



MEMORANDUM

Date: August 22, 2023
To: One City Board of Directors
From: Kaleem Caire, CEO and Latoya Holiday, Chief of Staff/VP of Government Relations
cc: One City Schools Executive Team
Re: **2023-2024 Policy and Handbook Updates**

The following policy changes, additions, and updates are recommended for the 2023-2024 One City Scholar and Family Handbook, One City Schools Preschool Parent Handbook, and One City Schools Staff Handbook.

[Preschool Parent Handbook](#) (last update approved July 31, 2020)

- **One City Schools mission and vision statements updated to reflect the revisions approved by the board at its annual retreat in May 2023.**
OCS Vision: A Greater Madison community and State of Wisconsin where all children are prepared to contribute and succeed as adults, support strong communities and raise healthy families.
OCS Mission: To seed a new model of public education that ensures children and teens are on track to succeed in a college or career preparatory program from birth through high school graduation
- **Facility plan and capital campaign language updated.**
Execute One City's Facility Plan: In 2021 One City purchased a new facility at 1707 W. Broadway in Madison, Wisconsin to house its elementary and secondary public charter schools. One City's CEO and Executive Team will work with One City's Board of Directors, staff team, parents, financial supports and other partners to (a) continue planning for improvements to the Broadway facility and its current preschool facility, and (b) re-establish its capital campaign by Spring 2024 to raise the funds to meet OCS' short- and long-term facility needs.

Execute the Capital Campaign to Full Implementation: One City's CEO and Executive Team will work with One City's Board of Directors, staff team, parents, financial supporters and other partners to raise capital for the Phase 2 improvements and further

development of One City's campus located at 1707 W Broadway. This includes final renovations to the school building to be completed by August 2025 to accommodate growth and expansion allowing us to provide a world-class elementary and secondary educational program.

- **New policy on late payments.**

All tuition payments must be received by the due date noted above. The following procedures will be followed in regards to payments not received by the due date.

- *At 3 Days:* Parents receive a written notice that the payment is late and payment must be made immediately.
- *At 15 Days:* Parents receive 2nd written payment reminder via email/text/letter.
- *At 30 Days:* Parents receive 3rd written payment reminder and notification that the account will be referred to collections if not paid within the next 30 days.
- *At 45 Days:* Parents receive 4th written payment reminder and 2nd notification that the account will be referred to collections after day 60.
- *At 60 Days:* Parents receive final written notification alerting them that the account will be sent to collections and their children are no longer able to attend One City Preschool.
- *At 90 Days:* If collection is not successful, parents receive written notification that the account will be referred to small claims court.

[Scholar and Family Handbook](#) *(last update August 2022)*

- **All references and items related to high school (grades 9-12) removed.**
- **One City Schools mission and vision statements updated to reflect the revisions approved by the board at its annual retreat in May 2023.**
OCS Vision: A Greater Madison community and State of Wisconsin where all children are prepared to contribute and succeed as adults, support strong communities and raise healthy families.
OCS Mission: To seed a new model of public education that ensures children and teens are on track to succeed in a college or career preparatory program from birth through high school graduation
- **One City Preparatory Academy description updated.**
When it opened in September 2022, OCPA enrolled scholars in grades 6, 9 and 10. In January 2023, One City made the difficult decision to close high school and shifted, instead, to a more gradual growth model, focusing on the middle school grades and adding one new grade level per year. One City welcomes its first 7th grade class in 2023-24. At maturity, One City Schools will serve the full sequence of grades K-8, with the potential to add a high school experience in the future.

- **New policy on late payments**

All before/after care payments must be received by the due date noted above. The following procedures will be followed in regards to payments not received by the due date.

- *At 3 Days:* Parents receive a written notice that payment is past due and must be made immediately.
- *At 15 Days:* Parents receive 2nd written payment reminder via email/text/letter.
- *At 30 Days:* Parents receive 3rd written payment reminder and notification that the account will be referred to collections if not paid within the next 30 days.
- *At 45 Days:* Parents receive 4th written payment reminder and 2nd notification that the account will be referred to collections after day 60.
- *At 60 Days:* Parents receive final written notification alerting them that the account will be sent to collections and their children are no longer able to attend before/after care.
- *At 90 Days:* If collection is not successful, parents receive written notification that the account will be referred to small claims court.

