

# **Urban Promise Academy**

## **Comprehensive Culture Plan (CCP)**

Version 7.1, 2015-16,

### **Introduction to the Comprehensive Culture Plan:**

Welcome to the “Comprehensive Culture Plan” (CCP) for Urban Promise Academy. The purpose of this document is to share with staff the tools to create and maintain a positive and safe environment in our school community. This document is where best practices and expectations developed by our various leadership teams (SLT, SFT, grade level, After School Program, Dept, etc.) are gathered. It is a “living document” so please be sure to contribute your thoughts, questions or recommendations.

### **UPA Philosophy of Discipline**

At UPA, we believe that the purpose of discipline is to support the development and growth of the student while maintaining a safe and engaging learning environment for all. Our goal is not to punish for punishment’s sake, but to give young people the tools necessary for academic success and personal growth. It is the adult’s responsibility to always be cognizant of delivering those tools in a consistent manner. They must reflect on what each student needs and have the patience to provide the appropriate support so that every student can be successful. Ultimately, we hope to inspire self discipline in each student that will become a lifelong trait. At UPA, adults strive to see behavior objectively, while keeping in mind that behavior is often related to bigger issues or events in students’ lives connected to home, family, and community. The UPA approach to discipline is developmental rather than punitive, with a consistent message that all students can make the right choices for success. The ultimate goal of our discipline policy is that students are taught the skills to monitor and correct their own behavior.

### **Positive Classroom Management**

Proactive measures, such as engaging and relevant lessons and practices that model and maintain positive and cooperative behavior, are the core of healthy classroom and school culture. These best practices (and others) should be used throughout the school:

- Positive reinforcement
- Redirect
- Proximity
- One-on-one check-in
- Encouragement of the “right” choice/action
- Avoiding confrontation (give a student space after check-in)
- Celebration of achievement

### **Conflict Resolution:**

One of many proactive school climate and culture measures at UPA is our Conflict Resolution Program. Please see the appendix for the protocols for this.

### **Physical and Mental Health Needs:**

Our students have a variety of physical and mental health needs. UPA is committed to addressing these through either direct support or outside referral. Please see the matrix in the appendix for more information on referral procedure.

### **Reporting suspected abuse or neglect**

Under California law, all District employees are mandated reporters of known or suspected abuse or neglect (“child abuse”). It is the responsibility of the staff person who has knowledge or suspicion of abuse to *personally* report this and complete a form. In the event that you know of or suspect abuse or neglect please go to Ms. Bayardo for support. She will guide you and support you through this process. She will also inform Terre and Claire. As much as possible, this reporting will remain confidential, and if any family member is upset about a report that was made, that concern should be directed toward Claire. She will respond to family concerns, relieving all other staff of this. Please see the appendix for more information.

### **Student medications policy**

The OUSD policy on medication for students is as follows:

When the district receives written orders from the student's physician and written permission from the parent/guardian, the school nurse or other designated personnel under supervision of the OUSD school nurse shall assist the student in taking the medication. All medication must be brought to school in an original container and appropriately labeled by the pharmacist. Parents/guardians may request that the pharmacist dispense two bottles of medication, one for home and one for school. Written permission must also be provided for students to carry and self-administer prescribed medication. (CA Education Code 49423; OUSD Board Policy 5141.21). Some important things to remember are:

- Any student authorized to take medications must have the following form on file. [http://publicportal.ousd.k12.ca.us/ousd/lib/ousd/\\_shared/Health%20Forms/Authorization%20for%20Medication%20Form.pdf](http://publicportal.ousd.k12.ca.us/ousd/lib/ousd/_shared/Health%20Forms/Authorization%20for%20Medication%20Form.pdf)
- A note is made on the student's emergency card.
- With exception of inhalers prescribed for asthma or other prescribed medicine that a doctor has authorized a student to self administer, either our nurse or a staff person the nurse designates must administer medications. The medication is to be kept in a secure location and may not be kept with the student.
- This policy includes both prescribed medications and over the counter medications (such as cough syrup, Advil, allergy meds, etc.)
- In the case of illness, allergy, etc., in which a parent or guardian wishes to administer an over the counter medicine during the school day, the adult may personally bring it to the campus and administer it under the supervision of the nurse or a designee. In this case, the Medication Form does *not* need to be completed.

- The above policy applies to summer programs, the After School Program, field trips and overnight trips as well as "normal" school programs and times.

**Community Accountability Steps:**

“Community Accountability” is used most effectively when the tone is positive and not punitive, and when expectations and practice are consistent in all classes in each grade level.

**6<sup>th</sup> Grade Community Accountability:**

1. Reminder
2. Refocus & Reflect & Repair Planning (recess/after school)
3. Family Contact/Teacher Toolbox
4. Choices Form (Universal Referral Form)

**7<sup>th</sup> Grade Community Accountability:**

1. Meet with teacher during recess/lunch or afterschool
2. Family Contact
3. Choices Form

**8<sup>th</sup> Grade Community Accountability:**

1. Redirect to honor community
2. Student teacher one on one conversation
3. Family contact
4. Choices Form

\*Teachers reserve the right to use our tool box when necessary\*

Each step represents an opportunity for *redemption*, for the student to make a positive *choice*. Please let the student know that she/he has earned a Community Accountability step, but be sure to do this in a private way that does not induce more negative behavior. Time between each step is also important. You should use a tracking device (see appendix) to record each step. It is very important to be consistent with all follow-ups.

**Choices Form:**

If a student displays *severe* behavior (see Behavior Chart in appendix for examples of what may qualify as *severe*) or goes through all steps of Community Accountability, the teacher will refer the student to the office by using a Choices Form. Here is the procedure:

- Call office (x5000) and request for School Security Officer (SSO) Alejandra to escort the student.
- Have a completed Choices Form ready when the SSO arrives. (Please include student’s full name, date and time.)
- If student must leave class immediately, send this student to the office with a reliable student. Call the office so that we can anticipate their arrival.
- *Later in the day:*

- Follow up and document family phone call.
- Check the Choices Form Google Doc (<http://www.tinyurl.com/upadoc>). Follow up with administrator if needed.

To ensure the best support from SFT, it is important that the Choices Form is completed thoroughly. Student’s full name (first and last), teachers name, date, time, and grade are all important to avoid confusion and to help us prioritize support in busy times.

Only one side of the Choices Form needs to be filled out (although you can use the other or back for extra space):

- Severe: Please detail the incident warranting an immediate Choices Form (see the Behavior Chart in the appendix for more info about what qualifies as “severe”.)
- Community Accountability Steps: Since each grade level has unique Community Accountability Steps, please list the steps the student received (or will have, such as a call home or a meeting with teacher later in the day.)

We regret to do this, but if a form is incomplete to the point where there are questions about the incident that prevent Tierre or Aquino from having a meaningful conversation with the student about behaviors, it will delay support.

The following are the consequences and supports that the student will receive in the office for each Choices Form. (This is reset at the beginning of each marking period to provide a “fresh start”.) Please remember that this is in addition to (not in lieu of) teacher/classroom consequences that have been earned.

| <u>1<sup>st</sup> CF</u>                                                                                                                        | <u>2<sup>nd</sup> CF</u>                                                                                                                                                                       | <u>3<sup>rd</sup> CF</u>                                                                                                                                                        | <u>4<sup>th</sup> CF</u>                                                                          | <u>5<sup>th</sup> CF</u>                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| - 30 minute after school office detention - family call from SFT - letter from student to teacher if appropriate (format included in appendix.) | Same as 1 <sup>st</sup> CF + Individual Behavior Plan signed by student, family, and teachers + student, teacher & SFT circle if both CF from same teacher.                                    | Same as 1 <sup>st</sup> CF + student, teacher, & parent meeting + “Home and School” behavior contract with incentives and consequences.                                         | 1 day suspension<br><br>(or alt to suspension, such as Restorative Justice, as determined by SFT) | 2 day suspension<br><br>or alt to suspension, such as Restorative Justice, as determined by SFT) |
|                                                                                                                                                 | If a student receives a 2 <sup>nd</sup> CF in a later marking period, the IBP will be revised in a meeting with SFT and student. The revision will be signed by student, family, and teachers. | If a student is currently on contract from the previous MP when he/she earns a 3 <sup>rd</sup> CF, then it is reset to 15 days AND a family meeting with SST member will occur. |                                                                                                   |                                                                                                  |

(Detention must be served the same day, except Wednesday, and starts promptly at 3:15 PM)

**Office Procedure for a Referred Student**

- School Security Officer Alejandra will escort student to office, instruct the student to sit quietly in waiting area, and will notify Tierre or Aquino. Officer Alejandra or Christina will provide student with reflection form and other work if needed.
- Tierre or Aquino will:
  - meet with the student
  - clarify the appropriate consequence and be sure that it is served
  - see that a letter is written to the teacher (if appropriate)
  - contact the family
  - add incident to the Google Document
- Student will remain in office until the end of the class and will return to the next class or will be sent home if a suspension was necessary.

