

CAMBRIDGE STREET UPPER SCHOOL

850 Cambridge Street, Cambridge MA 02141

Home of the Silver and Blue Cobras



WELCOME BACK SCHOLARS and FAMILIES to CSUS!

As we enter our fourth year of our “Wonderful Work in Progress” we want to again thank you for choosing the Cambridge Street Upper School. We have garnered many achievements and accolades over the past three years. Our continued progress rests on our capacity to work collaboratively and respectfully; think critically and inclusively while placing the developmental needs of our scholars first. Toward that end we are committed to sustaining our achievements which are embedded in this year’s theme:

Clarity, Cohesion and Culture Build Capacity for All!

We hope you that you will actively support our theme and join us in our continued pursuit of academic excellence and social justice for all our community members.

**The following information provides a quick A - Z reference for families
about the Cambridge Street Upper School for 2015-16**

School Site Council meeting Sept. 10 6:30-Rm. 212
Parent Caregiver Organization meeting Sept. 17 6:30-Rm. 212
NO School on Wed. & Thurs. Sept. 23-24 Yom Kippur/ Eid Al-Adha

ACADEMIC RESOURCE CENTER (ARC)

Formerly known as the Homework Center the ARC will provide academic support on Tues, Wed, and Thurs from 3:00- 4:15 pm. Eligible scholars are identified as Title 1 and/or scholars that require academic support and clearance to participate in after school clubs and athletics. To participate on athletic teams scholars must maintain passing grades and complete homework regularly. Any scholars who do not complete homework regularly or are in danger of failing a class or classes must attend the Academic Resource Center twice a week in order to participate in a CSUS club or athletic team.

ADVISORY: The purpose of Advisory is to build community, social skills and readiness for learning while fostering strong teacher-student relationships and a positive school climate. Each advisory will be co-facilitated by two staff members including specialists, academic coaches and special educators. Advisory at each grade level will meet 1x/week for 30 minutes. Monthly themes and example lessons will be provided.

AFTER SCHOOL: The general after school policy for all scholars is that they can only stay after school under staff supervision at all times and **only with expressed parental/caregiver permission**. All scholars who are at school after regular dismissal **must be with** a staff member or coach. When dismissing from an after school activity, CSUS staff will ensure that the scholar reports to the office for the late bus or exits the building in accordance parental/caregiver wishes. Parents and caregivers picking up from after school activities should pick up at the Cambridge Street entrance.

AFTER SCHOOL CLUBS: Clubs will start the second week of October. Clubs run from 3:05-4:15 on Tuesdays, Wednesdays, and Thursdays when late busses are available. If you are interesting in running an after school club please fill out a club interest form. Any club and advisor must be approved by the CSUS administration.

AFTERNOON DISMISSAL: Scholars will be released at 2:55 by P.A. Scholars on the second floor will be released by grade level. Grade Six will be released first, then 7th and then 8th. No one on the second floor will be released by a staff member without a PA announcement. CSUS scholars will be dismissed via the Berkshire Street exit. Scholars in Arts classes on the first floor or in PE classes at the Frisoli should be escorted by teachers at 2:55 through the Cambridge Street door. If all buses have not arrived by 3:10 because of inclement weather or another critical situation the remaining scholars will be monitored in the school by administrators.

AGENDA BOOKS: Every scholar will receive a CSUS agenda book. Agenda books will be distributed on Wednesday, Sept. 9th in Advisory. Contents and expectations for use should be reviewed in Advisories. Scholars are expected to have their agenda books at all times. Parents and caregivers are encouraged to regularly review agenda books for assignments.

ANNOUNCEMENTS: Morning and afternoon P.A. announcements are a critical component of the school day. We use announcements to establish the daily school culture and to convey important information to scholars and staff. Scholars are expected to be silent and teachers are expected to hold scholars accountable for talking during announcements. Morning announcements will be at 8:55 and begin with the voluntary Pledge of Allegiance and the afternoon announcements will begin at 2:50.