- **Updates to admissions procedures**

To ensure scholars receive the appropriate services and educational plan to best meet their needs, all newly accepted applicants will be assessed after they are admitted and prior to the start of school. By law, One City cannot deny enrollment to a student due to assessment results. Therefore, results will only be used to determine proper instructional supports are in place to meet every student's educational needs once enrolled at One City. After being offered a seat, new families have a reasonable window by which they must schedule and have their new student assessed by One City staff. If after multiple failed attempts, One City staff are unable to schedule and complete an assessment for a newly enrolled student, the student may lose their seat and the seat may be offered to the next student on the waiting list, if one exists.

Pursuant to its charter contract with the University of Wisconsin-System Office of Educational Opportunity and Wisconsin Statutes § 120.13(1)(f), One City may solicit the expulsion status of an applicant for admission and will determine whether or not to admit or enroll any applicant for admission during his/her term of expulsion from another school district consistent with Wis. Stat. § 120.13(1)(f).

- **Changes to promotion and retention policy**

Promotion and Retention Policy

Guiding Beliefs about Student Promotion

One City and EL Education believe that assessment practices should motivate students to become leaders of their own learning. Students will track their progress toward standards-based learning targets, set goals and reflect on growth and challenges. Students and teachers will regularly analyze quantitative and qualitative data that include assessments, reflections and student work and use this data to inform goals and instruction. Students will regularly present evidence of their achievement and growth

through student-led family conferences, passage presentations and celebrations of learning.

Student Grade-Level Promotion Requirements

Student promotion will be based on a combination of factors including student performance on state and local assessments, overall academic performance, observations and recommendations of teachers, and other academic criteria. The local assessments, which are used to gauge student growth, will also serve to identify areas in which students need more support as well as areas in which students have achieved grade-level proficiency or higher in reading/language arts, math and other subject areas. The interventions provided in response to assessment results ensure that students will be prepared at key grade transitions.

Additionally, One City also takes pride in cultivating the whole child by measuring competencies that account for habits of character, mindset, collaboration and leadership, among other things. We also have an expectation of proficiency at 50% of the identified competencies for each grade level.

Retention

It is the goal of One City Schools to assist scholars to reach their maximum potential. The determination of the appropriateness of retention as the best educational alternative for the scholar shall be made after careful and systematic consideration of a variety of factors. On rare occasions, it may be evident to the student, parents and teachers that a student has not made adequate progress during the year and that more time is needed to meet certain academic goals as measured by assessments including MAP, portfolios assessments and teacher or program- based assessments. When this occurs, a student will be invited to remain at a grade level and join a new Crew. We define “adequate progress” as achieving 80% proficiency in our Math and Language Arts identified power standards. Power standards are the critical knowledge and skills that scholars must demonstrate to be college or career ready. One City recognizes that retention can be difficult for students and parents and will work aggressively and proactively to support struggling students at risk for retention. RTI (Response to Intervention) interventions, including small group and one on one remediation, peer review and feedback, differentiated instruction and supports for English learners and special needs students are some of the ways in which One City will meet the needs of challenged students. Because many of our scholars come to One City after years of stagnant learning, achieving 80% proficiency in these standards may be challenging. Our team will examine each case on a one on one basis and determine if the scholar can continue growing these skills while at the same time being exposed to new ones, or whether it is in the best interest of the scholar to gain proficiency in these prior to being exposed to new content and skills. If a scholar’s attendance falls below 90%, they will be at risk of retention.

Prior to making the decision to retain a scholar, the Student Support Team composed of the classroom teacher, reading and/or math specialist, instructional coach and administrator will meet to determine research-based interventions and develop a progress monitoring plan. Once interventions have been completed, the team will review the data and use that information, in addition to others, to help make an informed decision whether or not to retain the scholar.

- **Addition to parent agreements.**

I will participate in all One City mandatory meetings, workshops and events and will engage with One City staff and parents through participation in the Parent Council and monthly parent meetings.

- **Change to cell phone policy.**

Creating an educational environment conducive to learning and growth is One City's first priority. We wish to limit distractions and possible barriers to scholar engagement in the learning process. Therefore, the use of cell phones, tablets, smart watches and any other types of personal electronic devices is strictly prohibited during the school day. Scholars in grades K-4 are prohibited from bringing personal electronic devices to school. Scholars in grades K-4 shall leave their cell phones or other personal electronic devices at home and/or with their parents/guardians each day before entering the school building.

