

Umoja International Academy



Parent Student Handbook 2023-2024

**5301 N Street
Sacramento, CA 95819
(916) 395-5350
FAX: (916) 277-6550**

School Website: <https://umoja.scusd.edu/>

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Welcome to:

Umoja International Academy
5301 N Street
Sacramento, CA 95819
(916) 395-5350



The IB learner profile

The International Baccalaureate® (IB) learner profile describes a broad range of human capacities and responsibilities that go beyond academic success.

They imply a commitment to help all members of the school community learn to respect themselves, others and the world around them.

Each of the IB's programmes is committed to the development of students according to the IB learner profile.

The profile aims to develop learners who are:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective

“THE ROAD TO COLLEGE BEGINS HERE”

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 and students create a safe, positive atmosphere where everyone is welcomed and embraced for who they are; regardless of their cultural background, who they identify as, or their values & beliefs.

No one is born racist. No human is illegal. Black lives matter. Feminism is for all.
Love is love.

HOLIDAYS (NO SCHOOL!)

Labor Day:	Sept 4, 2023
Veteran's Day:	Nov. 10, 2023
Fall Break :	Nov. 20-24, 2023
Winter Holidays:	Dec. 25, 2023 – Jan. 5, 2024
MLK, Jr. Day:	Jan. 15, 2024
Lincoln Day:	Feb. 12, 2024
Washington Day:	Feb. 19, 2024
Spring Break:	Mar. 25-29, 2024
Memorial Day:	May 27, 2024

MINIMUM DAYS

End of Quarter 1:	November 3, 2023
End of Semester 1:	January 26, 2024
End of Quarter 3:	April 4, 2024
Last Day of School:	June 16, 2024

On minimum days students are dismissed at 12:49. Lunch will be served after school.



General Information

Office Hours: 7:30 a.m. – 4:00 p.m.

School Hours:

- M, T, W, F
8:35 am-3:26 pm
- Thursdays:
8:35 am- 2:26pm

Shortened Day Hours:

- 8:35am -12:49 pm



Arrival and Departure Guidelines

- **Students are NOT to be on the school campus until 30 minutes before the start of school.** There is no supervision on the yard until that time and the school cannot be responsible for their safety. .
- Students are to leave the campus immediately after school unless they are participating in a **supervised** after school program.
- Students loitering on campus prior to, or after the above times, will be referred to the office.
- If necessary CPS and/or law enforcement agencies will be called if the problem becomes persistent.
- After school program is available for afterschool services They can be reached at: 395-5350 ext. 405309

Closed Campus:

In the interest of student safety and supervision, the Board of Education establishes a “closed campus” throughout the District. Once students arrive on the school grounds, they must remain until the end of the school day unless they have proper written authorization from a parent/guardian. Students that leave campus will not be chased by school personnel and the police will be called to return them to school.



Attendance and Absences

Please note that an absence may still be considered unexcused even though a parent call is made.

In order for a student to attend a school event or any after-school activity on campus, the student must have attended a full day of school on the day of the activity.

NOTE: Teachers are not obligated to provide homework for unexcused absences.

Excused Absences:

- Verified illness of student.
- Quarantine of student under direction of health officer.
- **Student's** personal medical or dental appointment.
- Attending funeral service of parent, sibling, grandparent, or any relative living in the immediate household of the child. (limited to 1 day in the state and 3 days out of state)
- Exclusion due to incomplete immunization. Parents/Guardians have 10 days to provide evidence of immunization. After 10 days' student is excluded from school and recorded as absent for no more than 5 days.

Unexcused Absences:

- Vacations
- Oversleeping
- Babysitting or taking care of other family members
- Personal reasons (missed bus, court...)

It is expected that Umoja students not take vacations during scheduled school days. Please honor the school calendar and plan vacations accordingly.



TRUANCY and TARDIES

If a student has 3 or more unexcused absences or 3 tardies of 30 minutes or more, 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. The process involves letters sent home, from the district central office, a school site SART (School Attendance Review Team) meeting and a district level SARB (Student Attendance Review Board) hearing. It is our goal to make sure every student has the opportunity to receive a quality education: therefore, we will do everything possible, prior to a hearing, to improve attendance. However, if attendance concerns continue the District is prepared to implement the SARB process to the fullest extent.

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.

For every 3 tardies students will be assigned to 30 min lunch study hall and are students are expected to catch up on missing assignments, or complete current work.