ARTS CURRICULUM: Cambridge Street Upper School offers the following classes in: Art (Visual) and General Music to all students. Band, Chorus, and Orchestra are offered to Upper School students as WIN courses. Drama classes are a part of the 6th grade specialist curriculum, and are offered as a WIN course for grades 7 and 8.

ATHLETICS and CLUBS: CSUS currently offers the following opportunities through the district intramural athletic program beginning around the following dates.

- Cross Country - 3rd Week of Sept.

- Volleyball - 1st Week of Nov.
- Basketball - 2nd Week of Jan.
- Soccer/ Ultimate Frisbee – 1st Week of April

Scholars who wish to participate in clubs or athletics must be in good academic standing. Any scholars who do not complete homework regularly or are in danger of failing a class or classes must attend the Academic Resource Center (ARC) twice a week in order to participate in a CSUS club or athletic team.

ATTENDANCE:

All advisory teachers must enter daily attendance electronically via Aspen. Any scholar who is not in homeroom by 8:55 is considered absent. If they show up after that time they should have a tardy pass which they will receive from the main office. All scholars who arrive after the 8:55 bell must report to the main office for a late pass. If a scholar arrives late to homeroom without a pass, please send him/her to the main office to obtain one. Attendance should be entered no later than 9:15.

Scholars who are tardy to school three times or to a class three times will receive an afterschool detention.

AUTISM SPECTRUM DISORDER PROGRAM/SERVICES: The Autism Spectrum Disorder (ASD) program is an eleven-month program designed for students diagnosed with an Autism Spectrum Disorder (ASD) in grades PK-12 who require intensive, specially designed instruction and support in order to access the curriculum. Students served in the program have needs in multiple areas such as communication, social, behavior and academic. CSUS has two programs serving scholars in grades 6-8.

Program Components:

- Eleven-month program
- Evidenced based instruction, intervention and support emphasizing safety, independence, social, functional, academic and behavior skills.
- Empirically based instruction
- Needs based-instruction, intervention and support delivered throughout various settings
- Service delivery (i.e. inclusive, small group, one-to-two, or one-to-one)
- Group and community based activities emphasized during the summer
- Applied Behavior Analysis
- Highly skilled teaching staff in development, social interaction, verbal and non-verbal communication, distractibility, sensory integration, etc.
- Low student to teacher ratio (1 lead teacher and at least two Para-professionals)
- Maximum class size elementary (5), upper (7), high school (9)
- Related services consult to teaching staff and direct services to students
- Students participate in lunch, recess and other school-based activities with non-disabled peers
- Non-disabled peer buddies as models

BELL SCHEDULE: To provide consistent start/end times and improve hallway transitions, the bell will sound *twice* – once at the conclusion of class, and once when the next class has begun. Scholars without a pass will be considered late if they arrive to class after the second bell. Please make a concerted effort to dismiss scholars on time, and send late scholars with a pass. Staff receiving late scholars without a pass should communicate with the sending teacher whenever possible, and instead of or before sending scholars to the SSC. For the full tardy policy, see

BULLYING OR CYBER-BULLYING: Any form of bullying whether in school, through the internet or via cell phones is a violation of state law. It is a serious offense that will be handled swiftly and thoroughly by school administration and/or law enforcement. All scholars will be expected to adhere to the anti-bullying policy. Advisors will review the policy during First Day/ First Week activities. Teachers have a responsibility to take immediate action and not take reports of bullying lightly. The term 'bullying' is specific (the full definition can be found in the CPS Rights and Responsibilities Handbook), and applies to an ongoing conflict between two or more scholars.

BUS CONDUCT: Riding the bus is considered to be part of the school day. School rules apply to behavior on buses. The drivers will report any scholar who does not adhere to CSUS behavior expectations. Scholars will be denied bus use if they do not obey the rules or act in an unsafe manner. Please consistently remind scholars about appropriate bus behavior.