Scholars in grades 5-7 may only use their devices before school starts and after school ends. Parents and guardians who need to reach a scholar in the event of an emergency during the school day should contact our main number at (608) 531-2128. Please note that classroom teachers will not be interrupted to receive or return phone calls during instructional time, except for emergencies or pre-scheduled meetings and phone calls. Teachers will instead return phone calls and emails during non-instructional times. One City provides its Scholars with a laptop to use for instructional purposes at school. If a student is found to be in possession of a personal electronic device during the school day without authorization, the device will be confiscated. A parent/guardian will be required to retrieve the confiscated device from designated staff after the end of the school day. After the first offense, parents of scholars in grades 5-7 will be required to purchase a phone lock case for \$10 for their scholar's use during the school day. In the case of repeated violations, a teacher and/or administrator will contact the family to discuss. Repeated violations of this policy shall be subject to consequences, including, but not limited to, disciplinary action and/or potentially having the right to possess a device on school grounds further restricted.

- **Updates/revisions to attendance policy.**

Attendance

State law requires all scholars between the ages of six and 18 to attend school full-time. The State of Wisconsin and One City Schools' Board of Directors set policies for scholar attendance and absences. These policies are summarized

below.

Classes at One City Schools are scholar-centered: scholars are an integral, active part of the learning process. Classes often involve collaborative projects, experiential learning, and Socratic discussions—none of which can be replicated at home or through videoconferencing. Therefore, any scholar who is absent or excessively late (i.e., more than 50% of class) will be in danger of not meeting the proficiencies required for mastery of content. In elementary and middle school, a cumulation of not meeting proficiencies could result in the need to repeat courses or grade levels. All absences (including absences related to early dismissals) will be noted.

As important as attendance is, we also value a healthy mind and a healthy body. Scholars need to be healthy and well-rested to be able to participate fully. We ask that scholars who are feeling unwell, or even a little run-down, stay home to recuperate. Scholars should not come to school if they are sick, to safeguard their own health and that of the community. OCS staff will reach out to parents/guardians with a proactive plan if consistent patterns of absences occur. See below for details:

Types of Absences and Notification

Excused Absences:

A child will be excused from regular school attendance for the following reasons:

- Personal Illness - The student is not in proper physical or mental condition to attend school or an educational program.
- Appointments - Medical, dental, vision or other professional medical appointments. Parent(s)/guardian(s) may sign their child out of school before the appointment and sign them in following the appointment.
- Funerals - A death in the immediate family or funerals for close relatives and family friends.
- Religious Holidays
- Court/Legal Matters - A court appearance or other legal procedure which requires the attendance of the student or parent(s)/guardians.
- Other special circumstances that show good cause which are approved in advance by the school

Make Up Work - With the exception of an expelled student, all students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines: (a) It is the parent(s)/guardian(s) responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school. (b) Students who miss school will be given the opportunity, whenever possible, to make up work missed when they return to school.

Unexcused Absences and Truancy

An absence is considered unexcused if the school has not received parent/guardian notification or advance notice of a planned absence. A scholar

who exhibits a pattern of unexcused absences may be subject to a disciplinary response. Unexcused absences count toward the total number of absences.

Truancy/Unexcused Absence means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the cause of such absence by the parent or guardian of the absent scholar.

A scholar is considered truant if the scholar is absent without an acceptable excuse for all or part of one or more days during which school is held. A scholar qualifies to be habitually truant when the scholar is absent without an acceptable excuse all or part of five or more days in a school semester, Wis. Stat. sec. 118.16(1)(a) and (c).

Truancy will be dealt with on an individual basis using input from appropriate personnel and conversations with the parent(s)/guardian(s). Notification regarding truancy will include the following:

- 5 unexcused absences (per semester, includes half days): letter, email, call and check in.
- 10 unexcused absences: 2nd letter (certified mail), meeting required within 5 days of receipt, possible home visit
- 15 unexcused absences: 3rd and final letter with referral for truancy violations.

Additional Guidelines for Consecutive Absences – After a student is absent 15 consecutive days or more, considerations will be made for withdrawal.