### **Process for Suspended Student**

- Students will only be suspended for violation of CA Education Code 48900. (See copy of suspension form in appendix)
- For suspensions of one day, students will be allowed to make up work upon return.
- For suspensions of 2-5 days, teachers will create a packet with the corresponding amount of work for each class for the number of days the student is suspended. The request for this will be made by email by the end of the school day and is due the next morning to the front office.
- Tierre, Aquino, or Claire will contact the student's home, will complete the suspension form, and will document this in Google Docs. The suspension form is put in Bayardo's box who enters this in Aeries (OUSD documentation). Bayardo forwards the document to the secretary who mails white and green copies to the home (if not already hand delivered), files pink and golden rod copies on site, and sends yellow copy to the DHP office.
- If home contact is made and permission is received to send the student home, he or she will go home the same day. If no contact can be made, the student will go home at the end of the day with a copy of the suspension form and a note from an administrator.
- A "Return from Suspension" meeting will be held with Tierre or Aquino in lieu of Crew on the day the student comes back. Tierre or Aquino will check student work completion (if more than one day of suspension) and will counsel the student through a successful transition back into the classroom. A family member may be asked to attend this meeting.
- Please note, UPA does not have "in house suspensions", but does utilize restorative practices as alternatives to suspension when appropriate.

### **Expulsion and Disciplinary Hearing Panel (DHP):**

Expulsion is determined by an OUSD Disciplinary Hearing Panel (DHP) and is reserved only for the most severe offences or when a student reaches 20 days of suspension in one school year.

### **Restorative Justice:**

In recent years, there has been a huge shift toward using restorative justice at UPA. While many teachers have been trained in RJ, it is not expected that it is used the same way or at the same rate in all classes. RJ will complement UPA policy, not replace it, however, there are times when RJ may provide an alternative to consequences if all impacted are in agreement. The goal of the restorative action is to repair the harm caused by the situation being addressed. Possible examples of this could include:

- A teacher could host an RJ circle in lieu of a choices form.
- An SFT member could host an RJ circle with a student and teacher when there is a pattern of behavior in a single class or in lieu of a suspension for a 4<sup>th</sup> choices form.

#### **Additional Resources and Tools:**

- **Home and School Contract:** This form (see appendix) is used for students who have had reoccurring discipline concerns.
- **Counseling and mental health services:** Please see appendix for more.
- **Buddy rooms:** Grade levels have made plans for “buddy rooms” as an additional intervention.

#### **School Tardy Policy:** (See Appendix for Boost Tardy Policy)

Students are expected to be in line at the start of class. If they are tardy without a pass, please be sure to mark them “tardy” in ABI and email Tierre and Aquino. Tierre will compile a daily list of students who have been marked tardy and will notify these students of a lunch/recess detention after the first tardy in a marking period. Family will also be contacted.

If a student is tardy to school in the morning, they should first check into the main office for a pass. If they arrive late to class without a pass, please send them back to the main office to check in. Excessive tardies to school will result in Bayardo addressing the attendance issue directly with the families using the SST, SART and SARB process.

#### **Uniform/Dress Code**

The dress code is included in the appendix.

- If a student comes to school wearing a non-dress code item, she/he has the opportunity to check it into the office before crew.
- During crew, it is expected that any student out of dress code will be told by the crew leader to come to the office to check in any non-dress code item or change their clothing if necessary and possible. DO NOT have them just take it off or put it in their backpack as it will likely be put back on later in the school day. It is expected that each Crew leader check each student for proper uniform daily. There is no detention for students who remedy dress code problems during or before Crew.
- If a student is out of dress code AFTER Crew, send the student to the office with a pass. This student will be required to check in any non-dress code item into the office or change their clothing. Christina will log this.
  - Aquino will get a list for parent phone calls (for 1<sup>st</sup> offence)

- Tierre will get a list to assign kids to lunch/recess detention (2<sup>nd</sup> time or more).
- If the office team is not able to help the student conform to dress code (i.e. shoes or pants are out of dress code) then a note will be written informing staff that the student has received a consequence for not following dress code and may be permitted, for the day, to be in class out of uniform. (This way the student's education is not interrupted.)
- *Special note about jackets:* While most non-dress code jackets may be checked into the office before school, blue or red jackets, or any jacket with inappropriate content, may not be worn to school. It will be confiscated and returned to a parent by an SFT member.

### **Defiance**

Student defiance is taken as a serious offense and does not follow the steps of “Community Accountability”. Defiance is when a student refuses to do what an adult at the school asks them to do. A student should be given opportunities to make the correct choice and follow directions, but if he or she refuses and continues to be defiant, (s)he should receive a choices form. In addition, it is important for a restorative conversation to happen between the teacher and student to ensure a smooth transition back into the classroom. The goal is to repair the harm created by defiance and give the student an opportunity to state their needs in a respectful manner.

Concerns such as a student refusing to do work, being out of dress code, etc., are *not* considered serious defiance. These behaviors and appropriate interventions and actions are addressed elsewhere in the CCP.

### **Cutting**

- Full day
  - Choices Form with related consequences
  - 1 week of recess/lunch detention
  - Adult family member is asked to “shadow” student for a morning or afternoon.
- Single class
  - Choices Form with related consequences
  - Make-up class time with teacher after school or at lunch (teacher discretion)
  - Adult family member is asked to “shadow” student in class missed.
- Cutting detention
  - If a student has earned a classroom detention due to behavior, it is mandatory that they attend. If a student does not show up to detention, the teacher should make parent contact. If the student does not show up after parent contact, then the student will earn a choices form. If a student walks away from the teacher who is instructing them to stay for detention, this is an act of defiance and therefore an immediate choices form.

- If a student has earned homework detention and does not attend or check in with the adult supervising detention, this has earned them an immediate choices form. (If a teacher or grade level decides to provide an intervention before a choices form, it is OK as long as it is consistent.)

### **Cheating:**

Any student who is cheating (copying another person's work in class, submitting someone else's homework as her/his own, etc.) may earn a choices form. In addition, the student will have to make up all work that was fraudulent. With a teacher's discretion, there could be an alternative consequence. A call will be made home either by SFT (if a choices form) or teacher (if not).

### **Student threats to a staff:**

Any student threatening an UPA staff member will receive a suspension. Exceptions to this will only be considered if 1.) the threat was not said in front of a group of students, and it is certain that there was no intention to carry through on the threat; and 2.) the staff person who was threatened advocates for an alternative consequence.

### **Cell phone and electronics policy:**

Students are not allowed to have a cell phone in their possession while they are on campus. Students who come to school with a cell phone must check it into the main office. It may not be picked up until they are ready to leave school. Any staff seeing a student in possession of a phone during the school day or during after school program should confiscate it and turn it into the office.

Students may not have other electronic devices (iPods, games, cameras, etc) in the school building without prior permission from a teacher. If a student does bring any electronics to UPA, he/she must check them in at the office, following the cell phone policy.

#### **Consequences:**

1<sup>ST</sup> time: the secretary documents and keeps the phone. A family member must pick up, during front office hours.

2<sup>nd</sup> time (or more): the secretary documents and gives the phone to an admin. A family member must pick up the phone at a scheduled time from this administrator.

### **Hallway policy**

Students may only be in a hallway with an adult, with a clipboard pass, or with a written pass.

#### **Exceptions:**

- End of day dismissal (see below).
- Students from rooms 9, 10, or 11 may pass through the hall to exit to the courtyard.

### **Cafeteria & Lunch policy**

#### Student expectations during lunch:

- Students line up for lunch in the courtyard (7th grade in gym yard) by cohort and are invited into the building by Aquino or Tierre.
- Students go through to lunch line single file, showing courtesy to staff, volunteers, and fellow students.
- Students may only go through the line one time.
- If a student takes a food item that they don't want, and it is unopened, it should be placed on the center table. Any student with permission who wants that item may have it.
- Once students have their lunches, they must remain seated (both feet under the seat) unless given permission. "Inside voices" must be used.
- If a student needs to use the bathroom or get water from the fountain, they must have permission. No more than 3 students at a time may be out for this at a time.
- Nothing may be thrown in the cafeteria. Any student throwing an item will be assigned to clean up duty. No warning given.
- Students will be dismissed by table, taking all of their trash to the compost, recycling and trash bins. Students must do this single file and may not reach past another to put something in the trash.
- Students are allowed to spend lunch time in classrooms only if they have a pass to leave cafeteria.

#### Special lunch/recess circumstances:

- Any student(s) with a teacher's permission (in person or a pass) may be allowed to the front of the line but only during their class's lunch time.
- Students who have detention must sit quietly in an assigned seat, may not socialize with others, and must complete a reflection form in order to "clear" the detention.
- If there are competing demands on a students' time during lunch/recess, the priority is 1.) work/tutoring with teacher; 2.) detention with teacher; 3.) SFT detention.