CAFETERIA: There are two lunches: 6th grade and 7/8th grade. Lunch is 30 minutes long which includes recess.

Grade	Day	Time
6	Mon/Wed/Fri	11:42-12:12
6	Tue/Thur	12:15-12:45
7/8	Mon/Wed/Fri	12:36-1:06
7/8	Tue/Thur	12:47-1:17

Expectations for conduct in the cafeteria are as follows:

- Scholars are not to cut in the serving line, save spots for others or touch food unless they intend to buy it.
- Scholars are expected to eat lunch in the Cafeteria unless they have written permission to eat with a teacher or are escorted to and from the cafeteria by a teacher. This year we are discouraging scholars from eating anywhere but the cafeteria. This is to avoid the “wanderings” we experienced last year and food being left in classrooms and attracting rodents.
- Scholars who need to go to the restroom during lunch must have a cafeteria pass from the Cafeteria Monitors. When scholars are done eating, they should check to see if the table and floors are clean, and empty trash in accordance with the composting program.
- Lunch and recess will be monitored by the Support staff, Interns and/or School Administration.

CALENDARS: A school calendar is sent home monthly with the lunch menu. Watch for special events, SSC/PCO meetings and a variety of topics affecting our school climate and community. Please submit items for calendar to School Clerk Robinson by the 25th of each month. For holiday/vacation months, other dates will be established.

CLASSROOM EXPECTATIONS:

All classroom teachers should include the following routines at the start of each class

- Do Now
- Take attendance
- Board set-up: in same location every day for duration of class
 - Content Objective
 - Language Objective
 - Agenda
 - Homework (write in agenda book at start or end of class)

All classroom teachers should include the following routines at the end of each class

- “Wrap-up” connected to objectives
- End class early enough that students are packed up and ready to go when the bell rings

CLASSROOM RESOURCES: Every regular classroom is equipped with a teacher laptop, a desktop computer, and an ENO board. All classrooms also have access to laptop carts. There are two technology carts with class sets of computers available at each grade level.

COMMUNICATION TO FAMILIES: Tuesdays are designated as school to home communications and referred to as **Take Home Tuesdays**. Whenever possible please send your classroom communications home on Tuesdays. If you choose to have your communication sent home with the general Tuesday Take Home it must be to the school clerk no later than noon on the Friday before.

CONTACTING THE SCHOOL: The main number of the school is 617-349-3050. To contact any staff member at CSUS by email use the first letter of the staff member’s first name and the full last name @cpsd.us. For example, to email John Jones the email address would be jjones@cpsd.us. You may also go to go online at <http://cambridgestreet.cpsd.us/> then click Contact Cambridge Street and then scroll down and click the name of the staff member you wish to email. To speak to administrative staff, call 617-349-3050 and follow the prompt for the administrative staff member you want to speak to or dial 0 and ask the school clerk to be connected. To speak to a classroom teacher you may call after 3:05 and be connected by the school clerk to the teacher’s ext. If you call a classroom teacher before 3:05 you may leave a message with the school clerk. We recommend email communication rather than phone call but that is your choice. Our expectation is that staff members will reply to your phone or email message within 24 hrs. In case of an urgent message for your child we encourage you not to call or text your child’s cell phone (as it is against school rules and may result in your child’s phone being confiscated)but to speak to clerk and we will get the message to your child or if necessary we will call the child to the office to speak to you.

CORI CHECKS: No parent or caregiver can go on field trips or volunteer in a classroom without a CORI check. A CORI must be updated every three years. Please send all volunteers/ caregivers to Ms. Robinson to obtain a CORI form.

DELAYED OPENING OF SCHOOL: Decisions on delayed opening or school closing because of weather conditions or other emergencies are made by the Superintendent of Schools prior to six a.m. on the day school is to be closed. **The District has a system for calling staff homes directly.** The decisions will be announced on the LINK LINE (349-6513) and local TV and radio stations.