Parent(s)/Guardian(s) Responsibility

- When a student is absent, his/her parent(s)/guardian(s) shall contact the school via phone or by completing the attendance form in PowerSchool. Failure to contact the school might result in a timed automated call to the home or work place of the student's parent(s)/guardian(s). Parents/Guardians can retroactively excuse their scholars for their absence within 7 days from when the absence occurs.
- Parent(s)/guardian(s) are required to provide an explanation of absence(s) if one has not been provided on the day of the absence.
- Parents should always check scholars in and out for appointments during the school day.
- If a student has seen a physician, dentist, chiropractor or other licensed health care professional, the school may require verification of the office visit.

Student Responsibility

- Students are required to attend school every day, unless they have an excused absence.
- A student must complete all make-up work assigned by the teacher(s).

Teacher Responsibility

- Teachers are required to emphasize the importance and necessity of good attendance.
- Teachers are required by law to take daily attendance in their classes and maintain a record of absences.
- Teachers with concerns about attendance are encouraged to contact parents and (after approximately 3 days absence from a class) and work with One City's attendance team.

Principal (or Designee) Responsibility

- Principals shall maintain official records for all excused and unexcused absences that occur in the school.
- After repeated or frequent absences due to a student's illness, a principal may request the student's parent(s)/guardian(s) to obtain a written statement from a physician or licensed health care practitioner as proof of the physical or mental condition of the student. Such an excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days.
- Principal/designee communicates with parents:

- **Athletics update**

One City Preparatory Academy (OCPA) will offer a variety of competitive and intramural athletic offerings during the fall, winter, and spring seasons. As intramural activities will always occur on campus, competitive teams may likely practice off-campus as needed for the usage of appropriate athletic space. OCPA competitive athletics will participate in the Madison Area Independent Sports League for the majority of their competitive athletic programming. There is no cost to participate in OCPA athletics.

One City Athletics is committed to our scholar athletes and strives to promote the best overall experience. As we grow, we will continue to build upon our athletics program. One City athletics values sports as a vehicle for personal growth and self-discovery. One City Schools' commitment to athletics is based upon our belief that being a member of a team, physical wellness, and athletic accomplishments have important lifelong benefits. We emphasize hard work, perseverance, sportsmanship, and commitment. By modeling these values, we create an athletic culture that promotes a safe, kind, and respectful environment, a place where we can make mistakes, learn from them, and grow. Through the daily challenges of practice and competitions, our scholar athletes will gain knowledge of their sport and develop individually, while cultivating leadership and life skills. Our athletic administration and coaches will provide the support and mentorship needed for our scholar athletes to achieve both academic and athletic excellence.

Competitive Team Sports

During the 2023-2024 school year, competitive middle school athletic programs will include girls volleyball, flag football, basketball, dance, and track and field. Team sports at One City Schools are competitive, and scholars must demonstrate commitment to attending practices and meeting the Code of Conduct in order to participate in competitions.

Athletes are expected to attend all trainings and games, which typically take place 2-4 days a week and occasional events taking place on weekends. Training locations vary by sport. When the training or game location is not within walking distance from the school, One City Schools provides transportation to and from local trainings and games on school days; there is no charge for athletics transportation.

OCPA will mainly compete within the Madison Area Independent Sports League (MAISL). Competition will occur against other MAISL member schools of a similar size and competitiveness.

Our scholar athletes receive training from a coaching staff of the highest caliber, lifelong athletes who are experienced, ethical, and enthusiastic. Our goal is to achieve athletic excellence on par with that of the academic program offered at One City Schools.

Intramural Sport Activities

Intramural activities are non-competitive opportunities for scholars to further develop their physical, mental, and social skills in a positive environment through sport. These activities will be hosted on campus at One City and will be run by skilled and nurturing coaches. Training will regularly occur 1-2 days per week, and the sports will vary on a seasonal basis. Intramural teams will not participate in any formal competitions against other schools or teams.

Some of the activities will include soccer, fitness, basketball, and Girls On The Run. We will continue to develop our intramural opportunities as our facilities allow.