#### **Recess/Yard Policy:**

In order to insure a fun and safe recess and passing period for all students, the following recess and yard policies are in place:

- During recess, students must stay on the yard. Two bathroom passes are available for the restrooms near the cafeteria (gym bathrooms for 7th).
- All sports equipment must be signed out. The student signing out the equipment is also responsible for signing it in.
- If a ball goes over the fence or on the roof, it must be reported right away by the person who did it to an adult.
- Students using sports equipment may not kick or throw balls in an area where students who are not playing are standing.
- "Rough housing", pushing, wrestling, tripping or other aggressive physical contact is not allowed.

- No food, candy, or gum in yard.
- Recess is over when the whistle blows. At that time, all games must cease, and equipment must be returned to the cart by walking it over and placing it in the cart.

Consequences for recess/yard issues include:

- Warning (for minor 1<sup>st</sup> time offences)
- “Time out” on bench (for minor 2<sup>nd</sup> time offences)
- Clean up (for moderate offences, littering, or persistent minor offences.)
- Severe behavior (i.e. fighting, profanity toward staff, defiance etc.) earns a culture form. Also, any behavior that continues after a warning and time out earns a culture form.

Staff posts and responsibilities during recess:

- Supervision posts
  - Basketball Area near tetherball pole- Officer Alejandra
  - Equipment bin/Double Door Zone- Safety Champion
  - Roam/Double Door Zone- Safety Champion
- Daily Jobs
  - Bring out cart- Officer Alejandra
  - Put away cart- Officer Alejandra
- Jobs as Needed
  - Replenish sign out sheets- Officer Alejandra
  - Replenish equipment- PE teachers
  - Finding students- All

Recess cart should be stocked at the beginning of the week with:

- (2) soccer balls
- (2) basketballs
- football
- jump rope
- Extra equipment: bouncy balls, volleyballs, tetherball.
- Sign out sheets and pen
- (2) Bathroom passes

**Student Use of Marbles at UPA**

**Rationale:**

If used appropriately, marbles can be fun. If marbles are used at the wrong time or in the wrong way, they can cause problems such as tardiness, loss of learning time, and even fights. For this reason, it is important that we have a clear marble policy that is followed by everyone.

**Marble Policy:**

Marbles may be played only during recess and in the morning before school in the gym. They may not be played while waiting in line for class or at other times. At any time, if an adult asks you to not play or move your game, it must happen right away.

At all other times, marbles must be kept in backpacks (not in pockets or anywhere else.) Any marbles that are seen or heard at inappropriate times will be taken away by any adult and will not be given back to the student.

**Kissing & Public Display of Affection (PDA):**

Although attraction, kissing, and PDA are age appropriate for middle schoolers, we expect that in the “professional environment” of school that there is no kissing or PDA. Holding hands and quick hugs are OK, but anything more is not allowed at UPA. Any staff person seeing students kissing or PDAing should immediately ask the students to stop and then should let Bayardo know. Be sure to get the names of both students and any other important details. In most cases, if this is a first time, Bayardo will meet with both students and discuss why this is not acceptable at UPA. If this continues after an initial meeting, Bayardo will write a Choices Form.

**Morning Procedures:**

Students enter UPA at the door beside the cafeteria. Students arriving before the door is opened must wait on the deck outside of the cafeteria. They are greeted at the door by Bayardo or another SFT member, are served breakfast, and stay in the cafeteria until dismissed to crew. Students may take breakfast to their crew, although this is a privilege that any crew leader can revoke if it becomes a distraction or if there is a mess that is left. If a student comes to school late, a crew leader, at his/her discretion, may write a pass for a student to get breakfast and bring it back to class.

When students enter the cafeteria, they should stay seated until dismissed. Students may not hang out in front of school, on the deck, in the parking lot, etc. Once in the cafeteria, they may not leave the building without the permission of an adult. Bathrooms near the cafeteria may be used during this time if an adult grants permission.

Students who need to check in non-dress code items or cell phones, may enter through the front door and must go directly to the front office to check in these items. They must exit through that same door and reenter at the cafeteria (NOT passing through the hall.)

Students may not come to school or be dropped off before 7:45 AM.

Youth who do not attend UPA are not permitted inside the school (without permission from the front office), nor may they be on the grounds.

**Dismissal Procedures:**

Students are dismissed through the hallway doors at the end of the day. Students in after school programs go to the cafeteria to meet after school staff. Others leave the building and campus. Students may go to the office at dismissal, without a pass, to retrieve items they have checked in.

Students in hall, without a pass, five minutes after dismissal will be assigned to a lunch/recess detention. (Please remember to issue a pass if you keep kids after for any reason.)

### **After School Dismissal:**

- Families will pick up students from ASP at the pedestrian gate by the cafeteria. Students that walk will be dismissed from that gate as well. ASP staff will be posted in that area. During good weather students will wait on the deck and during bad weather in the cafeteria.
- SAS procedures for dismissal are the same with the exception that students in the ASP should be brought to the cafeteria and then released to their ASP class with passes.
- Cell Phone pick up and Phone Calls home **after** 3:30p (1:30p Wednesdays) will happen at the ASP office.
- Families picking up ASP students should be directed to the gate. If families are going to the main office or Family Center then they may enter through the front door.

### **Visitors to UPA:**

- All **families** visiting UPA should check in first with the office or with the Family Resource Center.
- All **former students** visiting must abide by the expectations below.
- All **other visitors** must sign in at the front office *and* wear a visitor's badge.
- After school visitors (after 3:45) will follow the same process, except that they will enter through the Cafeteria entrance and check in with After School Program office.

### **Former UPA Student Visits**

It is common for former UPA students to want to come back and visit their teachers. In order to allow this in a way that does not disrupt the learning environment, the following procedures will be followed:

- No former students may visit during UPA school hours (with the exception of high school interns arraigned through their school.)
- No hats may be worn, no cell phone may be in use, and the visiting student may not wear red or blue (except for blue jeans.)
- Visiting students must report to the front office:
  - The teacher they are visiting will be contacted and will approve the visit
  - The staff person should pick the student up at the office and stay with them for the remainder of their visit.
  - The teacher who approved the visit remains responsible for the visitor's behavior while on campus
- High school interns should remain under the direct supervision of the staff mentoring them and may not be alone with UPA students at any time.

### **All UPA staff are "security"**

While we have one uniformed school security officer, it is expected that *all* UPA staff support school safety. If any staff sees a person they do not recognize, please either

walk them to their destination or to the main office (or After School Program office). Please do not open the door for anyone you do not feel comfortable letting in, and please understand that you are responsible for seeing that anyone you let in the building gets to the office (or After School Program office) to sign in. If you see anything/anyone suspicious inside or outside of the school, tell an SFT member immediately.

**Please NEVER leave a door propped open:**

Never, under any circumstance, should a door be propped open and left unattended for any amount of time for any reason.

**School Entrance:** All students and families should only enter and exit through the main door.

- Exception: The cafeteria door is used for students entering in the morning and for students exiting after school. Families visiting After School Program may also use that entrance after hours if they check in at the ASP office.

**Driveway gate:** The gate to the staff parking lot is left open from 7:00 – 8:00 AM every morning. During the rest of the day, it is closed but not locked. When entering or exiting through that gate, please close it behind you. If you ever see it left open by someone else, please close it.

**Outside Safety**

- Families may pick up and drop off students either on E. 18<sup>th</sup> or Fruitvale, but only on the side of the street our school is on.
- Students may only cross the street at the crosswalk and only when the walk signal is illuminated.
- Any staff seeing a student crossing unsafely should address this with the student immediately and inform an SFT member if they see this persist.

**Parking:**

Staff are highly encouraged to park in the staff parking lot, freeing up street space for family, visitors, and neighbors. Each year we receive several requests from neighbors to do this.

**Bike, skate, and scooter policy**

- Students riding bikes to school must:
  - Complete a bike contract with the office
  - Wear a helmet
  - Use a bike lock
- Skateboards and push scooters may be used to get to school but may not be ridden on sidewalks in front of school or on campus and must be checked in at front desk.
- Students may NEVER drive a motorized vehicle of any kind to school.

**Permanent markers (such as Sharpies):**

- Students are not permitted to have permanent markers at UPA. Any staff seeing a student with a permanent marker should confiscate them. If the student wants the marker returned, an adult family member must come to campus and get it from this staff member. If it is not picked up within 3 school days, the marker may be thrown away or kept for supervised classroom use.

**Possession or use of tobacco products and “e-cigarettes”:**

Students may not have or use tobacco products or e-cigarettes on campus, at school events, or traveling to or from school.

- Possession of tobacco products or an e-cigarette is an automatic choices form with related consequences.
- The student will meet with Tierre for a workshop on the harm of these products and the danger of addiction.
- There will be a family meeting, including education about tobacco/e-cigarettes.
- The student will be asked to submit to a search of backpack and pockets.
- If there is a second incident, there will be further consequences and supports. This may include drug/alcohol counseling, referral to peer panel, and/or suspension.
- Any student selling tobacco or e-cigarette (or similar products) will earn a suspension in addition to the outcomes above.