DETENTION: There are many ways a scholar can receive a detention and be required to stay after school. If he/she misbehaves with a teacher, and the teacher feels it is warranted the scholar can be issued a teacher detention and stay with that teacher. Teachers must confirm date of detention with caregiver.

Other offenses may receive an office detention, which is managed by our Scholar Support Liaison and will follow the same procedure. Morning detentions begin at 7:40 in the Scholar Support Center. Afternoon detention starts at 3:00. Detentions cannot exceed one hour. All scholars serving detentions should report straight to the SSC by 3:00.

Parents and Caregivers must approve the date for the detention in advance and give permission for their child to walk or take public transportation. Scholars may not remain in the building unsupervised following the end of a detention session.

DRESS CODE: Appropriate dress is necessary for a healthy, safe, learning culture of the school. Parents/Caregivers will be contacted in all instances when a scholar's attire is considered inappropriate. The following are guidelines:

- Bare feet are not allowed.
- Bare midriffs, short skirts, low slung trousers and other clothing that is offensive and/or violates acceptable standards of dress
- Clothing with words, pictures or symbols that are obscene and/or vulgar are not permitted.
- Clothing that advertise drugs, tobacco and alcohol or promote violence or other types of inappropriate behavior are not allowed
- If a scholar is wearing inappropriate clothing, it is the expectation that staff have a conversation with that scholar and assist him or her in thinking of an appropriate alternative. If a solution cannot be reached, or if alternate clothing options are not available, scholar should be sent with a pass to the SSC.

DVD/VHS Presentations: No video or DVD not a part of the CPSD curriculum can be presented in a classroom without the approval of Principal Fernandez.

EARLY RELEASE DAY SCHEDULE: A schedule for classes and lunch on an Early Release Day will be distributed at least two school days in advance. The early release time is 12:55 p.m.

Tuesday, September 29, 2015 Wednesday, October 20, 2015
Thursday, November 5, 2015 Wednesday, November 25, 2015
Tuesday, March 15, 2016 Wednesday, May 18, 2016

ELECTRONIC DEVICES: Scholars should not bring cell phones, iPods, electronic games, etc. to school. They are distracting to learning and too often disappear. If a parent/caregiver requires their child to carry a cell phone to school, it must be turned OFF and put away until **after scholars** leave at the end of the school day. Scholars may also give to a staff member to hold until the end of the school day. **Scholars are not permitted to use electronic devices during class; this includes using phones to listen to music or as a calculator.** The first violation of this policy will result in the phone be given to a staff member to be secured by the school clerk. The scholar may pick up the phone at the end of the school day. After the second offense, the phone will only be returned to a parent/caregiver. Repeated offenses may result in stronger disciplinary action. **A more important note: Recording or photographing others without their consent is against state law. Please remind scholars of this when necessary.**

ENTERING the BUILDING: All scholars must enter the school through the main entrance. For safety and security purposes, scholars should not be dropped off earlier than 7:30am. Breakfast begins being served in the cafeteria at 7:30am. Homeroom starts at 8:55am. Beginning by October, there will be an early morning athletic program in the gym. Specific details to follow from the P. E. department.

FIELD TRIPS : All field trips must be approved by administration at least two weeks prior to date of trip. All trips that bring scholars off school grounds, even trips that do not require transportation and/or are brief in duration, require parental permission. Scholars will not be permitted to attend field trips without written permission. There are no exceptions to this policy. Please return signed field trip permission slips asap. No parent or caregiver can go on field trips or volunteer in a classroom without a CORI check.

