

# CAMBRIDGE Street Upper SCHOOL

158 Spring Street

Cambridge MA 02141

617.349.3050

Website: <http://cambridgestreet.cpsd.us>



*CSUS Spells SUCCESS*



**WELCOME TO CSUS!**

As we enter the 5<sup>th</sup> year of our “Wonderful Work in Progress” we want to **Thank You** for choosing the Cambridge Street Upper School. We have earned many achievements and accolades over the past four years. Our continued progress rests on our capacity to work collaboratively and inclusively while placing the developmental needs of our scholars first. Toward that end we are committed to sustaining our accomplishments and achieving many more this year as we focus on one primary goal:

***Challenging the Opportunity Gap***

to ensure that every scholar has the resources to achieve to their highest potential. 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.

**DATES TO REMEMBER**

- **PARENT CAREGIVER ORGANIZATION MEETING-SEPT. 8<sup>th</sup>-6:30-8pm**
- **NO SCHOOL ON MONDAY SEPT.12<sup>th</sup> IN OBSERVANCE OF EID AL-ADHA**
- **SCHOOL SITE COUNCIL MEETING - SEPT. 15<sup>TH</sup> - 6:30-8pm**
- **EARLY RELEASE DAY - SEPT. 20<sup>TH</sup> - 12:55pm**
- **BLOCK PARTY COOKOUT- KICK-OFF 5TH YEAR ANNIVERSARY- 5:30-7:30PM- SEPT. 22<sup>nd</sup>**
- **BACK TO SCHOOL PAINTING PARTY- 9AM-1PM- SEPT. 24<sup>TH</sup>**
- **BACK TO SCHOOL CURRICULUM NIGHT - 6:30-8pm**

**ACADEMIC RESOURCE CENTER (ARC)**

The ARC will provide academic support on Tues, Wed, and Thurs from 3:00- 4:15 pm beginning in October. Eligible scholars are identified as Title 1 scholars and those scholars with a current grade of C- or below who wish to participate in after school clubs and athletics. In order to participate on athletic teams scholars must maintain a C average and complete homework regularly. If their grades fall below a solid C average they must attend the Academic Resource Center twice a week in order to participate in a CSUS club or athletic team.

## **ADVISORS**

Each Homeroom advisory will be co-facilitated by two staff members. These staff members may include specialists, academic coaches and special educators. All advisors should report to duty by 8:40 am. One advisor should be in the room at all times. The other advisor should be at the doorway to greet scholars, move them along, and to maintain orderly corridors.

**ADVISORY:** The primary objective of the **Homeroom Advisory Period** is advisor to scholar contact and recording attendance. It is the time to develop and extend relationships with scholars. Often the tone for a scholar's day is set by their initial interactions with staff members. Advisors are encouraged to be intentional and accessible to scholars during the brief homeroom period.

**Extended Advisories** will take place on Early Release and other designated times. The purpose of Extended Advisory is to build community, social skills and readiness for learning while fostering strong teacher-student relationships and a positive school climate. This year's Extended advisory period is designed to provide scholars with opportunities to engage primarily around cultural proficiency activities and when appropriate other topical issues. On Extended advisory period days (early release) advisories may have a 3<sup>rd</sup> advisor. Themes and example lessons will be provided by the Advisory team. All staff are welcome to join the advisory team.

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

**AFTER SCHOOL CLUBS:** Clubs will start around 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 interested in running an after school club please fill out a club interest form located in the staff file cabinet in the main office. Staff who facilitate after school activities will receive a stipend. **ALL clubs and advisors must be approved by the CSUS administration.**

**AFTERNOON DISMISSAL:** Scholars will be dismissed for the school day via the 2:55 bell. CSUS scholars on the second and third floors will exit the building via stairwells 2 and 3 through 1<sup>st</sup> floor exit door 7. Scholars in Arts classes on the first floor should be escorted by teachers at 2:55 through the main lobby exit. Dismissal will be monitored by designated staff and an administrator. If all busses have not arrived by 3:10 because of inclement weather or another critical situation the remaining scholars will be monitored by administrators.