**Google Docs**

At the beginning of the year, all staff will be given an “invitation” to join a shared Google document where all Choices Forms and other office referrals are tracked. (This will be emailed to the addresses listed in the GreenBook, so if you prefer it to go to a different address, please let Dennis know.) All staff should review this weekly, and Crew leaders should check in with their students (and families) when negative patterns of behavior appear. (<http://www.tinyurl.com/upadoc>)

**Criteria for Identification of Student in ELD Class:**

**Data Collection-**

1. Number of years in country- three years
2. CELDT Level 1-2
3. ELD 1-3
4. Grade level teacher recommendation (including SELP)
5. ELD teacher assessment 1:1

**Process for Determination:**

1. ELD Teacher collects data
2. ELD Teacher makes recommendations to principal.
3. Principal approves and communicates placements with counselor
4. Counselor communicates to grade level and office staff

Two school days to make determination, one day to revise placement and communicate. Total time: three days.

Total time: 3 days

### **Referring Students for SPED Testing**

The family must have received two home contacts or meetings and teachers must have implemented at least three interventions (see SST referral form) before requesting a SST. The SST referral forms are available in the office. SST's are usually scheduled during the teachers' prep periods.

1. Teachers/Teams fill out a referral form and turn it in to Bayardo (counselor).
2. Bayardo sets up and facilitates SST with teachers, RSP teacher, family, student and other community members like advocates, therapists, etc.
3. All of the SST actions need to be implemented.
4. After 4-6 weeks, a follow-up SST is held and the action plan is reviewed to ensure that the interventions were implemented with fidelity.
5. At the end of the follow-up SST, the RSP teacher will decide if the student is eligible for SPED testing. Teachers will need to fill out the Referral for Consideration of Exceptional Needs.

### **Requesting Other Student and Class Changes**

1. Please send a request via email to Claire and cc Bayardo. Please write as many details as possible about why you are requesting this change.
2. Claire will review the information and make a decision.
3. Claire will let Bayardo and the teacher making the request know the outcome.
4. Bayardo will make the changes in AERIES.
5. Bayardo will notify student, grade level and office staff.

## **Comprehensive Culture Plan Appendix: Table of Contents**

- 1.) UPA Community Agreements (*posted in all classes & in student planner*)
- 2.) UPA Safe Space Mission Statement
- 3.) Behavior Chart
- 4.) Choices Form/ Universal Referral Form (*to be used with every office referral*)
- 5.) Individual Behavior Plan (*Initiated by SFT after a 2<sup>nd</sup> Choices Form in a Marking Period*)
- 6.) Home and School Contract (*Initiated by SFT after a 3<sup>rd</sup> Choices Form in a Marking Period*)
- 7.) Classroom Behavior Log (*for teacher use to track steps of Community Accountability. Referenced in conferences with administrators.*)
- 8.) Conflict Resolution Procedures
- 9.) Process for students needing counseling or mental health support.
- 10.) Uniform policy
- 11.) Guidelines for posting fliers
- 12.) Grade level procedures
- 13.) Morning supervision procedures
- 14.) Sick Kid policy
- 15.) Free dress incentive procedure.
- 16.) Homework detention procedures
- 17.) Guidelines for AM open gym
- 18.) Rainy Day Plan
- 19.) Questions to Ask Before Calling CPS
- 20.) 6<sup>th</sup> grade in-class behavior reflection form
- 21.) Boost Attendance and Tardy Policy
- 22.) Wednesday Staff Cafeteria Supervision Protocols

# UPA Community Agreements

~

Mutual Respect

~

Attentive Listening

~

No Put Downs

~

Honor the Hand

~

Honor the Time

~

State Your Needs

~

Right to Pass

~

Appreciations

## **UPA Safe Space**

### **Adult Belief Statement:**

Urban Promise Academy is committed to creating an inclusive, safe environment for lesbian, gay, bisexual, transgender, queer, questioning (LGBTQ) students, staff, family and community members. Through educational outreach, advocacy, visibility of LGBTQ issues, and academic and leadership opportunities, we are committed to fostering a campus free of prejudice, harassment and hate speech, where individuals feel safe to explore and increase their understanding of all aspects related to sexual orientation and gender identity, and embrace who they are in an open and nonjudgmental environment.

### **Student Belief Statement:**

Urban Promise Academy is committed to creating an inclusive, safe environment for lesbian, gay, bisexual, transgender, questioning (LGBTQ) students, staff, family and community members. We are committed to fostering a campus free of prejudice, harassment and hate speech, where individuals feel safe to embrace who they are in an open and nonjudgmental environment.

## Behavior Chart

| <b><u>Level One<br/>(Disruptive)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b><u>Level Two (Severe)</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b><u>Level Three<br/>(Severe/Safety)</u></b>                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Teacher offers “redirect” or step on of “Community Accountability”.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <i>Automatic “choices form”.<br/>Student sent to office.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <i>Immediate contact of School Security Officer or Admin.</i>                                                                                                                                                                                                                                                                                                                                  |
| <ul style="list-style-type: none"> <li>● Speaking out of turn</li> <li>● Having side conversations</li> <li>● Passing notes</li> <li>● Getting up without permission</li> <li>● Making inappropriate noises</li> <li>● Using profanity</li> <li>● Yelling</li> <li>● Not following instructions</li> <li>● Not doing class-work or homework</li> <li>● Displaying disruptive behavior</li> <li>● Having toys or other non-school related items</li> <li>● Having writing or stickers on arm or other parts of the body</li> <li>● Using verbal put-downs</li> <li>● Displaying play fighting behavior</li> <li>● Mishandling of school property or material</li> <li>● Petty vandalism</li> <li>● Gang symbols</li> <li>● Cheating</li> <li>● Throwing things</li> <li>● Hate Speech (teacher’s discretion)</li> </ul> | <ul style="list-style-type: none"> <li>· Continuously displaying of Level One behavior after contact with family and several in class interventions have been administered</li> <li>· Cussing at the teacher</li> <li>· Threatening another student with physical harm</li> <li>· Continuously displaying play fighting behavior</li> <li>· Engaging in disruptive behavior that is so great that the class can not move forward in its instruction</li> <li>· Verbal and visual sexual harassment</li> <li>· Stealing</li> <li>· Hate Speech (teacher’s discretion)</li> </ul> | <ul style="list-style-type: none"> <li>· Involving physical conflict</li> <li>· Threatening a teacher</li> <li>· Possession of unlawful items (gun, knife, drugs, alcohol, fire crackers, imitation weapon, etc.)</li> <li>· Engaging in behaviors that are unsafe to the student, to other students, and to the teacher</li> <li>· Physical Sexual harassment</li> <li>· Vandalism</li> </ul> |

**Choices Form**

not available in the “soft copy” of the CCP due to formatting challenges. A “soft copy” is in DropBox or you can email Terre for a version. Hard copies are in the main office on the right side of staff mailboxes.

# Individual Behavior Plan / *Plan Individual de Comportamiento*

Student Name \_\_\_\_\_

Created By/ *Creado por* \_\_\_\_\_ Date/*Fecha* \_\_\_\_\_

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b><u>Positive Behaviors</u></b> <i>Comportamientos Positivos</i></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul> <p><b><u>Behavior Patterns That Need to Change</u></b><br/><i>Patron de Conducta Que Necesito Cambiar</i></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul> <p><b><u>Strategies to Improve Behavior and Support these Changes</u></b><br/><i>Estrategias para Mejorar el Comportamiento y Formas de Apoyo</i></p> <ul style="list-style-type: none"><li>•</li><li>•</li></ul> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

I, \_\_\_\_\_, commit to changing the behavior patterns that are getting in the way of my learning. I understand that if I receive another choices form this marking period, I will be placed on Home/School contract after a family meeting.

*Yo me comprometo a cambiar el patron de conducta que esta en mi afectando mi aprendizaje. Yo entiendo si recibo otra forma de deportamiento en este periodo de calificaciones, se me dara un contrato de hogar-escuela despues de la junta de familia.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Family Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator/Teacher Initials \_\_\_\_\_

# Home and School Contract

Student \_\_\_\_\_ Staff \_\_\_\_\_

Family member \_\_\_\_\_ Date of meeting \_\_\_\_\_

**Teachers:** Please give this student a rating based on behavior in class, 10 being the highest and 1 being the lowest. Please initial.

