

# Umoja International Academy



## An IB World School

At UIA, we break down views of superiority and inferiority by destroying any notions that discriminate and marginalize people. Together, staff, students, create a safe, positive atmosphere where all are welcome and embraced for who they are; regardless of their cultural background, who they identify as, or their values & beliefs.

### Office Staff

**Dr. LuTisha Stockdale, Principal**  
**Phil Brann, Assistant Principal**  
**Shawn D'Alesandro, IB Coordinator**  
**Lora Jones, School Nurse**  
**Cindy Ross, Office Manager**  
**Koy Carley Registrar**  
**Stephanie Gentle, Attendance Tech**  
**Jamal Cannedy, Office Tech**  
**Wendell Birt, Plant Manager**  
**Isabel Corona, Custodian**

2023-2024

PARENT and STUDENT HANDBOOK

## **Student Rights**

Umoja International Academy endeavors to safeguard the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all UIA students have the right to:

1. Attend school in an environment free of discrimination and harassment.
2. Take part in all District activities on an equal basis regardless of race, color, weight, creed, ethnic group, national origin, religion, religious practice, gender or sexual orientation, sex, or disability.
3. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
4. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

## **Student Responsibilities**

All UIA students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all District policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class on time and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement.
5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to disciplinary action.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the UIA when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

## **A. Parents**

All parents are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Insist their children be dressed in a manner consistent with the student dress code and that the responsibility for a student's dress rests primarily with the student and you as their parent(s) or guardian(s).
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment including conducting themselves in a manner free of harassing and/or discriminating behaviors based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law §11[7]), Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990.
7. Know school rules and help their children understand them.
8. Convey to their children a supportive attitude toward education and Umoja International Academy..
9. Build good relationships with teachers.

10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.

## **B. Teachers**

All District teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn, including conducting themselves in a manner free of harassing and/or discriminating behaviors based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law §11[7]), Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990.
2. Be prepared for each day's classes.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair, equitable, and consistent manner.
5. Communicate to students and parents:
  - a. Course objectives and requirements
  - b. Marking/grading procedures
  - c. Assignment deadlines
  - d. Expectations for students
  - e. Classroom discipline plan.
  - f. Student growth and achievement.
6. Resolve individual student problems in the classroom and school environment and keep documentation of persistent infractions.
7. Show respect for students and other members of the school community.

## **C. School Counselors**

1. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
2. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
3. Regularly review with students their educational progress and career plans.
4. Provide information to assist students with career planning.
5. Encourage students to benefit from the curriculum and extracurricular programs.

## **D. Administration**

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with administration and approach Administration for redress of grievances.
3. Evaluate on a regular basis all instructional programs.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.

## **Student Drop-off/Pick-up**

- Campus does not open until 8:05 AM, or 30 minutes before the start of school
- Students are to leave the campus immediately after school unless they are participating in a supervised after-school program

- The main gate for student drop-off is on N Street. The parking lot in front of the office is not an entrance before school starts.
- N Street is also the main gate during dismissal time at **3:26 pm**.
- During drop off and pick up traffic is one way on N Street. This is much safer for our students.
- Umoja International Academy is a **CLOSED CAMPUS**. Any student leaving campus without a parent/guardian directly contacting the school is considered to be truant.

## Covid-19

The State of Emergency declared by Gov. Gavin Newsome regarding the global COVID-19 pandemic ended on February 28, 2023. Students are strongly encouraged to wear masks and socially distance according to CDC guidelines. They will not be barred from attending any school activities if they do not follow CDC guidelines.

## Attendance

- **Parents and/or guardians must** notify the school by email, phone or in-person if their student will not attend school on any given day.
- **Excused Absences:** An absence is excused if it meets one of the following:
  - Verified illness
  - Quarantine of student
  - Medical or dental appointments
  - The funeral service of an immediate family member living in the household. (Limited to 1 day within California and 3 days out of state)
  - Exclusion due to incomplete immunization. Parents/Guardians have 10 days to provide evidence of immunization.
- **Unexcused Absences**
  - Vacation
  - Oversleeping
  - Babysitting or taking care of other family members
  - Personal reasons (missed bus, court date, etc)
- **Truancy and Tardies**
  - If a student has 3 or more unexcused absences or 3 tardies of 30 minutes or more, in the school year, he/she is considered truant. SCUSD's truancy program includes a partnership with the District Attorney, Sacramento Police, Juvenile Probation, City of Sacramento, and several judges.
  - Students arriving after the bell must stop by the office for a tardy slip before going to class.
  - Students are considered truant if they are tardy in excess of 30 minutes for three or more days in the school year.