Expectations of One City Scholar Athletes

We expect the following of any scholar who participates in a sports team at One City:

- Represent One City Schools, its mission, and its values with integrity.
- Abide by all school rules.
- Practice good sportsmanship on and off the "field" and display appropriate behavior at all times.
- Maintain academic work levels that conform to One City expectations.
- Communicate in advance with coaches or athletic department staff if unable to attend a training or competition.
- Attend all trainings and competitions unless excused by the Athletic Director or coach.

- Attend all classes on the day of an athletic training or competition. A minimum of a half day of academic classes must be attended in order for the scholar to participate in an athletic training or competition.
- Respect the authority and decisions of One City's athletic department, including coaches, and of league officials.
- Respect One City property and treat it with care. All school-issued uniforms and equipment must be returned at the end of each season clean and in good condition. Although uniforms are issued free of charge for each sport, scholars will be charged for lost items or those returned in poor condition.

Conduct of Scholar Athletes

One City is committed to providing a sportsmanlike environment for scholars, coaches, and spectators, and we expect each participant in our athletic program to conduct themselves in a positive, sportsmanlike manner at all times. We place importance on respect for teammates, coaches, officials, and opposing teams. This requirement applies to all coaches, players, parents/guardians, and anyone else associated with the program. Profane, slanderous, homophobic, racist, and misogynistic speech will not be tolerated on or off the field.

One City Parent and Guardian Expectations

The goal of the One City Athletic Department is to sponsor athletic teams that foster teamwork and display a high level of competitive fairness. Like our teachers, our coaches understand the role emotions play in enhancing or inhibiting learning. Thus, the school asks parents and guardians to support this effort in the following ways:

- Supporting and encouraging your scholar athlete to uphold One City Schools' athletic philosophy.
- Modeling positive behavior by exhibiting good sportsmanship in communicating with coaches, officials, One City athletes, spectators, and opposing teams.
- Refraining from coaching your child during game play and instead providing positive reinforcement when and where appropriate.

Important Note: If you have a concern, please express it at the appropriate time rather than before, during, or immediately following an athletic event. Please use the following procedure to resolve concerns:

- Ask your scholar to speak directly with their coach.
- Schedule a parent meeting with the coach.
- Arrange a meeting with the Athletic Director.

- **Updates to policy on field work.**

Field Work

Experiences outside of the classroom and school building are a foundational component to One City's educational program. Parents should expect regular trips outside of the school building throughout the school year for experiences that support the academic subjects and topics being taught in the classroom. Field work outside of school is frequent during the summer session. Teachers often enrich the classroom experience with field work. Field work can span from a few hours to multiple days during workshops

and may also occur on weekends. Teachers planning field work will communicate with scholars and parents/guardians about the timing, location, and transportation plan for the field work in advance of the day field work is scheduled. Because field work is a regular part of One City's educational program, parents will not be required to complete a permission form for every field work experience. At the start of the school year, parents complete a general consent form. In the case of overnight trips, teachers may require an additional waiver to be signed.

Scholars who are on an academic support plan, struggling academically or behaviorally, or reaching absence limits may be required to attend other classes or interventions during field work.

One City provides transportation to and from field work unless the destination is walkable. One City may also elect to use public transportation to take scholars to field work destinations.

- **Updated technology policy.**

Scholars will not take One City owned computers home, except when approved by One City staff.

Approval of Take-Home Devices

- Scholars may not take any One City owned computers or electronic devices home unless home use is mandated by the Scholar's IEP and the parent/guardian requests to borrow a One City owned device.
 - Any inclusion of Take-Home Devices in an IEP must include details on what specifically the scholar will be using the chromebook for and what time period it will be required.
 - Parents/guardians who request a Take-Home Device must sign an agreement in PowerSchool. Parents are responsible for damages or loss to a One City owned device, beyond typical wear & tear.
 - A scholar who damages a chromebook beyond normal wear and tear will result in charges to parents/guardians as follows:
 - First damage/loss: \$50
 - Second damage/loss: \$100
 - Chromebook not returned at the end of school OR third damage/loss: cost of replacement
 - All requests for Take-Home Devices must be made to One City's IT Department in writing
- Learning academies update (?) current language below:
Extended Learning Academies
One City prides itself on connections with the community and ensuring our scholars are exposed to as many opportunities as possible. With this in mind, we have music and arts

instructors on staff to expose scholars to visual, creative and performing arts. One City also partners with various community members to provide courses and activities for our scholars to extend their learning.