**Week of** \_\_\_\_\_

| Monday             | Tuesday            | Wednesday          | Thursday           | Friday             |
|--------------------|--------------------|--------------------|--------------------|--------------------|
| Crew               | Crew               | Crew               | Crew               | Crew               |
| 1 <sup>st</sup> p  | 1st p              | 1st p              | 1st p              | 1st p              |
| 2 <sup>nd</sup> p. |
| 3 <sup>rd</sup> p. |
| 4 <sup>th</sup> p. | 4 <sup>th</sup> p. | 4 <sup>th</sup> p. | 4 <sup>th</sup> p. | 4 <sup>th</sup> p  |
| 5 <sup>th</sup> p. | 5 <sup>th</sup> p  | 5 <sup>th</sup> p  | 5 <sup>th</sup> p  | 5 <sup>th</sup> p  |
| Daily average      |
| Family sign        |

**Rules for this contract:**

- 1.) Each day in **each class** the student will earn a 1 – 10.
- 2.) **At the end of the day**, the student will bring the contract to Ms. Tierre or Mr. Guikema who will average the points. **1- 7 = “bad day”. 8 – 10 = “good day”**
- 3.) **Each day the student will bring this contract home for a family member to sign.**
- 4.) If the student has a “good day” he/she earns a point toward a reward and completion of the contract.
- 5.) If the student has a bad day, his/her family gets a call from Ms. Tierre or Mr. Aquino and a home consequence.

**Rewards:**

- 5 “good days” \_\_\_\_\_
- 10 “good days” \_\_\_\_\_
- 15 “good days” \_\_\_\_\_

Classroom Behavior Log  
(Available only in hard copy, due to formatting challenges)

## **Conflict Resolution at Urban Promise Academy**

We take conflict **very seriously** at UPA and we like to address it as early as possible. We need to do everything we can to make sure it does not escalate into a physical fight.

If a student has an urgent conflict that you cannot resolve, please call Bayardo or you can send a responsible student with a note to her office.

If it a non-urgent conflict that can wait, you can email Bayardo or put a note in her box.

Sometimes, Bayardo's office gets really busy with students who need counseling and conflict resolution all at the same time. She might need to ask the student to wait in the cafeteria or the Main Office. She will help the student as soon as possible. If it is going to be too long of a wait, she will ask Aquino or Tierre for support.

Please **do not** send the disputants together to her office.

If the students have a **physical** conflict, please send them directly to the Main Office.

If students get suspended for fighting, they will always have a conflict resolution session before they re-enter our community.

Bayardo will send out a daily email letting you know which conflicts were resolved. Crew leaders, should check in with their students the next morning to make sure they feel that the conflict is truly solved. If it is not, please let Bayardo know immediately.

**UPA Health Referral Process Here:**

**(Available in Drop Box or hard copy. Not included here due to formatting challenges)**

UPA Uniform Policy  
**(Available in hard copy. Not included here due to formatting challenges)**

## Guidelines for Posting Flyers and Other Materials at UPA

In an effort to maintain our reputation at UPA as a clean, organized school, please review these guidelines with your IWEs and any other person who is posting flyers, schedules, and other promotional materials for you.

### **DON'Ts**

1. **Do not** post anything on the main doors of the school, nor the doors or windows to the main office. When many things are posted there, it gives off a bad first impression and detracts from the information that does need to be posted at the entrance.
2. **Do not** post materials on any pre-existing display without permission (e.g. the Afterschool board, Family center board, Data board, etc).
3. **Do not** post materials where there is already student work or other displays from classrooms.
4. **Do not** post materials on windows.

### **DOs**

5. **Do** post materials where there are empty bulletin boards.
6. **Do** post materials on the small boards next to every classroom door.
7. **Do** post things so that they will stay up securely (one little piece of tape leaving something flapping will not last and looks messy). And **do** post materials so that they are straight (rather than crooked or at an unattractive angle).
8. **Do** use either staples or clear tape on all four corners (white masking tape looks unsightly). Push pins get taken and used for nefarious purposes, or can simply fall off.

This is a good opportunity to discuss with students how appearances impact how folks perceive the message trying to be conveyed. Thank you for your help with this. Together we can maintain a school with the best reputation in the District!

## 8<sup>th</sup> Grade Procedures 2013 - 2014

|                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Independent Work:</b></p> <ol style="list-style-type: none"> <li>1. Assigned Seat</li> <li>2. Take out only necessary materials</li> <li>3. Silent- Raise hand for help</li> </ol>                                                  | <p><b>Before Entering:</b></p> <ol style="list-style-type: none"> <li>1. When bell rings assemble immediately into line</li> <li>2. Line-up and wait for teacher</li> <li>3. 6-inch voices</li> <li>4. Backpack on your back</li> </ol>                                                                                                                                                                                                                                                                                                         |
| <p><b>Small Group Work:</b></p> <ol style="list-style-type: none"> <li>1. Sit in designated seat or area</li> <li>2. Take out only necessary materials</li> <li>3. Use 6-inch voices- Raise hand for help</li> </ol>                      | <p><b>Entering:</b></p> <ol style="list-style-type: none"> <li>1. Greet teacher, hand shake, eye contact</li> <li>2. Go directly to assigned seat, <b>quietly</b></li> <li>3. Take out homework and copy new homework in planner or start Do Now</li> <li>4. Place backpack on the back of chair or under desk.</li> <li>5. Start Do Now silently or write HW into planner.</li> </ol>                                                                                                                                                          |
| <p><b>Whole Class:</b></p> <ol style="list-style-type: none"> <li>1. Sit in assigned seat</li> <li>2. Take out only necessary materials</li> <li>3. One mic- Raise your hand to speak</li> </ol>                                          | <p><b>Pencil Sharpening:</b></p> <ol style="list-style-type: none"> <li>1. Wiggle pencil silently during independent work.</li> <li>2. Wait for permission</li> </ol>                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>Honoring the Hand</b></p> <ol style="list-style-type: none"> <li>1. Teacher counts down 5-4-3-2-1</li> <li>2. All students put pencil/pen down</li> <li>3. Raise 1 hand into air</li> <li>4. Provide teacher eye contact</li> </ol> | <p><b>Tardy:</b></p> <ol style="list-style-type: none"> <li>1. Turn in pass if you have one</li> <li>2. Go to assigned seat silently</li> <li>3. Check-in with teacher before the end of class</li> </ol>                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Disrespecting your planner</b></p> <ol style="list-style-type: none"> <li>1. No tagging</li> <li>2. No bad word</li> </ol>                                                                                                          | <p><b>Dismissal:</b></p> <ol style="list-style-type: none"> <li>1. Clean up classroom and materials</li> <li>2. Place work in appropriate section of binder or notebook.</li> <li>3. Sit in assigned seat silently.</li> <li>4. Wait for teacher to dismiss.</li> <li>5. Hw detention students are to exit door closest to soccer field and proceed to assigned HW detention room. Other students are to exit door leading to hallway to exit via door closest to office. Students in ASP are to proceed to designated area for ASP.</li> </ol> |
| <p><b>Food</b></p>                                                                                                                                                                                                                        | <p><b>Bathroom:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. You may only have fruits and vegetables</li> <li>2. No processed fruits or vegetables</li> <li>3. Only fruits and vegetables that can be eaten without the need for utensils.</li> <li>4. Only fruits and vegetable that can be eaten and will not leave a sticky mess.</li> <li>5. If food becomes a distraction then this privilege will be taken away.</li> </ol> | <ol style="list-style-type: none"> <li>1. Hold up paper pass silently during appropriate times</li> <li>2. Wait for permission</li> <li>3. Take clipboard, enter and exit silently- <b>5 minutes!</b></li> <li>4. Student may not stop and talk to other teachers or students while out of classroom. (NO EXCEPTIONS!!!)</li> <li>5. One person per class to use bathroom.</li> <li>6.</li> </ol>                                                                                                                                                                                                                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                | <p><b>Water:</b></p> <ol style="list-style-type: none"> <li>1. Hold up hand with W (three fingers)</li> <li>2. Wait for permission</li> <li>3. Quietly walk to water fountain and get water</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                | <p><b>Transitions</b></p> <ol style="list-style-type: none"> <li>1. Quietly and quickly leave classroom through door leading to the field.</li> <li>2. Line up for next class in proper line order.</li> <li>3. If you need to use restroom you may ask the teacher of your next period class and then 1 at a time you may take a pass and use the restroom</li> <li>4. Teachers must exit class with students and support students to properly line up.       <ol style="list-style-type: none"> <li>a. For physical movement teachers must walk students to pm area and wait for pm teacher to be present. No student should be left in the field without an adult</li> </ol> </li> <li>5. Teachers assist during passing period.</li> </ol> |