## Early Dismissals

- Students are not allowed to leave school early unless they are picked up by a parent/guardian, or other person(s) designated on the emergency card. Parents/guardians are required to come to the front office to sign out a student.
- Identification will be checked before a student is released to anyone.
- The office staff will call for the student to come to the office to meet the parent/guardian. Parents/guardians may not go get their student out of class.

## Emergency Cards

- **Every student is required to have a complete and up-to-date emergency card on file in the front office.**
  - Any changes in phone numbers and addresses must be recorded on the emergency card. The card is critically important in the event of an emergency. Children will not be released to anyone not authorized on the emergency card
  - Students cannot participate in extracurricular activities without an up-to-date emergency card.

## The Office

- Telephone use in the office is limited to emergency calls only
- Class will not be disrupted unless it is an emergency
- Items left in classrooms after school cannot be retrieved unless the teacher is still there
- There is a “Lost and Found” bin in the front office for misplaced items
- If you are **withdrawing from school**, notify the office at least 2 days in advance. That way we can have the student’s records ready for the new school

## School Visitation

We welcome and encourage visitors to observe their student’s classrooms and school activities. It is important however that school visits do not interrupt the educational process. Therefore, we ask that all visitors observe the following guidelines:

- All visitors must call the front office at least 24 hours in advance of an anticipated visit in order to make an appointment. The school reserves the right to limit the number of visitors to a particular classroom at any one time and the number of visits per person.
- Visitors are asked not to bring children to visitations.
- All visitors are required to sign in at the front office and obtain a visitor’s badge prior to going on to the classrooms.
- Visitors are not to interact with the teacher, students, or materials, or cause any distraction to instruction.
- Observations will be limited to 30 minutes per classroom, unless prior arrangements have been made.
- Parents that visit on a regular basis, must have cleared all volunteer screenings.
- **Visitors may not use their cell phones or take any pictures while in classrooms or on the school yard.**

Because we have many requests for visitations by parents that do not have a child in the class that wish to visit we limit those visits to Wednesdays. Arrangements must be made in the front office with the office manager. Observations are limited to 30 minutes and the observer may not interact with students, photograph, audio tape, or talk to the teacher during that time. Our goal is to allow visitors to observe the class in action with minimal disruption to the instructional process.

## Bus Privileges

Bus riding is provided for all students free by Sac RT. It is a privilege which may be revoked. Parents are urged to discuss appropriate bus riding behavior and rules with their child. Should a student persist in disobeying the instructions given by a bus driver, a bus citation may be issued and disciplinary action may follow. Students may be restricted from riding the bus for inappropriate behavior on the bus, while waiting for the bus, or upon leaving the bus.

**NO BUS SERVICE IS AVAILABLE AT DISMISSAL ON MINIMUM DAYS AND THURSDAYS**

## Deliveries to Students

Students should not receive any non-instructional items at school. This includes flowers, balloons, food, or other personal items. If such items are delivered to school, the office will try to notify the student to pick the

items up after dismissal. The school will not be responsible for delivering such items to the student. In addition, the school will not be responsible for any such items should they be stolen, damaged, or lost.

**OUTSIDE FOOD DELIVERS SUCH AS DOOR DASH and UBER EATS are NOT ALLOWED.**

Forgotten items must be brought to the office and not delivered directly to the classroom.

### **Electronic Devices, & Personal Items**

Personal items, such as toys, games, nerf guns, gel blasters, radios, any electronic devices are NOT permitted to be brought to school.

Do NOT send your student to school with large amounts of money.

Personal electronic devices such as cell phones, iPods, airpods, MP3 players, “wearables” such as Smartwatches with communication capabilities, and similar devices are a part of modern society and the school recognizes that many students will possess them. However, their application and relevance to learning are limited. Teachers and students have a right to teach and learn in an environment free from interruption from such devices.

Our policy tries to allow for sensible student use of such devices while addressing these challenges and maintaining an environment that is ideal for teaching and learning.

Students are not permitted to use any form of information technology, including their own personal electronic devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyber bullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the District Code of Conduct that may be applicable to the circumstances involved.

#### **Cell Phones, Airpods, iPods/MP3 Players, “wearables” such as Smartwatches with communication capabilities, and similar devices:**

- 1. “Away for the day”- meaning that these devices will be put away in backpacks or lockers for the duration of the instructional day. This impacts Elementary, Middle School and High School (where there is an exception at lunch time)**
- 2. May be permitted by the teacher during class. Students may not have these devices out without the classroom teacher’s permission.**
- 3. Not allowed at any time in private areas on school grounds such as bathrooms and locker rooms.**
- 4. Recording functions on personal electronic devices used to take photos, video, or audio recordings are not to be used during the school day without permission of a teacher.**