- **Updates to arrival/dismissal**

- The General School Day

1. The Elementary School (grades K - 4) will begin the day at 7:50am and end the day at 3:30pm and the Middle School (grades 5 - 7) will begin the day at 8:00am and end at 4:00pm.
2. On Early Release Mondays, the school day for both the elementary and middle school will end at 1:30pm.
3. Scholars participating in athletics will be released to their coaches at regular dismissal time.

- Before Care/After care and Extended Day Academic Program

1. Before School care for all scholars in both the elementary and middle school will begin at 7:00am and end at 7:45am.
2. The Extended Day Academic Program for elementary scholars will begin at 3:30pm and end at 4:30 pm on Tuesday, Wednesday, Thursday and Friday. During this time, Scholars will engage in academic enrichment and interventions, including tutoring. This time will be tuition-free to parents who have children who participate. On Early Release Mondays, the extended program runs from 1:30-3:30 pm.
3. Parents who need care for scholars between 4:30pm - 5:30pm will be charged a fee. The weekly fees for after school care are below. Parents who qualify (at 200% of poverty or below) can use their Wisconsin Shares funding to support their before and after school fee. Parents who do not qualify for shares are responsible for payment of the full fee.
4. The cost for before school and after school this year is:
 - a. One Student Weekly Fee: Before School \$50.00
 - b. One Student Weekly Fee: After School \$75.00
 - c. Family Weekly Fee: Before School \$75.00
 - d. Family Weekly Fee: After School \$ \$125.00

To ensure the optimal safety of students, families and staff, One City will utilize an automated school dismissal process that is more simple, efficient and safe. Through innovation with the [Pikmykid](#) program/app, school safety and security are instantly increased allowing teachers and staff to focus on what matters most—student learning and safety.

Parents are required to download the PikMykid app before the first day of school. The app gives complete control to parents/guardians who are the primary individuals responsible for communicating and/or making schedule changes to their child's dismissal

plans. The app allows these plans to be updated instantly so that staff have real time information to ensure scholars are released to and arrive where they should be safely. (ie, *child will go to Afterschool, Athletics, Tutoring, go home with Aunt or be picked up from another person they had designated and approved in Powerschool*). ([See parent instruction video](#))

When a scholar leaves our campus by car or attends any of our afterschool programs, parents will receive a time-stamped push notification of their safe dismissal. Staff will also have access to real-time reports on where students are and when they were dismissed.

Car line dismissal process:

1. When parents enter our campus, they "*announce*" themselves by activating a green button on their phone within the PikMyKid app and then proceed to the car line. ([See instruction video](#))
2. Teachers will only send out those students whose parents have "announced" they have arrived on our campus. ([See instruction video](#))
3. One City Staff will serve as dispatchers to accommodate students as they leave the building and load vehicles. Staff will also be available to facilitate proper traffic flow.

Extended learning / After school care/Athletics dismissal process:

1. Parents designate in advance that their child will go to Afterschool activities (ie, tutoring, athletics, etc)
2. Teachers dismiss students.
3. Afterschool/Athletics Staff "check in" the students. Push notification gets sent to parents. ([See instruction video](#))

- **New policy on student services consent**

Student Services Consent

One City Schools is committed to providing quality education to its scholars. In an effort to achieve this goal, school staff or parents/guardians may refer scholars for counseling/social work, or scholars may request counseling. The aim of student support services is to help scholars have more effective education and socialization within the school community. Possible topics that could be discussed are coping with changes, transition, self-esteem, friendship and relationship issues, study skills, stress management, fears or worries, academic progress, conflict resolution, social skills, adjustment to school or culture, etc. These services are available at no cost. However, these services are not intended as a substitute for medication, psychological counseling, or diagnosis, which are not the responsibility of the school. Certified support staff may refer students to outside services if deemed necessary.

Confidentiality

Because counseling is based on a trusting relationship between counselor and counselee, information will be kept confidential with some possible exceptions. One City Schools counselors may share information with parents/guardians, the child's teacher, and/or administrators who work with the child on a need-to-know basis, so that we may better help the child as a team.

Under the following circumstances, the school counselors are required by law to share information with others.