FIRE DRILLS/LOCK DOWN DRILL PROCEDURES: Throughout the year CSUS conducts fire drills and lockdown drills with the King Open School under the supervision of the Cambridge Fire Department and/or the CPS Office of Safety & Security. We are rarely notified in advance of a fire drill. We however, do notify families when we are going to have a Lockdown Drill. We will notify you of any planned lockdown drills a week in advance. All CSUS team members are familiar with the district's and the school's school Safety Procedures protocol that details procedures for Fire Drills and Lock Downs. You can support our efforts to keep our school safe and secure by reminding your children to maintain silence and to follow the instructions of our staff and safety personnel during any drill.

FREE / REDUCED LUNCH: Be advised that families can apply for free/reduced lunch through the Food Services Meal Application form distributed at the start of the year. Copies of the form are always available in the school's main office.

GUM and CANDY: Gum, candy, soda and any sugary drinks cannot be consumed in school. Scholars in possession of these items will be asked to dispose of them immediately. Unconsumed items will be taken by a staff member until the end of the day.

GUIDANCE OFFICE PROCEDURES: Ms. Kini Griffin and Mrs. Indira Dexaus are the CSUS School Adjustment / Guidance Counselors. They provide counseling services to scholars on IEPs, and student support to scholars off IEPs. They also provide resources to staff on classroom climate and school culture.

HALLWAY EXPECTATIONS AND MONITORING: Maintaining appropriate scholar behavior in the hallways is the responsibility of every staff member. All teachers are to be visible in the corridors during passing times and to encourage swift movement by scholars to their next class. Advisors should be standing outside the classroom from 8:40-8:55 to welcome scholars and monitor the hallway.

Hallway and transition expectations for staff include

- Greeting students at the door at every period
- Allow enough time at the end of class for scholars to pack up/be ready to leave the classroom by the time the bell rings to start the passing period (Use 1-2 timer before bell, set alarms for classrooms that don't hear bells)
- Grade level teams will determine expectations for smooth hall transitions and locker usage.

Hallway and transition expectations for scholars include

- Keep to the sides of the hallway when waiting for their next class
- Face forward and keep to the right side of the hallway when walking.
- Observe the grade level teams' locker usage policies.

Scholars must **ALWAYS** have a pass to be in the halls at times other than transitions. While transitioning within the upstairs Upper School corridors, scholars are expected to transition between classes independently. Scholars may talk in the hallways as long as they do so respectfully and the noise level remains appropriate. When students transition to and from classes on the lower floors, they are expected to adhere to King Open hallway expectations and **model silent**, orderly hallways for the younger students. This policy should be reviewed and reminded regularly.

HOMEWORK and ABSENCES: If a scholar is absent for one day, he/she should see teachers upon returning to school or check with classmates to find out the assignments. In the event that a scholar is going to be out for an extended period, families can request a packet be prepared to be picked up. We ask families to request homework by 9:30 a.m. and teachers should send to the office by 2:00 so that it may be picked up in the office between 3-4 p.m. Homework requests will be given to primary subject teachers and World Language teachers.

HOMEWORK POLICY: Grade level teams and World Language teachers will establish the daily homework policy and distribute that information to families no later than the week of Sept. 21st. If a scholar is absent for one day, he/she should see teachers upon returning to

school or check with classmates to find out the assignments. In the event of an extended absence, we expect families to request homework by 9:30 a.m. and teachers should send to the office by 2:00 to be picked up in the office between 3-4 p.m. Homework requests will be given to primary subject teachers and World Language teachers. Scholars should record all homework assignments in their agenda book.

IN-SCHOOL SUSPENSION: CSUS makes every effort not to issue out of school suspensions. When a scholar is in-school suspension for one – two days, teachers will receive an in-school request for work form from the Scholar Support Liaison. In most cases, the teacher will receive the form the day before. While in in-school suspension a scholar will receive “restorative support” from the scholar support liaison, administration and guidance. If a scholar is suspended for more than two days they will serve the in-house at the Fletcher–Maynard Academy

LAPTOP CARTS: CSUS does not a computer lab. Instead every grade level has access to two laptop carts per grade with an additional cart available for other classes. The carts will be located in various classrooms. The purpose of the laptop carts is to assist staff and students with the academic process.