**The school will not be responsible for any lost, damaged, or stolen personal items brought from home.**

#### **. Violations of the Personal Electronic Devices Policy**

- 1. 1st Offense – device is confiscated and given to the Administration team. The device will be returned to the student after a warning by the Administration team. Offense is recorded in the student’s discipline file.**
- 2. 2nd Offense – device is confiscated and given to the Administration team . The device will be returned at the end of the day. Offense is recorded in the student’s discipline file.**
- 3. 3rd Offense – device is confiscated and given to the Administration team. The device will be returned to the parent or guardian.**
- 4. Use of recording function on a personal electronic device – the device is confiscated and given to the Administration team. Pictures or recordings may be reviewed by the Administration team. The device will be returned to the parent or guardian.**
- 5. The Building Principal/ Assistant Principal may rescind permission for a student to possess these devices in school if a student violates this policy.**

## Textbooks, Library Books, and Technology

SCUSD has a policy regarding the care of library ,textbooks, chrome books, and laptops. Please take careful note of the requirements, and consequences for damage or loss of these costly and necessary resources.

1. Textbooks and Laptops are provided for use by students and remain the property of the Sacramento City Unified School District. Students are responsible for returning textbooks checked out in their name in good condition, with no more wear and tear than usually results from normal use. (SCUSD BP 6161.2)
2. Each student is responsible for all text and library books checked out under his/her name and are subject to fines if books are lost or damaged. Students or parents/guardians are responsible for the current replacement cost of the materials. (SCUSD BP 6161.2 and CA Education Code 48904)
3. Payment can be made by cashier’s check, money order or cash. Cashier checks for lost or severely damaged books are made out to Sacramento City Unified School District. If the book(s) are later found (within 9 months) and returned, a refund check will be issued by the district. A receipt must be presented in order to receive a refund.
4. Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee or the district. Or, students may complete service hours in lieu of cash payment for damaged or lost textbooks.
5. When materials are damaged but still usable the student will be charged as follows:
6. Lost or stolen Chromebooks will have a \$100 replacement fee

<b>Damages</b>	<b>Cost</b>
Torn pages, ink or pencil marks	\$1.00 per page
Damaged cover	25% of the cost of the book
Damages that prevent re-issuing books (including mold or mildew or obscenities – drawn or written)	Full cost of the book
Missing bar codes	\$5.00
Chromebook ( broken, screen cracked)	\$50

6. All text and library books must be returned by students at the end of every school year. If not, the district may withhold the student’s grades, diploma, and transcripts until restitution is made or an agreement is reached

with the site administration. (CA Education Code 48904). The student may also be denied participation in school privileges or commencement activities. (SCUSD BP 6161.2)

**Consequences for unpaid lunch balances are the same.**

Please do not wait until the last minute to respond to school communications about unpaid debts. Be proactive so as to avoid having your child be held accountable for parental responsibilities

**When you use school technology you agree to:**

1. Follow the directions of teachers and school staff.
2. Abide by the rules of the school and school district.
3. Obey the rules of any computer network you access.
4. Be considerate and respectful of other users.
5. Use school computers for school-related education and research only.
6. Not to use school computers and networks for personal or commercial activities (gaming or Email).
7. Not change any settings, software or documents (except documents you create).
8. Not download any programs unless instructed by teacher.

Use of school computers and access to the Internet is a privilege.

- If you do not follow the rules you will be disciplined and lose your computer privileges.

**Do not produce, distribute, access, use, or store information, which is:**

1. Unlawful
2. Private or confidential
3. Copyright protected
4. Harmful, threatening, abusive, or denigrates others
5. Obscene, pornographic, or contains inappropriate language
6. Interferes with or disrupts the work of others
7. Causes congestion or damage to systems

**Protect your password**

**Do not allow anyone else to use your password and do not use anyone else's password.**

**Medication and Health Matters**

Pain relievers and any other over-the-counter medications may not be dispensed to students. The school is only equipped to treat minor injuries with ice and band-aides. Parents/guardians will be called for more serious injuries and illnesses. If parents cannot be reached emergency personnel will be contacted.

Students are not allowed to possess any type of medication. Education Code 49423 states: "Notwithstanding the provisions of Section 49422, any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician may be assisted by a school nurse or other designated school personnel if the school district receives:

1. A written statement from such physician detailing the method, amount, and time schedule by which medication is to be taken.

AND



2. A written statement from the parent/guardian of the pupil indicating the desire that the school district assist the pupil in the manner set forth in the physician's statement."
3. Any student who carries and self-administers prescription auto-injectable epinephrine and/or inhaled asthma medication must submit a written statement of instruction from the physician that includes confirmation that the student is able to self-administer the medication and a written statement by the parent or guardian, 1) consenting to the self-administration, 2) providing a release for the school nurse or other designated school personnel to consult with the physician regarding any questions that may arise regarding the medication, and 3) releasing the school district and school personnel from liability if the student suffers an adverse reaction as a result of self-administering the medication.