EARLY DISMISSAL

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 may be checked before a student is released to anyone the front office staff may not recognize.

The office staff will call for the student to come to the office to meet the parent/guardian. **In order to ensure the safety of our students and staff, no one, other than office staff, is allowed to go directly to the classroom without first signing in at the office.** All visitors will be issued a badge that identifies them as a guest at our school. Please be sure to sign out when leaving the campus.



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 without an up-to-date emergency card on file will not be allowed to participate in field trips until an up-to-date card is on file.**

Please take the time to fill the emergency card out completely and neatly. Unfortunately, technology cannot always be counted on and the old-fashioned hand-completed card may be our only link to you!



Communications from School

Umoja International Academy tries to communicate with parents through a variety of social and “old school” media! Many school wide communications are sent through an automated calling system. Notification of absences and reminders of school wide events will be sent via this system. We also have a Facebook page that can be found under “Umoja International Academy”. The school has a website that can be located at: <https://kitcarson.scusd.edu/> The PTSO newsletter is posted on the website, as is the school calendar and a wide variety of other important information. We are gradually moving towards a greener existence and trying to cut down on the use of paper. Email is the primary communication method. Notices are also sent home via the backpack or mailed home.



Lost and Found

Lost and found clothing, and other items, are kept in a bin in the front office. Unclaimed items will be donated to the clothes closet on the last day of every month. Umoja is not responsible for lost or stolen items.

School Visitations

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.



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.*



Cell Phones, Electronic Equipment & Personal Items

Students should not bring personal items to school. This includes, but is not limited to: toys, games, radios, cell phones, iPod, iPad, Kindles, any electronic devices, headsets, skateboards, and excessive amounts of money.

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

While cell phones may be brought to school, they **may NOT interfere with the instructional process. Cell phones are to remain off and out of sight (in backpacks) at all times while on campus.** Students may use cell phones only when instructed by a school authority.

Student's violating this rule will have the items taken away and returned at the end of the day or school year. In the case of money or valuables parents will be notified to pick up the items.



Textbooks, Library Books and Technology

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

1. Textbooks 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:

Damages	Cost
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

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)**

The aforementioned consequences also hold true for unpaid lunch balances.

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.



Junk Food, Gum and Other Food

Umoja is a gum-free zone. **Students are not to be chewing gum at any time on campus.** Please do not send sugary items to school with your child. Sugary foods can interfere with a child's ability to learn and function in a classroom.

Recent legislation bans the sale of soda and candy to students at schools during school hours.

- No food is allowed on the yard.
- **Students may not bring food/candy/junk food to sell to other students.**

- Many students have severe food allergies. Because of that, students are not allowed to share food with other students so as to avoid a potential life-threatening situation.
- We ***strongly*** encourage families to consider healthy alternatives for birthday treats and classroom celebrations. Ideas include, but are not limited to, fruits, veggies, pencils, bubbles, books for the class library...
- The district's health and wellness policy is very strict on the use of food as a reward and incentive. The school is held to strict accord relative to after school food sales.

The district has a health and wellness policy that restricts the use of sugary foods as incentives used by teachers. We ask that parents please be mindful of healthy habits.

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.
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
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.

Healthy snack options:

- Fresh fruit
- Smoothies
- Frozen bananas with shredded coconut
- Vegetables with a variety of healthy dips (hummus, guacamole, salad dressing)

Awesome Celebration Ideas:

- Games, such as relays
- Hold class outdoors
- “Free choice” time
- Stickers/pencils
- Art supplies/projects
- Movie day



Dress Code

Umoja International Academy has a strict dress code.

The following clothing items are not allowed:

- No sagging
- No hats or hoods in class,
- No bare feet, flip-flops or slippers or open-toed shoes of any kind.
- No attire containing drugs, alcohol, tobacco, or sexually explicit material
- All shirts must have sleeves
- No short shorts
- No undergarments may be showing.
- No pajamas.

Students out of dress code will be required to call home for a change or will be loaned clothes.

Students are required to wear, or have available, athletic shoes for PE.



FIELD TRIPS

Field trips are probably the one school activity that students will always remember. They are

also a nightmare for teachers to plan as they require an inordinate amount of paper work, planning, **and strict deadlines**. In order to make sure that all safety and district fieldtrip 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 evidence 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 front office, for further information about volunteers.
- 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/text book 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.