LEAVING THE BUILDING with SCHOLARS for OUTDOOR CLASS:

All staff must receive permission from administration to conduct class outside. If approved by an administrator, the teacher must leave cell phone # with the School Clerk in the event the teacher or a scholar needs to be contacted.

LOCKS: Advisory teachers will receive locks, combinations, and a list of lockers to assign to each scholar in their advisory. The list will be shared via google docs. Please assign each scholar a locker and record the locker number and the lock combination on the google doc. At the end of the year all locks will be collected from advisory teachers. Please make sure that all locks are returned with the combination attached. Locks will not be accepted without combinations.

LOST & FOUND: Please have scholars check for lost articles in the cafeteria. Please bring all unclaimed items to the cafeteria; do not leave items in the hallway or main office.

OFFICE REFERRALS

Scholars can be referred to the SSC (Scholar Support Center) for behaviors that are difficult to redirect or de-escalate in a whole-class setting. Staff should make every attempt to proactively prepare for and redirect scholar behavior before referring a scholar to the SSC.

PARENT CAREGIVER ORGANIZATION (PCO): The PCO is open to all parents and caregivers and is the community activities and fundraising unit of CSUS families. The PCO needs your support as room parents, activity leaders and fundraisers. The PCO meets monthly but works throughout the month to support the school community. Your participation is encouraged. [The first meeting of the year is Thursday Sept. 10th from 6:30-8pm.](#) To actively participate in the PCO or just to understand the scope of the group please attend this meeting. :

POSTERS/NOTICES: Posters and notices that are displayed in corridors or on bulletin boards must be approved by the Head of School. This policy does not apply to “scholar work.”

PRINCIPAL INTERNS:

This year we have three principal interns working under the Head of School in his role as a mentor principal as a part of their school leadership development.

Rachel Belcastro has served a middle school math and science teacher. She has served in a variety school leadership positions and has taught summer programs focused on sailing , navigation and oceanography. She had also taught rock climbing and digital storytelling on a Native American Reservation in Rocky Boy, Montana, She holds a Bachelors of Arts from Mount Holyoke College and Masters in Curriculum and instruction from Antioch University. She is enrolled in Harvard’s School leadership program.

Jeanie Cho has served as a Math teacher, Instructional Coach and College Counselor. She was also a Teach for America Corps Member. She is very interested in cultural proficiency, social justice and restorative practice and chose CSUS because of its emphasis in these areas. She holds a Bachelor’s of Arts in Mathematics from Azusa Pacific University and a Masters in Teaching from National Louis University. She is enrolled in Harvard’s School leadership program.

Dan Monahan is currently the district’s instructional Science coach and has been supportive of our school’s mission since its inception. He has served as a CPS middle school science teacher and as Vice President of the CEA. He served on the CSUS ILT during our inaugural year. He holds a Bachelor’s degree in Engineering Science and Computer Engineering from Dartmouth College and a Master’s degree in Teaching and Curriculum from Harvard. He is enrolled in Endicott College’s School Leadership program.

SCHOLAR SUPPORT LIAISON (SSL): The SSL supports the administration in the areas of student conduct, student support and school culture. The SSL will process all disciplinary referrals, general detention, and school suspension. The SSL is housed in the Scholar Support Center (SSC) in rm. 211A. Scholars requiring disciplinary intervention beyond the classroom should be sent directly to the SSC.

SCHOLAR SUPPORT CENTER

The purpose of the Scholar Support Center is to provide scholars with behaviors that are difficult to redirect or de-escalate with a place outside of the classroom to reflect and regroup/recover so that they may return to class in a timely fashion. **Scholars being sent out of class should go directly to the SSC.** The SSC will also be used as the In-School Suspension room. The SSC will be primarily monitored by the Scholar Support Liaison with support from the building substitute and administrators. Referrals to the SSC should be handled as follows

- Scholar is given a pass to the SSC
- Teacher/staff member completes and submits SSC Referral Form online
- If it is an emergency and/or there are concerns about scholar reporting directly to SSC, staff can also call to alert SSC of referral.
- Scholar arrives at SSC and completes reflection form.