Forms are available in the office for the signature of the parent and physician if the child must have medication during the school day. Medication is kept in a secure area and dispensed per the physician's instruction. If a child is to temporarily take a non-prescription medication, such as an over-the-counter pain reliever or cough drops, the medication must be kept in the office. The parent/guardian must provide a note to the front office stating the time and dates the medication is to be given. The medication will be kept locked in the nurse's office.

## **Health and Wellness Policy FAQs**

### **1. What may be served and sold on campus?**

Foods and beverages served and sold in schools must meet strict federal and state regulations for calories, saturated fat, sodium, sugar and trans fat. For an easy-to-use list, visit [www.scusd.edu/wellnesspolicy](http://www.scusd.edu/wellnesspolicy).

### **2. When are these regulations in effect?**

PreK-8th grade: Regulations are effective from midnight to a half hour after the school day or expanded learning (whichever is later).

High schools: Regulations are effective from midnight to a half hour after the school day.

### **3. How can you tell which foods are compliant?**

Other than fresh fruits and vegetables, which are always compliant, food compliance varies widely. Use the California Project Lean calculator to determine compliance of items: [www.californiaprojectlean.org](http://www.californiaprojectlean.org)

### **4. To whom do these regulations apply?**

These federal and state regulations apply to Non-Charter Public Schools participating in the National School Lunch Program.

### **5. Can I bring snacks for the class on my child's birthday or general classroom celebration?**

Yes, as long as the snack meets state and federal regulations for food served during the school day, such as fresh fruit, 100% fruit juice and whole grain snacks. Most cupcakes/cakes do not meet these requirements. Other non-food related options are possible, including but not limited to pencils, erasers, or other small items.

### **6. Do these regulations apply to food items that students bring from home for their own personal consumption?**

No – Parents may decide what food items they want their own child to have.

### **7. May teachers give students candy/food as a reward for good behavior?**

No – BP 3050 Student Wellness Policy restricts the use of food for rewards. The district as a whole wants to limit access to unhealthy items during the school day that decay teeth and teach unhealthy lifelong habits.

### **8. Do these regulations apply to sports games and parent-sponsored events?**

Concessions sold at a sporting events may begin 30 minutes after the school day ends at any grade level. The regulations do not apply to food sold to adults.

These regulations do not apply to food sold at events held in the evenings or on weekends

## **Fundraising**

- School student-organizations must comply with all food and beverage standards. This includes how many items they can sell, pre-approval of the items, when they can sell, how many sales can be done per year, and more.

- The regulations apply to food sold and served to students before school, during the school day and until 30 minutes after the conclusion of any extended learning program for EK – 8th grade schools.
- These regulations apply to food sold and served to students before school, during the school day and until 30 minutes after the conclusion of the standard school day for 9-12th grade schools.

### **Classroom Celebration Ideas:**

SCUSD employees, parent organizations and outside organizations will not use any food or beverage as a reward, incentive or punishment for academic performance or good behavior. Schools can promote a positive learning environment by shifting the focus from food during classroom celebrations, and striving to have non-food celebrations or healthy non-allergenic food. Food must be compliant with Competitive Foods regulations.

### **Field Trips**

Field trips are always memorable events for students. They also require a great deal of paper work, planning, and strict deadlines on the part of staff. In order to make sure that all safety and district field trip requirements are met the following protocols must be strictly adhered to:

- ALL permission slips must be turned in with complete and current parent contact information by the deadline stated on the permission slip. NO late additions to the trip roster will be allowed.
- All chaperones must have cleared the entire volunteer screening process, which includes evidences of tuberculosis screening. The paperwork for this screening is included in the first day packet. See the volunteer section of this handbook, or visit the form office for further information about volunteer requirements
- Parents may not just “show up” at the field trip destination. Students are under the direct care and supervision of the school staff and designated chaperones.
- Parents driving their child only must obtain prior approval from the administration and have completed all the appropriate forms.
- Siblings are not allowed to participate in field trips if parents have chosen to supervise or transport students.
- Field trips are a privilege and as such students with poor behavior may be excluded from trips. Donations may not be refunded for students that lose a field trip privilege.
- Parents that drive on field trips may not make any stops with other students in the car, such as at a restaurant. Volunteers that violate this requirement will not be allowed to participate as a driver on future field trips.
- Parents may be called to pick a child up from an overnight trip if the child’s behavior is cause for removal.
- Students with missing emergency cards will be excluded from field trips.
- Students that owe library/textbook or cafeteria money may be excluded from end-of-year field trips until all accounts are brought into balance.
- Safety is our primary concern for all field trips. Consequently, field trip guidelines will be strictly adhered to.