**AGENDA BOOKS:** Every scholar will receive a CSUS agenda book. Agenda books will be distributed the first week of school in advisory. Contents and expectations for use will be reviewed in Advisories. Scholars are expected to have their agenda books at all times for the purpose of recording homework and other important information. Parents and caregivers are encouraged to regularly review agenda books for assignments. Lost agenda books can be replaced at a cost of \$10.00.

**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 commence at 8:55 with the voluntary Pledge of Allegiance and when necessary the afternoon announcements will begin at 2:50. Morning announcements are also available on a Google slide to be displayed during the announcements.

**ARTS CURRICULUM:** Cambridge Street Upper School offers the following Visual and Performing Arts: Visual Arts and General Music to all students. Theatre Arts is a part of the 6<sup>th</sup> grade specials curriculum, and is also offered as a WIN course for grades 7 and 8.

Band, Chorus, and Orchestra are offered to Upper School students as WIN courses. CSUS also sponsors an annual play, concerts and a marching band.

**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

#### **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 arrive after 8:55 they should obtain a tardy pass from the main office. If a scholar arrives late to homeroom without a pass, the scholar should be sent to the main office to obtain one. **Advisory Attendance will be entered no later than 9:00.**

All classroom teachers **must** take attendance in Aspen at the start of each class period. Updated, accurate class attendance is essential for keeping scholars safe. Scholars who arrive late to class should be marked tardy in Aspen. Scholars will receive a detention for every 3 tardies to class. If a scholar is more than five minutes late to class without a pass, please submit a late referral form (the scholar does not need to report to the SSC). Scholars more than five minutes late to class without a pass and/or confirmation from sending teacher will receive a detention.

**See the attached Attendance document for the detailed policy.**

**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

### **BEHAVIORAL 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. See the Restorative Response Quick Reference for examples of proactive practices and restorative options for redirection/de-escalation. **Referrals to the SSC should be made using the Google Form shared with staff at the start of the year to enable instant communication and feedback.**

**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 any scholars you dismiss late with passes. Staff receiving late scholars without a pass should communicate with the sending teacher whenever possible, before sending scholars to the office 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. Be aware of your classroom climate; small conflicts can become larger issues if left unaddressed. 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 scholars only *after* an investigation has been conducted. Please choose language carefully when discussing incidents with scholars and their families.

**BUS CONDUCT:** Riding the bus is considered to be part of the school day. School rules apply to behavior on busses. 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: 6<sup>th</sup> grade and 7/8<sup>th</sup> grade. Lunch is 30 minutes long including recess time. **Teachers are expected to escort scholars to lunch. CSUS Cafeteria Monitors will escort scholars to class after recess**

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 only in the Cafeteria. **require parental consent).**
- Scholars who need to use the restroom during lunch must have a cafeteria pass from the Cafeteria Monitors. When scholars are done eating, they must dispose of their trash and unwanted food items in accordance with the school composting program.

- Lunch and recess will be monitored by Staff, Interns and/or School Administration.
- ***This year many activities are planned for the lunch and recess period. Stay tuned to hearing about Book club, Lunchbox League and Project Improv.***

**CALENDARS:** A school calendar is sent home monthly with the lunch menu. Watch for special events, School Site Council and Parent Caregiver Organization meetings and a variety of topics affecting our school climate and community. Please submit items for the calendar to Ms. Robinson by the 25<sup>th</sup> of each month. For holiday/vacation months, other dates will be established.

**CLASSROOM BOARD CONFIGURATION:** The CBC has four components: the **Learning Objective**, a **Do Now**, the **Homework Assignment**, and an **Agenda**. Each of the four components should be written on the board (or easel, overhead, slide, etc.) as the scholars enter class, and it should always be in the same place.

All classroom teachers should include the following routines/structures at the beginning 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)
- An explicit plan for classroom management. Scholars should not be sent to the SSC for minor offenses. Only egregious behavior warrants an immediate referral to the SSC or the office.

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

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

**CLASSROOM RESOURCES:** Every general ed. 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. The codes to unlock these carts can be found in the shared google doc. Please record all codes in an accessible manner.