# Grade-Level Policies

8<sup>th</sup> Grade- 2013 - 2014

| Policy                          | Description                                                                                                                                                                                                              | Positive Impact                                        | Student Accountability                                                                                                                                                                |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Homework<br>(quantity and time) | 8th Grade students at UPA can expect to have a total of 2 – 2.5 hours of homework each night. Students have homework each night!                                                                                         | Improve skills<br>Positive calls home<br>Appreciation  | HW detention<br>Call home                                                                                                                                                             |
| Homework<br>(latework)          | Teacher will not accept homework that is more than 2 days late (25% will automatically be deducted each day)                                                                                                             |                                                        | HW Detention                                                                                                                                                                          |
| Tardies<br>(class specific)     | See whole school policy                                                                                                                                                                                                  |                                                        |                                                                                                                                                                                       |
| Homework/Classwork<br>Quality   | Proper heading                                                                                                                                                                                                           | Credit for work<br>Showcased on walls                  | No name or proper heading will result no credit.                                                                                                                                      |
| Supplies                        | During crew they must have (we always check): Planner, pencils, SSR book. Binder check once a week in crew. During the day, they must be prepared with all of these supplies. Pens only blue or black ink on assignments | Students do not waste time and are prepared for class. | Students should ask other students for a pen or pencil if they ask teacher you trade for a shoe.                                                                                      |
| Copying                         | Copying someone else's work and presenting it as your own is dishonest —whether your neighbor's homework, a web page, or a book from the library. It is equally dishonest to allow someone to copy your work!            |                                                        | Both families will be contacted to discuss how to support you with HW<br><br>Both students redo work<br><br>Tutoring session btw both students<br><br>Add'l work depending on subject |

|                     |                                                                                                                                                                                                                    |                      |                                                                                      |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------------------------------------------------------------------|
| Gum                 | Caught chewing then you have some creative consequence for 30 min such as scraping gum, cleaning, or ...<br>You are required to give teacher all your gum.                                                         | Clean pretty school. | 30 min detention.                                                                    |
| Cell Phone          | School policy<br>Which also means you may NOT use your cell phone while in the building at any time!                                                                                                               |                      | Yes, we will search you because we love you and believe in fairness and consistency. |
| Absences            | If you were absent 1 day you will have 1 day to make up HW unless teacher tells you otherwise.<br><br>Student responsible for obtaining CW/HW for absence.                                                         |                      |                                                                                      |
| Food/Water          | Sit on it!<br><br>Clear water bottle only.                                                                                                                                                                         |                      |                                                                                      |
| Respectful language | Language to adults and peers.<br>This is a professional environment.<br><br>“Way”<br>“Shut up”<br>“Hell”<br>“That’s so gay”<br>“N word”<br>Anything that is derogatory towards gender, identity, faith, sex, etc.” |                      |                                                                                      |

# Grade-Level Policies

7<sup>th</sup> Grade- '14-'15

| Policy                                                                                                                                                                                                                                                                                                              | Description                                                                                                                                                                                             | Positive Impact                                        | Student Accountability                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Homework (quantity and time)                                                                                                                                                                                                                                                                                        | 7 <sup>th</sup> Grade students at UPA can expect to have a total of 80 minutes of homework each night. Students may have reading logs, English, Social Studies, Science, and Math homework every night. | Improve skills<br>Good grades<br>Positive calls home   | HW detention<br>Call home                                                                                                            |
| Homework (latework)                                                                                                                                                                                                                                                                                                 | Teacher will not accept homework that is more than 1 day late.                                                                                                                                          | See above                                              | See above                                                                                                                            |
| Study Hall                                                                                                                                                                                                                                                                                                          | Homework is incomplete or there is a complete lack of effort                                                                                                                                            | High quality homework                                  | Go to Study Hall until the assignment is done                                                                                        |
| Tardies (class specific)                                                                                                                                                                                                                                                                                            | See whole school policy                                                                                                                                                                                 |                                                        |                                                                                                                                      |
| Grading and Weight                                                                                                                                                                                                                                                                                                  | Teacher Discretion                                                                                                                                                                                      |                                                        |                                                                                                                                      |
| Rewards                                                                                                                                                                                                                                                                                                             | Teacher Discretion                                                                                                                                                                                      |                                                        |                                                                                                                                      |
| Homework/Classwork Quality                                                                                                                                                                                                                                                                                          | Math: Pencil only<br>All other classes: Pencil or Colored Ink.<br>Proper heading, legible and neat. Heading: First and last Name, Date, Class, on the upper right corner of the page.                   | Credit for work<br>Showcased on walls                  | You can redo it, but it can only be one day late. If it is homework, you have homework detention.                                    |
| Supplies                                                                                                                                                                                                                                                                                                            | During crew they must have (we always check): Planner, pencils, SSR book. Backpack check once a week in crew. During the day, they must be prepared with all of these supplies                          | Students do not waste time and are prepared for class. | If they can't get supplies, they state their needs and get supplies from a teacher. Many teachers ask them to put in some work time. |
| Gum                                                                                                                                                                                                                                                                                                                 | No gum – school policy                                                                                                                                                                                  | Clean classrooms                                       | Gum scraping & cleaning                                                                                                              |
| <p><b><u>Community Accountability</u></b></p> <ol style="list-style-type: none"> <li>1. Meet with Teacher</li> <li>2. Family Contact</li> <li>3. Culture Form</li> </ol> <p>* interventions prior to steps may include: time out, buddy room, written reflection, moving seats, conversation with teacher, etc.</p> |                                                                                                                                                                                                         |                                                        |                                                                                                                                      |

## 7<sup>th</sup> Grade Procedures 14-15

| <b>Academic</b>                                                                                                                                                                                                      | <b>Non-Academic</b>                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Independent Work:</b></p> <ol style="list-style-type: none"> <li>4. Assigned Seat</li> <li>5. Take out only necessary materials</li> <li>6. Silent- Raise hand for help</li> </ol>                             | <p><b>Before Entering:</b></p> <ol style="list-style-type: none"> <li>5. Line-up in line order immediately and wait for teacher</li> <li>6. 6-inch voices</li> <li>7. Backpack on your back, materials ready</li> </ol>                                                                                    |
| <p><b>Small Group Work:</b></p> <ol style="list-style-type: none"> <li>4. Sit in designated seat or area</li> <li>5. Take out only necessary materials</li> <li>6. Use 6-inch voices- Raise hand for help</li> </ol> | <p><b>Entering:</b></p> <ol style="list-style-type: none"> <li>6. Greet teacher and hand shake</li> <li>7. Go directly to assigned seat, <b>silently</b></li> <li>8. Place backpack away</li> <li>9. Copy new homework in planner, leave out for teacher to check</li> <li>10. Do Now- silently</li> </ol> |
| <p><b>Whole Class:</b></p> <ol style="list-style-type: none"> <li>4. Sit in assigned seat</li> <li>5. Take out only necessary materials</li> <li>6. One mic- Raise your hand to speak</li> <li>7. SLANT</li> </ol>   | <p><b>Pencil Sharpening:</b></p> <ol style="list-style-type: none"> <li>3. Wiggle pencil silently</li> <li>4. Wait for permission</li> </ol> <p>In crew – get a loan if you need a pencil<br/>No pencil – teacher consequence</p>                                                                          |
|                                                                                                                                                                                                                      | <p><b>Tardy:</b></p> <ol style="list-style-type: none"> <li>4. Turn in pass</li> <li>5. Go to assigned seat silently</li> <li>6. Check-in with teacher before the end of class</li> </ol>                                                                                                                  |
|                                                                                                                                                                                                                      | <p><b>Dismissal:</b></p> <ol style="list-style-type: none"> <li>6. Clean up classroom and materials</li> <li>7. Sit in assigned seat silently</li> <li>8. Wait for teacher to dismiss</li> </ol>                                                                                                           |
|                                                                                                                                                                                                                      | <p><b>Bathroom:</b></p> <ol style="list-style-type: none"> <li>7. Hold up paper pass silently</li> <li>8. Wait for permission</li> <li>9. Take clipboard, enter and exit silently- <b>5 minutes!</b></li> </ol>                                                                                            |

**6<sup>th</sup> grade Classroom Rules:**

1. Follow Instructions.
2. Keep hands, feet, and objects to yourself.
3. No teasing, bullying, profanity or put-downs.
4. Take care of all property and materials.
5. Come prepared and on time.

# 6<sup>TH</sup> GRADE CLASSROOM PROCEDURES

Urban Promise Academy 2014-2015

## Entering the Classroom

1. Line up in line order
2. Warmly greet teacher.
3. Walk in quietly and sit in assigned seat.
4. Take out required materials: planner, pencils, homework, & H<sub>2</sub>O.
5. Zip backpack and hang it from the back of your chair.
6. Copy homework into planner and complete Do Now.

## Bathroom

**\*No bathroom during SSR, 1<sup>st</sup> and last 15 minutes Of class, whole-group instruction\***

1. Hold up bathroom pass.
2. Wait for permission.
3. Give bathroom pass to teacher.
4. Take bathroom pass; exit and enter quietly.

## Tardy

1. Enter the room quietly.
2. Give pass to teacher.
3. Follow entry procedures and join the lesson quickly.
4. Check in with teacher during recess or after school to go over work you missed.

## Absent

1. Hand in previous homework to class bin.
2. Check absent bin or extras binder for missed assignments.
3. **Check-in the day you return with teacher at recess or after school to go over missed work.**

## Dismissal

1. Pack up your materials quickly and quietly.
2. Clean up the room. Push in or put up chair.
3. Wait patiently and quietly to be dismissed.



