardian has given or withheld consent for their child to participate in any particular program. Signature below also acknowledges receipt and review of the Oakland Unity Middle School Parent Manual referenced in the above Annual Notifications.

Full Name of Student

Grade of Student

Full Name of Parent/Guardian

Signature of Parent/Guardian

Date Signed