#### **COMMON AREA USAGE:**

As is the case with all spaces shared between the CSUS and KLO communities – Auditorium, Longfellow room, Cafeteria, Playroom B and the CSUS Conference room- use of all these spaces must be reserved. If you would like to make a reservation please email CSUS clerk, Ms. Robinson the nature of event, date, start and end times in a timely manner.

**COMMUNICATION TO FAMILIES:** Tuesdays are designated as school to home communications and referred to as **Tuesday Take-Home**. Whenever possible please send your classroom communications home on Tuesdays to create consistency and weekly expectations by families. If you choose to have your communication sent home with the general Tuesday Take-Home it must be submitted to Ms. Robinson **no later than noon 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](mailto: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.

**COPY MACHINES and LAMINATORS:** There are two copy machines on the third floor designated for CSUS use. One is located in the Main Office; the other is located in the teachers' room in the sixth grade corridor. Copy paper is provided for your use, and will be available in both the Main Office and teachers' room. Staff housed on the first floor can also use the copy machine in the KLO main office. In an effort to decrease the amount of paper that is wasted, **please retrieve printed copies in a timely manner.** Copies not retrieved within fifteen minutes of being printed will be discarded. A laminator is housed in the staff lounge room. **Please make every effort to keep the copy/laminator areas clean and organized.**

**CORI CHECKS:** No parent or caregiver can chaperone a field trip 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 or delayed. **The District has a system for calling staff homes directly.** The decisions will also 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 a caregiver.

Other offenses may receive an office detention, which is managed by our Scholar Support Liaison and will follow the same procedure. 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 confirm transportation arrangements home (walk, late bus, public transportation, etc.). 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 and shorts, 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 advertises 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.

**We encourage all staff to model and affirm “dressing for success” for our scholars.**

**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.

Early release dates this year are Sept. 20, Oct. 19, Nov. 3, Nov. 23, and Mar. 14. Graduation date is also an early release day and that date will be announced in the spring.

**ELECTRONIC DEVICES:** Scholars are discouraged from bringing 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 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 being given to a staff member to be secured. The scholar should pick up the phone at the end of the school day from the staff member who retrieved it. 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 may enter the school through the door near the cafeteria for breakfast or the main entrance door at any time. 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. Advisory starts at 8:55am.

**FIRE DRILLS/LOCK DOWN PROCEDURES:** Asst. Principal will distribute a Safety Procedures protocol that details procedures for Fire Drills and Lock Downs. Please remember to always bring your Class List with you when leaving the building with children, and always report to your assigned emergency location when escorting children from the building during an evacuation.

**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 also kept in the staff file cabinet in the main office.

**GUM and CANDY:** Gum, candy, soda and any sugary drinks cannot be consumed in school.

**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 students off IEPs. You will receive a copy of their schedules within the first two weeks of school.

Scholars without a standing appointment will need a pass when going to see Ms. Griffin or Mrs. Dexaus. In a crisis, if a scholar needs to meet with one of the counselors, the sending teacher needs to call a counselor's office to check to see if they are available. No scholar should report to a counselor's office without notice or a pass. Scholars may be given a pass during homeroom from their advisory teacher to check in with the counselors about their availability for that day. A pass will be provided to the scholar, with a pass back to class, as well as a pass they can use to come meet with her later that day.

For a student to be referred for counseling through an IEP accommodation, a referral must be made through the school psychologist.

**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 scholars 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 (see **HALL PASSES**).

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 KLO hallway expectations, and model silent, orderly hallways for the younger students. This policy should be reviewed and reminded regularly.

**HALL PASSES:** Scholars must have a hall pass whenever they are in the hallway during class time. Each classroom will have a sign out sheet with space to record scholar name, the time out and in, and destination. Each classroom will have two laminated passes - a green hall pass and an orange bathroom pass.

Grade level teams should determine policy for

- How scholars ask for a Bathroom or Hall pass
- When scholars can/cannot use bathroom pass.\*



\*In an emergency or urgent situation, scholars should ALWAYS be given permission to use the bathroom.