# Grade-Level Policies

## ELD Newcomer and Transitional- '15-'16

| Policy                          | Description                                                                                                                                                                    | Positive Impact                                        | Student Accountability                                                                                                               |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Homework<br>(quantity and time) | Students can expect 30 minutes of reading every night and 15-20 minutes of additional homework.                                                                                | Improve skills<br>Good grades<br>Positive calls home   | Study Hall<br>Call home                                                                                                              |
| Study Hall                      | Homework is incomplete or there is a complete lack of effort.                                                                                                                  | High quality homework                                  | Go to Study Hall until the assignment is done                                                                                        |
| Tardies<br>(class specific)     | See whole school policy.                                                                                                                                                       |                                                        |                                                                                                                                      |
| Grading and Weight              | TBD                                                                                                                                                                            |                                                        |                                                                                                                                      |
| Rewards                         | Teacher Discretion                                                                                                                                                             |                                                        |                                                                                                                                      |
| Homework/Classwork Quality      | All other classes:<br>Pencil or Blue/ Black Ink.<br>Proper heading, legible and neat. Heading: First and last Name, Date, on the upper right corner of the page.               | Credit for work<br>Showcased on walls                  | You can redo it. If it is homework, you have homework detention.                                                                     |
| Supplies                        | During crew they must have (we always check): Planner, pencils, SSR book. Backpack check once a week in crew. During the day, they must be prepared with all of these supplies | Students do not waste time and are prepared for class. | If they can't get supplies, they state their needs and get supplies from a teacher. Many teachers ask them to put in some work time. |
| Gum                             | No gum – school policy                                                                                                                                                         | Clean classrooms                                       | Gum scraping & cleaning                                                                                                              |

Community Accountability

|                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Written reflection and teacher check-in<br/> Teacher toolbox<br/> Family Contact<br/> Choices Form</p> <p>* interventions prior to steps may include: time out, buddy room, written reflection, moving seats, conversation with teacher, etc.</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- Supplies:**  
**Binder- with 5 dividers- 2 inches**  
**Folder (3 prong)**  
**Composition notebook.**  
**Pens/ Pencils**  
**Paper**  
**SSR Book**

### ELD Procedures 15-16

| Academic                                                                                                                                               | Non-Academic                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Independent Work:</b><br/> Assigned Seat<br/> Take out only necessary materials<br/> Silent- Raise hand for help</p>                             | <p><b>Before Entering:</b><br/> Line-up in line order immediately and wait for teacher<br/> 6-inch voices<br/> Backpack on your back, materials ready</p>                                                              |
| <p><b>Small Group Work:</b><br/> Sit in designated seat or area<br/> Take out only necessary materials<br/> Use 6-inch voices- Raise hand for help</p> | <p><b>Entering:</b><br/> Greet teacher and hand shake<br/> Go directly to assigned seat, silently<br/> Place backpack away<br/> Copy new homework in planner, leave out for teacher to check<br/> Do Now- silently</p> |
| <p><b>Whole Class:</b><br/> Sit in assigned seat<br/> Take out only necessary materials<br/> One mic- Raise your hand to speak<br/> SLANT</p>          | <p><b>Pencil Sharpening:</b><br/> Wiggle pencil silently<br/> Wait for permission/ get new pencil</p> <p>In crew – get a loan if you need a pencil<br/> No pencil – teacher consequence</p>                            |
|                                                                                                                                                        | <p><b>Tardy:</b><br/> Turn in pass<br/> Go to assigned seat silently</p>                                                                                                                                               |

|  |                                                                                                                        |
|--|------------------------------------------------------------------------------------------------------------------------|
|  | Check-in with teacher before the end of class                                                                          |
|  | Dismissal:<br>Clean up classroom and materials<br>Sit in assigned seat silently<br>Wait for teacher to dismiss         |
|  | Bathroom:<br>Hold up paper pass silently<br>Wait for permission<br>Take clipboard, enter and exit silently- 5 minutes! |

# Morning Supervision Procedures

**Custodian Rafa** unlocks padlocks to driveway and pedestrian gates (including the gym turf gate) first thing in the morning.

**7:45**            **SSO (Alejandra)** supervises deck outside of cafeteria, checks that students are entering through pedestrian gates **ONLY** (not driveway).

**Note:**            *Students should enter the main doors **ONLY** to check in phones or for dress code. All students must then exit the main doors unless under the direct supervision of an adult.*

**7:55-8:00**        **SSO Alejandra** opens cafeteria door for Morning Boost students to enter the school

**8:00**            **AM Gym Supervision Team** have radios. Team opens gym door and radios everyone. Supervise students inside gym.

**8:00**            **SSO Alejandra** closes cafeteria door, late Morning Boost students enter through main door to receive pass from the **Secretary**. SSO also closes driveway gate to increase safety, but does not lock the gate.

**8:00-8:30**        **SSO Alejandra** ensures that all students are entering pedestrian gate and going into the gym. No students should be entering school building through cafeteria door. Remind students to turn their cell phones into the **Secretary** by entering main doors

**8:35**            **Bayardo** radios **Alejandra** to go to yard to supervise students. Once Alejandra is in position, Bayardo radios gym team and opens cafeteria door. AM Gym Supervision Team member at gym entrance blows whistle and dismisses one grade level at a time (according to Bayardo's radio calls).

**8:35-8:50**        Students enter through cafeteria door. **Alejandra** is stationed in main yard and ensures that no student goes past Rm 13, nor enters 6<sup>th</sup> grade garden until 8:48.

**8:50-**            All students enter main door to receive late pass from **Christina**. **AM Supervision Team** closes cafeteria door and locks pedestrian gates at 8:50.

## Steps when students ask to leave school when they don't feel well.

1. No student will be allowed to leave UPA unless:
  - a. He/she is vomiting. If a student vomits, allow the student to sit in the office for 5-7 min. and then check in whether they should go home or not.
  - b. has a fever of 100 degrees F or higher (checked by a thermometer)
  - c. if a student is coughing excessively, especially with phlegm and accompanied by a persistent runny nose
  - d. unknown rashes
  - e. suspected pink eye should go home with instructions to go to the doctor before returning to school
  - f. severe ear aches
2. If a student has a headache or stomach ache:
  - a. allow student have water or snack
  - b. allow student to stay in office for 5-7 min then return to class
3. Girls and menstrual concerns
  - a. No girl can go home because they started their period
    - i. the only exception is when girls get their period for the first time
  - b. Adult call home to a family member to have them bring a change of uniform if a girl leaks through their pants
4. **Adult** must call home to speak to a family member
  - a. Students are not allowed to call home if they are not feeling well
  - b. When the adult calls home, please present the symptoms to the guardian.  
ex. "Johnny is complaining of a stomachache, has a fever of 100.3 and needs to be picked up." alternately, "Johnny is complaining of a stomachache, I took his temperature and he does not have a fever. He was given a snack and allowed to rest. I believe he is well enough to stay at school, would you like to speak with him?"
5. Students must obtain all work from all teachers before they leave
6. Christina will email out to each grade level when a student is leaving because he/she is sick.

## **Free Dress Incentive Procedure**

We all know what a powerful incentive free dress is for our students. In the interest of making sure we are coordinating our efforts, maintaining a strict dress code that keeps students safe, and communicating with families in a way that supports them and allows them to support us, here are a few things that are necessary when considering a free dress day for a grade level (or whole school):

1. Agree as a grade level upon a date, rationale, and expectations for free dress
2. Communicate in advance with Claire and SFT to ensure it does not conflict with a whole school initiative
3. Ensure there is a plan for how free dress will be communicated to families in a timely manner (and which students will get free dress that day).
4. Get list of students with (and/or without) free dress to SFT before that morning, so we can hold all students accountable.
5. Take responsibility in Crews to ensure the proper students are in free dress, and that it conforms with school guidelines (i.e. no red or blue, etc).

## Study Hall Procedures

### **School Management**

- Study Hall is only for incomplete or no homework. (It shouldn't be used for no permission slips, behavior issues, or planners not being signed.)
- The teacher in charge should support all students during detention by roaming, making sure students have HW out and are working on it.
- Students don't get to leave early if they finish their HW – they must start their current nights HW if finished.
- The teacher monitoring study hall collects missing work from that night and places it into respective teachers boxes. Teachers would know missing assignments because all teachers would write down the assignment students are missing on the study hall list (Google doc).
- Classroom teachers walk their study hall students to the study hall room and wait for teacher to be ready for students. Students should not just be left outside or by a door.
- After study hall, teacher monitoring study hall provides a pass for students going to After School Program (ASP) to go to the cafeteria.
- Teacher can keep students after 4:00 if needed but they should have those students accompany them to dismiss the other students.
  - o They must contact the student's family if they are going to stay longer than 4:00 pm.
- All afterschool mentors pick up a copy of the study hall list by 3:00. Copies made available in the afterschool office for mentors to pick up.