- SSL or other staff consult referral form and reflection form and process incident with scholar.
- SSL assists scholar in creating a plan for repairing harm and returning to class successfully.
- SSL communicates next steps with staff using SSC Referral document, and notifies parent/caregiver if necessary.

SCHOLAR WORK DISPLAYS: Teachers are **strongly encouraged to display scholar work in the corridors and the classrooms.** Academic or art work by scholars should be displayed tastefully and would be enhanced with an acknowledgement of the Common Core Standards reflected in the assignment and with the inclusion of the following standardized CSUS heading.

***Subject, Grade Level
CSUS***

***Scholar First and Last Name
Date of Assignment***

The inclusion of the scholars' description/reflection of his/her own work, and how it contributes to his/her learning goals and the goals of the class, is encouraged.

SCHOOL SITE COUNCIL (SSC): A school council is a representative, school building-based committee composed of the principal, parents, teachers, community members required to be established by each school in accordance with Massachusetts General Laws Chapter 71, Section 59C. Faculty members interested in serving on the school council should inform Principal Fernandez in writing by Sept. 18th.

School Site Council (SSC) is the main instrument for practicing the participatory site-based management. Councils advise principals in preparing the School Improvement Plan, they also have a role in shaping the school's achievement of the professional development and parent involvement goals of Education Reform.

CSUS School Site Council meetings are monthly. Everyone is welcome to attend meetings.

STAFF (NEW TEAM CSUS MEMBERS)

Stephen Abreu - Math Interventionist

Rachel Belcastro, Principal Intern

Jeanie Cho, Principal Intern

Logan Cole -Theater Arts

Kristen Copell - ASD Para

Kaitlin Gass - 7th Grade Science

Amy Beth Gelineau - French

Fred Gross - 7th Grade Math

Constance Henderson - 8th Grade ELA

Lisa Hussey -Speech-Language Pathologist

Tim Mellon - ASD Para

Morgan Meyer- Grade 6 special educator (acting)

Dan Monahan, Administrative Intern (CPSD Science Coach)

Stephanie Smith - Building Substitute

Edson Soares Da Rosa -Scholar Support Liaison

TARDY TO SCHOOL/CLASS: See **ATTENDANCE**

VANDALISM AND GRAFFITI: We encourage all scholars to have pride in our school and report such incidents confidentially to a staff member. Also, please discourage scholars from littering in the halls. Instead encourage all to pick up “trash” they see in the halls.

VISITORS: Ensuring a safe school for all is our top priority. All visitors are expected to wear a visitor’s pass. Visitor’s passes can be obtained on the first floor in the KO Office.

WIN (What I Need)

The WIN (What I Need) block is a new addition to the schedule that we believe will enhance our former elective block.

All WIN courses will provide support or enrichment in one or more of the following areas

- Academic skills
- Visual and Performing arts
- Social Justice and Civic Learning

6th grade WIN meets from 2:02-2:55 on Fridays and 11:26-11:56 on Tuesdays

7/8 grade WIN meets from 2:02-2:55 on Mondays and 12:15-12:45 on Thursdays

All classes are one semester in length, a total of 36 classes

- 18 53-minute classes
- 18 30-minute classes
- Class sizes should be around 15 scholars per WIN class

WIN block will be taught by Specials and Core teachers.

- Specials teachers will teach electives both fall and spring semesters.
- Social Studies and Science teachers will teach electives fall semester.
- ELA and Math teachers will teach electives spring semester.
- Special Educators, interventionists, and other support staff will also use this time to provide academic skills services.

ZENITH: If we work collectively to provide clarity, cohesion, and culture build capacity, this year TEAM CSUS will reach it’s zenith!