On Campus

- 8th grade Promotion Ceremony

Common sense is the best rule to follow on campus..

- Skateboards, Scooters, Skateshoes, Bikes, and Rollerblades are not allowed to be ridden **on school grounds, during, or after school, or at any school function.** A first violation of this rule will result in removal of the equipment and a parent will be required to pick up the item. A second violation will result in the item being taken from the student until June. It is law that students wear helmets when riding anything with wheels. Bikes must be walked on campus.
- **Play-fighting is not allowed at all, in that it usually ends up in a fight.**
- Playing in the restrooms and classrooms is prohibited.
- Refrain from physical contact games such as tackle football, keep-away, piggy-back games, karate, wrestling, zombie games, etc.
- **No tag or chasing games allowed at all!**
- Ball games on the blacktop are limited to kickball, four square, basketball and tetherball. All other ball games are to be played on the grassy area.
- Playground climbing equipment may only be used during lunch. They are not to be used before or after school.
- No pushing or pulling people on the playground equipment.
- Abide by all game and equipment use rules.
- Respect and respond to all teachers, campus monitors, aides, or other staff members on the playground.

CRITERIA FOR PARTICIPATING IN EXTRA CURRICULAR 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

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

1. Students must pass all of their assigned classes.
2. Students must receive satisfactory or above citizenship in all classes.
3. Students must have satisfactory attendance.
4. All text books and library books must be returned or paid for.
5. All monetary debts must be paid. This includes textbooks, library books, gym locks, art fees, PE uniforms, computers, cords, etc.
6. No suspensions in the grading period during which the activity takes place. This includes in-house suspensions.
7. A student must have a minimum of 70 merits.

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; the pass is your agenda, 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

Students are required to enter their student number in order to receive breakfast and lunch. There are plenty of adults and campus monitors on passing period and lunch duty. 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.

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, with hands at sides.
- 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.
- Line up to dump trash, one person at a garbage can at a time.
- 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 2022-2023 SCHOOL YEAR! STUDENTS MUST USE THEIR ID NUMBERS.

FOOD ALLERGIES

If your child has food allergies, please let the cafeteria manager 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.



Discipline

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

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 principal 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 principal.

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

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.



Discipline and Confidentiality

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.

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, physical 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 Educational Code and is a suspendable offense.

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 offence we will try to repair the harm done through restorative practices.
- The second offense will result in the student having to call their parent and repeat the exact words they were heard using, or describe the gesture they displayed.
- The third offense may result in an in-house suspension.
- The fourth offense may result in a 1-day formal 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 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 citation 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. In addition, principal referrals are issued after a student has received

three citations for the same behaviors and/or actions. 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.

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 should not be worn under PE uniform.

The official UIA PHE uniform will be sold at the 7th grade/New Student orientation in August as well as the first week of the school year. Replacement uniforms will be sold throughout the year. The cost of the uniform is \$22. Or you may buy each piece separately for \$11 (shirt or shorts).

If students choose to purchase non-UIA wear, the shirt must be plain purple (no designs) and the shorts must be black.

For cold-weather days, official Umoja sweatpants and sweatshirts will be available for purchase.

Umoja black hoodie - \$27.00 Umoja black sweatpants - \$16.00

All items are available at the UIA on-line store which can be found on the UIA website.

Student Support Strategies

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

1. Alternative Placement
2. Character Education
3. Community Service
4. Community service on campus (cafeteria duty, campus cleanup, work with custodial staff)
5. Conflict Resolution
6. Counseling
7. Detention
8. Domin8 Your Day
9. Earth Mama Healing
10. Extended Day
11. Home Visitation
12. In-house Suspension (on school grounds)
13. Lunch Detention
14. Meetings
15. Mentoring
16. Modified Schedule
17. Parent attends a portion of the school day
18. Parent Conference Via Telephone (document)
19. Reach One Alliance
20. Reflection Room
21. Referral to Counseling Group
22. Referral to district resources staff for academic assessment
23. Referral to School Attendance Review Board (SARB)
24. Referral to Student Attendance Review Team (SART)
25. Referral to Student Study Team
26. Restorative Justice Practices
27. Saturday School
28. Site Level Behavior Contract
29. Student Conference
30. Teacher Suspension
31. Time Out Buddies
32. Transfer Classes
33. Voluntary Short Term Independent Study