**HOMEWORK POLICY:** This year's homework policy reflects many discussions with caregivers, at grade level teams and within the ILT. As we consider the most useful strategy to support scholar learning outside of the classroom we will continue to explore project-based learning and expeditionary learning as possible components to our academic program. We endeavor to adopt the most applicable "homework/project protocol" no later than the spring of 2017 for implementation during the 2017-18 school year

Until then the following policy will be adhered to by all grade level teams.

- **Mon/Wed**-Math/Social Studies
- **Tue/Thurs**-ELA/Science
- **World Language** will assign homework twice a week on days that reflect a scholar's schedule.

**Other specialist teachers** who plan to issue homework for a special project will consult with the grade level team and receive approval from the Head of School.

**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. 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. 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. Please note they are not required to provide academic work for long-term absences that are not of a medical nature.

**IN-SCHOOL SUSPENSION:** When a scholar serves in-school suspension for one – two days, teachers will receive a request for work from the Scholar Support Liaison. If a scholar is suspended for more than two days they will serve the in-house at the Fletcher–Maynard Academy. CSUS makes every effort not to issue out of school suspensions.

**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 or unreturned locks

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

**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

**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."

**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) located across the hall from room 314. Scholars requiring disciplinary intervention beyond the classroom should be sent directly to the SSC.

### **SCHOLAR SUPPORT CENTER**

The Scholar Support Center (SSC) is a location within Cambridge Street Upper School where scholars are referred when they are having difficulties in their classroom. This protocol is generated when an appropriate classroom climate can no longer be maintained with the scholar in the room; or the scholar is exhibiting behaviors that are a cause for concern and require immediate attention:

The SSC environment must be a calming space for scholars at all times and a place where issues are quickly processed and where possible scholars are sent immediately back to class when they are “ready”.

The following protocol will be adhered to when scholars come to the SSC:

1. Scholar enters the SSC with referral to the Scholar Support Liaison (SSL)
2. Scholar spends 5 minutes in designated calming corner; more time if needed but not to exceed 10 minutes
3. Scholar completes reflection form - 10 minutes
4. Scholar Processes with SSL using the reflection form as a guide. This should be a quick conversation; no more than 10 minutes. If scholar is able to process; is calm and reflective, then scholar may return to class. The SSL will determine the consequence to be issued (call home, detention, verbal/written apology, etc. and record this information into the online referral google doc) If the scholar is not ready to return to class or behavior was such that scholar should not return to sending teacher then the following steps will occur:
5. Scholar remains in SSC with **SILENT, INDEPENDENT** work from **sending teacher** or appropriate grade level practice for student. Scholar will work silently until the period is over then go to next class.
6. If exhibited behaviors were such that warrant more than one class period of time out of class, or because of egregious behaviors, SSL will consult with Assistant Principal to determine next steps.

**SCHOOL CANCELLATION:** Please see **DELAYED OPENING**

**SCHOOL SITE COUNCIL (SSC):** A school council is a representative, school building-based committee composed of the principal, parents, teachers, and 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. Each school's efforts and success in meeting statewide standards becomes an important component of the school council's needs assessment. In addition, as councils assist principals in preparing the School Improvement Plan, they will 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)**

Elizabeth Anderson- Grade 6 special educator

Tsekai English - 7th Grade Math

Phoebe Goodwin - 8th Grade Science

Lindsay Morgan, Principal Intern

Becky Price -Theater Arts

Erika Riddington - 6th Grade Science

\*Tracey Pratt – acting Asst. Principal until Ms. Christen Sohn returns in December

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The [Cambridge Public Schools](#) Rights and Responsibilities handbook governing student conduct and personal rights can be accessed on the CPSD website via [Departments](#) » [Legal Counsel](#) » CPS Policies and Procedures. Although the document is 91 pages, you are encouraged to reference it on issues you may be interested in or would find useful.

### **TARDINESS: 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 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
- Class sizes should be around 10-12 scholars per WIN class
- WIN block will be taught by all Specialists and Core teachers all year long

**ZOETIC:** Zoetic is defined as lively. We look forward to zoetic celebrations this school year.

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## **CAMBRIDGE STREET UPPER SCHOOL**

### **HOME OF THE SILVER AND BLUE COBRAS**



**Est. June 2012**