### **Volunteers**

Volunteers are the backbone of an effective and thriving school. However, there are a lot of legal requirements that must be met in order to begin volunteering at a school site. The requirements are in place to insure the safety of every child. The following items must be on file with the school before any volunteer project can be started:

- A current and completed volunteer registration form. This must be completed each school year.
- Copy of a recent TB test or chest x-ray form indicating a negative result.
- A completed and cleared Volunteer Sex Offender Check Authorization Form (SOC-1) and, if necessary, a completed and cleared Volunteer Fingerprinting and Criminal Background Check Authorization Form

(BC-1). The sex offender form must be completed each school year. There is no charge for this clearance. There is a charge for fingerprinting and the results are good for the duration of “uninterrupted” volunteering in the district. Call 643-7449 for more information.

- To drive on field trips volunteers need to have a DMV clearance, which can take up to 4 weeks to secure. In addition, volunteer drivers must submit proof of insurance that meets the district’s strict coverage requirements

*Please do not wait until the last minute to complete your volunteer packets. They take 2-4 weeks to process so we strongly encourage everyone to be proactive and take care of it at the beginning of the year.*

## **Student Dress Code**

### **Purpose:**

*Umoja International Academy wants all students to be comfortable in their own bodies and in our schools as well. As such, our dress code is designed to support this purpose:*

**Underlying Principle: The responsibility for a student’s dress rests primarily with the student and their parent(s) or guardian(s).**

### ***Students may wear:***

1. *Athletic attire*
2. *Ripped jeans provided that one’s underwear or buttocks are not exposed.*
3. *Tank tops, including spaghetti straps, halter tops.*
4. *Pajama Pants*
5. *Hooded sweatshirts (wearing the hood overhead is allowed, but one’s face and ears must be visible to school staff).*
6. *Fitted pants, including opaque leggings, yoga pants and “skinny jeans.”*
7. *Religious headwear.*
8. *Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.*
9. *Clothing, including footwear, must be suitable for all scheduled classroom activities including physical education, recess, science labs, fabrication labs, and other activities where unique hazards exist.*
10. *Specialized courses may require specialized attire, such as uniforms or safety gear.*

### ● ***Students cannot wear:***

1. *Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).*
2. *Violent language or images.*
3. *Hate speech, profanity, pornography.*
4. *Bullet proof vest, body armor, tactical gear.*
5. *Images or language that creates a hostile or intimidating environment based on any protected class.*
6. *Clothing containing gang identifiers.*
7. *Any clothing that reveals visible undergarments.*
8. *Non Medical Grade Mask*
9. *Sunglasses inside the classroom without note from Physician*
10. *Accessories that could be considered dangerous or could be used as a weapon.*
11. *Any makeup or item that obscures the face or ears (except as a religious observance)*

### ● ***Discipline relative to dress code violations***

1. *If the student’s attire threatens the health or safety of any other person, then discipline for said violation should be consistent with discipline policies for similar infractions.*

## Student Conduct

The ultimate goal of the student code of conduct is the creation of a safe environment conducive to a quality educational experience and equal access to that experience for all students. The following guidelines are designed to assure that every student has the opportunity to contribute to the creation of such an environment.

### Philosophy

All members of the school community have the right to work and learn in an environment that is physically and psychologically safe and is free of harassment and/or discrimination.

Parents have the right to be fully informed of the school's procedures for encouraging responsible behavior, and they have the responsibility of supporting it.

Parents and school staff members are responsible for teaching children appropriate behavior consistent with their developmental level.

### Prohibited Student Conduct

Students will be subject to disciplinary action that may result in a suspension from school, when they:

- Engage in conduct that is disorderly. Examples of disorderly conduct include:
  - Running in hallways.
  - Making unreasonable noise.
  - Using language or gestures that are profane, lewd, vulgar, or abusive.
  - Obstructing vehicular or pedestrian traffic.
- Engaging in any willful act which disrupts the normal operation of the school community.
  - Trespassing. Students are not allowed in any school building, other than the one they normally attend, without permission from an adult..
  - Computer/electronics misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District's acceptable use policy.
- Engaging in conduct that is insubordinate. Examples of insubordinate conduct include:
  - Failing to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students, or otherwise demonstrating disrespect.
  - Lateness for, missing, or leaving school without permission.
  - Skipping lunch detention.
  - Use of a cell phone when prohibited.
- Engaging in conduct that is disruptive. Example of disruptive conduct include:
  - Failing to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students.
- Engage in conduct that is violent. Examples of violent conduct include:
  - Committing, or attempting to commit an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, or other school employee, or attempting to do so.
  - Committing, or attempting to commit an act of violence (such as hitting, kicking, punching, and scratching) upon another student or other person lawfully on school property, or attempting to do so.
  - Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
  - Displaying what appears to be a weapon.
  - Threatening to use any weapon.
  - Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property, including graffiti or arson.
  - Intentionally damaging or destroying school District property.
- Engage in any conduct that endangers the safety, morals, health, or welfare of others. Examples of such conduct include:
  - Lying to school personnel.
  - Stealing the property of other students, school personnel, or any person lawfully on school property or attending a school function.

- Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation or the person or the identifiable group by demeaning them including using electronic means such as Facebook, texting, etc..
- Discrimination, which includes the use of race (including those traits historically associated with race, including but not limited to hair texture, protective hairstyles such as braids, locks and twists), color, creed, national origin, religion, gender, sexual orientation, or disability as a basis for treating another in a negative manner.
- Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
- Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- Selling, using, or possessing obscene material.
- Using vulgar or abusive language, cursing or swearing.
- Smoking a cigarette, electronic cigarette (vapor cigarettes), cigar, pipe, or using chewing or smokeless tobacco.
- Possessing, consuming, selling, distributing, or exchanging synthetic cannabinoids [synthetic marijuana]
- Possessing, consuming, selling, distributing, or exchanging alcoholic beverages or illegal substances, or being under the influence of either.
- Inappropriately using or sharing prescription and over-the-counter drugs.
- Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
- Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharge of a fire extinguisher.
- Engage in misconduct on a school bus. It is crucial for students to behave appropriately while riding on District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated.
- Engage in any forms of academic misconduct. Examples of academic misconduct include but not limited to:
  - Plagiarism.
  - Cheating.
  - Copying.
  - Altering records.
  - Assisting another student in any of the above actions.

Please refer to the Academic Honesty Policy

## **Criteria for Participation in Extracurricular Activities**

In accordance with District policy, Umoja has set standards that all students are expected to achieve. The following rules and standards outline the criteria for participation in extra-curricular and end of the year activities.

The list of activities includes, but is not limited to:

- Dances
- Sports
- Field trips
- Assemblies
- Field Trips
- 7th grade picnic
- 8th grade Promotion Ceremony

To participate in activities, students must meet the following criteria:

1. Students must pass all of their assigned classes and have a minimum 2.0 GPA.
2. Students must receive satisfactory or above citizenship in all classes.
3. Students must have satisfactory attendance.
4. All monetary debts must be paid. This includes textbooks, library books, gym locks, art fees, PE uniforms, computers, cords, etc.
5. No suspensions in the grading period during which the activity takes place. This includes in-house suspensions.

### **Pass Policy**

We have a no pass policy at Umoja. No student is to be out of an assigned class unless it is an emergency. In the case of an emergency, students must be given a pass signed by your teacher with date and time. Students found out of class without a hall pass, referral, or other authorization will be considered tardy or truant and will be subject to appropriate disciplinary action.

### **The Cafeteria**

Meals should be a relaxed and social event; however, it is important that the following guidelines be adhered to so as to make a dining hall with close to 200 people as relaxed as possible!

- Stand in line properly, facing forward.
- Keep hands and feet to yourself.
- Use a quiet, conversational tone and speak only to those on either side, or across, the table.
- Be courteous and polite in conversation and refrain from teasing, name calling, foul language, bullying, screaming, and loud talking.
- Refrain from throwing anything.
- You must be seated in the cafeteria while eating. NO standing.
- Food is not to be traded (we have many students with food allergies), sold, extorted, or bullied from other students.

**ALL STUDENTS WILL BE ABLE TO EAT BREAKFAST AND LUNCH AT NO COST DURING THE 2023-2024 SCHOOL YEAR!**

### **Food Allergies**

If your child has food allergies, please let the cafeteria manager and office staff know. Accommodations can be made for dairy and other food allergies. It is critically important that students not share food with each other as the health of students with serious food allergies can be compromised. There is a nut free table only students with allergy to those should sit at the designated table.

### **Expectations for Adult Behavior**

Umoja is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. Any adult behavior that interferes with the discipline, good conduct and lawful performance of school activities may result in a 14-day withdrawal of consent which removes the right to be on campus in accordance with California Penal Code Section 626.4(a) (enclosed).

**California Education Code considers the following to be misdemeanor offenses:**



- Willful disturbance of any public school or any public school meeting. California Education Code Section 32210.
- Willful interference with the discipline, good order, lawful conduct, or administration of any school class or activity of the school with the intent to disrupt, obstruct or to inflict damage to property. California Education Code Section 44810.
- Conduct which disrupts classwork or extracurricular activity or involves substantial disorder. Education Code Section 44811.

Any behavior that creates a disruption of classroom or school activities, or disturbance of any school employee, may result in a misdemeanor and subject the perpetrator to arrest. In addition, the District will consider further lawful proceedings, such as obtaining a temporary restraining order and other civil action to maintain safety and order on campus. The District will seek reimbursement for attorney costs the courts may impose.

Keep in mind that posts on social media such as Facebook, Instagram, Nextdoor, and Twitter can be considered bullying if it is pervasive and consistent enough to cause a staff member to feel threatened and/or intimidated.