### **Consequences**

- If a student misses study hall because they ditched they will receive a choices form
  - o NOTE: Teachers are to walk student to study hall so if a student defies a teacher and walks away they earn a choices form for defiance.

## Study Hall Procedures

### **Before Study Hall Detention: All Teachers**

1. Each teacher will enter assignment for key
2. If a student is missing assignment teacher enters the number from the key into the appropriate content area

Enter  
assignment  
name next to  
number



Enter assignment  
number here

3. This must be completed by 2:15 (Regular Schedule) or 12:15 (Wednesdays).

### **During Study Hall: Study Hall Teacher**

1. Put an X in column with the date indicating the student was in HW detention
2. Erase the numbers in the columns for content class
3. If a no show don't put X in the data column but write NO SHOW in the content area next to the assignment number. Check in with teacher to see if student was excused. Check in with student. If they skipped write Choices form.
4. Collect student work completed during HW detention
5. Write passes for students to ASP
6. Dismiss students to program with passes, walk all other students out of building.
  - a. Don't leave any student in your classroom while you are walking students out of the building

### **Post HW: All Teachers**

1. Put work from student into teacher mailboxes.
2. Individual teachers check in with student/teacher to determine reason for missing study hall and determine next steps
3. On Friday study hall Teacher will enter the dates for the next week by hiding the current data columns and adding new columns.

## **Guidelines for AM Open Gym:**

**What:** *Every morning, Monday-Friday from 8:00 AM to 8:40 AM, the UPA gym is open for students to come early to school, socialize with peers, and play basketball.*

**Purpose:** *By making the gym available in the morning, the school community aims to incentivize students to get to school on time, and feel they have a safe, supervised space to socialize and enjoy physical activity.*

*To that end, one half of the gym will be where students can socialize either sitting along the wall or standing. The other half of the gym will be where students can play basketball.*

### **Rules of Gym:**

- Equipment storage room should remain closed and locked
- No student should be in the equipment storage room.
- No gum or food in the gym.
- Other than basketball, no other sports will be played in gym during AM Open Gym, unless organized by a supervising adult.
- No students should be on the stage or stairwell.
- Once a student has entered the gym, they do not leave until dismissed by an adult to cross to the cafeteria.
- Students should not hang out in the entrance hallway. They should pass directly into the main gym area.
- No student in AM Boost should enter the gym during AM Open Gym.
- No play fighting will be tolerated in the gym. Students will keep hands, feet, and bodies to themselves.
- Students are not permitted to embrace in an inappropriate way. (Holding hands is ok.)
- Dangerous sports play not permitted. (i.e. basketballs long distances.)
- Students should be in complete uniform and not wearing any hats.

### **Supervision:**

- AM Open Gym will be supervised by at least two adults at all times.
- One adult will be stationed on the stage side, ensuring no students are on the stage or in the stairwell.
- One adult will be stationed by the entrance doors to the gym, monitoring bathroom use and entrance/exit to the gym.
- All gym supervisors will have a radio in order to stay in contact with each other, the main office, and SFT.
- The School Safety Officer will monitor from the corner to the gym gate, making sure students are getting into the gym safely.
- AM supervisors will ensure (with list) that no Boost students are in the gym.

- Supervisors will stay alert at all times to potential conflicts and communicate directly with SFT members if necessary.
- Any student out of uniform will be immediately referred to the main office (supervisor will radio ahead).
- Any trash in gym should be communicated to custodian immediately via radio. This should happen at the beginning of Open Gym and at the end.

# **UPA Rainy Day Recess/Lunch Procedures**

## **8<sup>th</sup> grade:**

- Students will be in the cafeteria for both recess and lunch supervised by Officer Alejandra , Aquino/Tierra and Supervision Team.
- Teachers have option to welcome students to their rooms during the recess time (11:14 – 11:34)

## **6<sup>th</sup>/7<sup>th</sup> grades:**

- Recess for 6<sup>th</sup> and 7<sup>th</sup> graders will happen in the gym.
- Officer Alejandra will be stationed in the gym hallway and Supervision Team will be in the gym.
- Same systems for bathroom passes, equipment sign out, etc.

### **12:17 transition:**

- 7<sup>th</sup> grade will stay in gym to be supervised by Supervision Team
- 6<sup>th</sup> grade will be dismissed to main hall and will line up in cafeteria (first come, first served)

### **12:37 transition:**

- 6<sup>th</sup> grade is dismissed from cafeteria by table and goes single file to gym (supervised at gym door by SSO Alejandra. Aquino/Tierra follows last student.
- 7<sup>th</sup> grade is lined up single file by Supervision Team. Aquino/Tierra picks up this group when 6<sup>th</sup> grade has been brought to gym and escorts them to cafeteria.

### **12:57 transition:**

- 7<sup>th</sup> grade is dismissed to class via main hall (teachers at door to greet)
- 6<sup>th</sup> grade: Supervision Team lines students up by cohort. SSO Alejandra and Supervision Team escort students back to main building and through hallway.

## **UPA Rainy Day Physical Movement Intersession Plan**

- Teachers will be asked to escort students from class to the cafeteria to sit down. SFT members will be on hand for support. PM/Intersession teachers will pick up their classes from the cafeteria.
- An extra adult (SST or SSO) will be present in the gym for support.
- PM/Intersession teachers will escort students back from gym to main hall.



### Questions to Ask Before Calling CPS

Always start off by telling the children that you care about them and you want to help them.

1. What happened to you?
2. Tell me more.....
3. How are you feeling?
4. **Ask any appropriate follow-up questions.**
5. Has this ever happened before? Is so, what happened?
6. Do you have brothers and/or sisters? What are their names? How old are they? What schools do they attend?
7. Has anything ever happened to your brothers and/or sisters?
8. Who are the adults in your home? What are their names and ages?
9. Are you afraid to go home? Why or why not?
10. What would help you to feel safe?

Let the students know that based on the information you have, you need to call CPS in order to protect them. It is the law and you as an educator must make a CPS report. Tell them that YOU won't be calling their family but it is possible that CPS may call them. CPS might come and interview the student at school. CPS might or might not contact the family. It all depends on the case.

Ask the students if they would like to see Bayardo, the school counselor so they can talk more about their situation or if they are worried about the CPS report. If the students choose to not talk to me, I would still need to be notified of the situation.

Name \_\_\_\_\_ Date \_\_\_\_\_ Reflection # \_\_\_\_\_

# Refocus, Reflect, & Repair Planning

1. What happened? Please use complete sentences and describe in detail why you were asked to write a reflection.

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2. What community agreements were broken?

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3. What harm was caused and to whom? Examples: Teacher, students at my table, myself

\_\_\_\_\_ was harmed because \_\_\_\_\_

\_\_\_\_\_ was harmed because \_\_\_\_\_

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4. What needs to happen to repair the harm?

I should write an apology to \_\_\_\_\_ to apologize for \_\_\_\_\_

I should help \_\_\_\_\_ to \_\_\_\_\_

- I should sit down with \_\_\_\_\_ to talk about what happened and resolve the conflict
- I should replace the \_\_\_\_\_
- \_\_\_ I should share a (poem/essay/poster) about \_\_\_\_\_ with
- I need to serve a detention for \_\_\_\_\_ minutes
- I should clean the classroom
- Other (please explain) \_\_\_\_\_

5. Please explain your choice - Why did you choose this option? How will this help solve the problem?

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6. Please explain what **other people** (classmates or the teacher) can help you to make sure this doesn't happen again.

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7. Please describe what **you** will do differently to make sure that this doesn't happen again.

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## Boost Attendance and Tardy Policy.

Unfortunately, this policy does not format well to copy and paste into the CCP. Please see DropBox or request a the policy in a separate attachment. (The policy was last up-dated by SLT 9-6-13)

## Wednesday Staff Cafeteria Supervision Protocols

Wednesday we have a different schedule for supervision and lunch duty. Typically SFT monitors lunch duty but during Wednesday they are supporting dismissal so staff is asked to support with lunch supervision. Below I will detail what the requirements are during lunch supervision

- Report to cafeteria ASAP after bell rings
- Ensure that all students line up around tables, against wall, and in a single file line to obtain lunch from Connie.
- Make sure all students are sitting.
- Make sure students are not congregating in the hallway. No student should be standing in the hallway.
- If students' have after-school please direct them outside to the yard.
- If a student is leaving please have them leave the cafeteria door as no student is to wait for a family member in front of UPA; they must be behind the gate.
- Dismiss students as they are done with lunch and make sure they throw away all their food and remember they are not to walk in the hallway
- Make sure no student is on their cell phone or chewing gum. In fact, no student should have their cell phone if they are inside the building and staying for after school program.
- No student is to take food outside in the yard.
- 3 Male and 3 Female in the bathroom at a time.
- No food fights ☺
- Get kids to leave ASAP
- NEVER leave students unattended. If you must leave then students must be supervised by staff.

Want to know when you have duty.

Step 1: Open green book on google drive

Step 2: General Schedules and its the last page (Thanks Rita)