**Please be role models for our students and refrain from cursing, yelling, intimidating, or threatening any district employee, student, or other parent. Please work to resolve any complaints or issues peacefully and respectfully.**

## **Behavior**

The foundation of our school wide behavior plan is respect for all, and taking personal responsibility.

Occasionally, a student's behavior is such that it infringes on the rights of other students to a free and appropriate public education. The entire school community recognizes the gravity of such situations, reacts to them in a calculated way, and follows procedure in doing so. The amount of due process to which a student is entitled before a consequence is imposed depends on the penalty being imposed. In all cases, regardless of the consequence imposed, the school personnel authorized to impose the consequence must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary consequence in connection with the imposition of the consequence.

Respect is a mutual process. This means that students will be shown respect and students will respect the authority of teachers, administrators, and all staff members. Respectful behavior is a matter of common sense: doing what you know is right, even when no one is looking, and treating others as you would expect to be treated. Failure to show respect for others is the root of behavior violations and will be treated seriously. In addition, students are expected to take personal responsibility for their actions. Please note that there are cameras around the school to help support safety and security for all students, staff, and visitors to our campus.

There are plenty of adults and campus monitors on passing periods and lunch. When a conflict arises it is expected that students will go either to the adults or the conflict managers for help resolving the issue. Our goal is that all students practice peaceful resolutions and that violence is never used to resolve problems. Students are encouraged to seek win-win solutions to resolve problems.

Every attempt is made to resolve issues at the local level, in the classroom or on the yard. Only serious issues are referred to the Administration team for resolution. Parents are strongly encouraged to contact the student's teacher with any questions you may have about a disciplinary action. If you feel it was not resolved appropriately after speaking with the teacher, you may then make an appointment to discuss the issue with the Administration team. **Administration team will only discuss disciplinary actions with legal guardians.**

The school has a responsibility to hold students to strict account for their behavior and conduct on the way to and from school, in the classroom, and during recess. Parents are never allowed to speak with any other student about a disciplinary action involving more than one student.

## **Suspensions**

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

A student may be disciplined, suspended for a maximum of five consecutive days or expelled for acts specified in the Standards of Behavior that are related to school activity or school attendance occurring at any district school or within any other school district, including, but not limited to, any of the following:

- While on school grounds
- During the lunch period whether on or off campus
- During, going to or coming from a school sponsored activity

Before resorting to suspension the school will make efforts at restorative justice strategies.

All disciplinary and educational information about each child is strictly confidential. Staff will not discuss a student's progress or actions with anyone other than the legal guardians. Please do not ask about another child's academic progress, behavior, or disciplinary record.

If your child is involved in an incident with other students that results in disciplinary action, staff will only discuss the actions taken with your child. As you would not want your child discussed with another parent, other parents do not want their child discussed with anyone else either.

Parents and guardians are never to approach another child and question them about an incident at school.

If you have an issue that needs to be handled, please ask the principal to facilitate that process.

Remember, our goal is to help our students develop personal responsibility, peaceful problem solving skills, and other behaviors that will help them to be successful in society and in their careers.

It is expected that all parents and staff members will act as positive role models for all children on campus.

## **Bullying**

Umoja is a bully free zone! Bullying is the most common behavior that creates a hostile and unsafe environment for students and staff members. Students have a right to not be hurt, physically and emotionally, and the right to learn in a safe environment. Everyone has an ethical responsibility to address bullying.

“A person is bullied when he or she is exposed, repeatedly over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself.”

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength.

Bullying includes, but is not limited to:

- Verbal bullying including derogatory comments and bad names.
- Social exclusion or isolation.
- Hitting, kicking, shoving, and spitting.



- Lies and false rumors.
- Taking money or other things or damaging other students' property.
- Threatening or forcing students to do inappropriate things.
- Racial bullying
- Sexual bullying
- Cyber bullying (via cell phone or Internet)

Bullying is against California Education Code and is a suspendable offense.

This policy includes parents bullying other parents, and teachers, via social media such as Nextdoor, Facebook, Instagram, Twitter, Threads, Snap chat...

### **Report Bullying Behavior**

Bullying behavior that involves student to student aggression may be reported to any SCUSD employee or administrator verbally or in writing. Although not required, the district's Report of Suspected Bullying Form may be used to make a report.

After completing, the report should be forwarded to the administrator at the school site where the targeted student attends. Reports may also be sent to the district's Bullying Prevention Specialist, however, these will be forwarded to the appropriate site administrator.

Anonymous reports may also be made by calling the We TIP system at 1-855-86-BULLY.

If you identify yourself as the reporting party, the administrator may contact you for additional information. However, all information will be kept strictly confidential.

### **Profanity and Inappropriate Gestures**

Children are exposed to profane language, gestures, and behavior on a daily basis. Television, video games, movies and music lyrics are filled with explicit and racially charged language. While that may be considered appropriate for mainstream pop culture it is totally unacceptable on the Umoja campus. Therefore; such language and gestures will be taken seriously and dealt with accordingly.

- The first offense we will try to repair the harm done through restorative practices.
- The second offense will result in the student and parent conference with the Admin team.
- The third offense may result in an in-house suspension.
- The fourth offense may result in a formal 1 day out of school suspension.
- The fifth, and any subsequent offenses, may result in a minimum of 3-day suspension up to a maximum of 5 days.
- After 5 days of suspension students will be placed on a behavior contract.

When a student has accrued 10 days of suspension they may be taken to a behavior review hearing for possible alternative school placement.

Please note that this policy includes the use of the "n" word, or any other derogatory racially biased word, by a student of any race towards any student, staff member, visitor, or parent of any race.

Umoja celebrates the rich diversity of our community and views this diversity as a strength of our community. It is therefore expected that all community members treat each other with the respect and dignity we all deserve.

### **Processes and Procedures for Disciplinary Actions**

Umoja uses a two tiered disciplinary process (Classroom Referrals and Administration Referrals) built on a philosophy of progressive discipline. This means that if behaviors become chronic and are continuously disruptive to the learning environment, the consequences become gradually more severe.

Every attempt is made to handle disciplinary actions at the classroom level. Students are issued referrals for behaviors only after attempts have been made to correct the behavior with verbal warnings, phone calls home, or other strategies. Phone calls may not be made for every single infraction, particularly those that were resolved appropriately and did not result in any injury to staff or other students. Part of our goal is to help students develop their own problem solving skills. If your child receives a classroom referral it is a sign that site level attempts to change the identified behavior have not been successful. Please take citations seriously.

Principal referrals are issued for serious actions that cause injury to others, or are serious enough to cause others, including staff, to feel threatened by the behavior. The fourth referral will then be a principal referral. Principal referrals will always result in a phone call home and more serious consequences, including suspensions.

All school rules and policies are based on California State Law and SCUSD policy. The rules and policies apply equally to all students and are based on the fundamental need to ensure student safety and maintain an environment where all students can learn. In addition to the school wide discipline plan, each teacher has classrooms rules and procedures that students are expected to follow. The classroom rules will be discussed in class.

## **Student Support Strategies**

**The following strategies may be used as interventions in an effort to address behavior concerns:**

- |  |  |   |
|--|--|---|
| 1. Alternative Placement   | 13. Hawk Institute   | 22. Referral to Student Attendance Review Team (SART) |
| 2. Character Education   | 14. Mentoring  | 23. Referral to Student Study Team                    |
| 3. Community Service   | 15. Modified Schedule  | 24. Restorative Justice Practices                     |
| 4. Community service on campus (cafeteria duty, campus cleanup, work with custodial staff) | 16. Parent attends a portion of the school day                   | 25. Saturday School                                   |
| 5. Conflict Resolution   | 17. Parent Conference Via Telephone (document)                   | 26. Site Level Behavior Contract                      |
| 6. Counseling  | 18. Peer Court   | 27. Student Conference                                |
| 7. Detention   | 19. Referral to Counseling Group                                 | 28. Teacher Suspension                                |
| 8. Extended Day  | 20. Referral to district resources staff for academic assessment | 29. Time Out Buddies                                  |
| 9. Home Visitation   | 21. Referral to School Attendance Review Board (SARB)            | 30. Transfer Classes                                  |
| 10. In-house Suspension (on school grounds)  |  | Voluntary Short Term Independent Study                |
| 11. Lunch Detention  |  |   |
| 12. Meetings   |  |   |

## **PHYSICAL AND HEALTH EDUCATION CLASSES**

### **Philosophy**

The Physical, Health and Education Department of Umoja is driven to educate students about their physical fitness, to nurture a life-long enthusiasm for physical activities, and to promote positive sportsmanship. Our goal is to provide a physical education program that will offer each student an opportunity for individual success.

### **PE Uniform**

All students must wear a PE uniform during their Physical Education classes, which includes proper rubber-soled, athletic shoes. The PE uniform will be labeled with the student's first and last name using a permanent black marker. No other marks should be on the uniform. PE Clothes must be the appropriate size: no sagging or overly bagging clothes will be allowed. Street clothes are not to be worn under PE uniform.

The cost of the uniform is \$25. Or you may buy each piece separately for \$12 shirt and \$13 shorts. For cold-weather days, official Umoja sweatpants and sweatshirts will be available for purchase. Umoja black hoodie - \$25.00 Umoja black sweatpants - \$20.00 All items are available at the UIA on-line store which can be found on the UIA website.