- Presenting information about hurting himself/herself or another person.
- Evidence or disclosure of abuse (physically, emotionally, and sexually) or neglect
- Threats to school security
- If counseling records are court ordered

Consent

As noted above, as part of One City's commitment to providing a quality educational experience, scholars may be referred for counseling services with a One City school counselor or Social Worker. As part of meeting the daily needs of scholars and the school community, One City's counselor or social worker may provide brief academic/social/behavioral interventions without being able to notify parents/guardians first. Parents who do not consent to their scholar receiving services, must complete a "Refusal of Consent" form. If services are held for 3 or more sessions, parents will be informed by the school counselor or social worker directly except in the case where One City staff determines it may be unsafe for the child.

To obtain a "Refusal of Consent" form or if you have further questions about this information, the counseling relationship, the counseling techniques used by the counselors, and the length of counseling, please contact the school counselor at counseling@onecityschools.org

Roles and Responsibility of School Counselor and Social Worker

School Counselor

School Counselors provide whole school, small group, and individual intervention for scholars for a variety of reasons. Individual school counseling could center on social, emotional, academic, or crisis issues. School counseling is not mental health counseling. School Counselors can provide short-term mental health counseling, but for no longer than a period of 6 weeks depending on student need. If a student requests to meet with the counselor for more than 3 meetings on the same issue, parents are contacted to keep them informed and honor the two-generation model at One City.

School Social Worker

School social workers at One City are trained professionals able to assist with mental health and behavioral concerns, positive behavioral support, academic, and classroom support. This is achieved through consultation and collaboration with teachers, parents,

and administrators to provide individual and group interventions. Through this assistance, One City's social workers and entire school support team hope to be able to support and promote each scholar's success and help remove obstacles that could impede their personal and academic achievements.

[Employee Handbook](#) *(last updated August 2022)*

- **Updates adding language regarding staff participation in family and community events.**

Parent Education and Family Support: One City will educate parents in our curriculum and strategies on-site in our preschool, elementary and secondary school, and through our community partners. We will also connect families with community resources through our Family Resource Office: job training and employment opportunities, extended learning programs for their children and GED completion/higher education for themselves. One City hosts a variety of parent events, activities, and engagement opportunities for parents throughout the year. Staff are expected to make efforts to attend and engage with parents via these events and activities. Further details regarding requirements for staff participation will be communicated by your supervisor.

Community and Financial Support: One City will develop and maintain strong community partnerships that benefit our children, parents, families and team members through consistent outreach, advocacy, and transparency. We will also focus on the financial well-being, sustainability, and growth of our schools by prudently managing our revenue and expenses, and by enlisting strong and consistent philanthropic support from community members, businesses, and philanthropic organizations. One City endeavors to strengthen our ties to the community by participating in community events, volunteering, and taking advantage of other opportunities that benefit One City and the community. Staff are encouraged to participate in these opportunities to connect with our community and should reference the school calendar and email communications for more information and to sign-up to participate.

- **Updates to policy on earned time off**
- **Earned Time Off**

Team Members are the fundamental strength of our organization and as such, are encouraged to maintain a successful work-life balance by utilizing time away from work. Earned Time Off ("ETO") is a combination of vacation time, sick time, and personal time off. ETO accrues on a per pay period basis and begins accruing as of your date of hire. Full-time, benefits-eligible team members who are regularly scheduled to work 40 or more hours per week will accrue ETO.

All full time employees will accrue ETO according to the accrual schedule, moving to the next level of the ETO accrual at the completion of each tier of employment (based on your anniversary date). Preschool employees, due to their different programming, calendar and schedule accrue 18 days of ETO, all other full-time One City employees accrue 14 days.

Note: Your work schedule will be discussed at your time of hire and any changes or updates will be relayed to you by your supervisor.

Scheduling ETO

You may use your accrued but unused ETO, if your absence from assignment does not unduly provide an impediment for completion of an assigned task or prevent other team members from completion of their work assignments. Your supervisor, or their designee, must approve scheduled earned time off and team members should provide at least two (2) week's advanced notice for time off requests. At times it may be necessary to limit the number of team members that may be absent at one time or to limit the amount of ETO a team member may take at any one time. The expectation is that before requesting time off, you have discussed the impact on your team with your teammates and supervisor.

All requests for using ETO are to be logged in Appogee (One City's internal Human Resource Information System) at the time the time off is requested. Requests not logged in Appogee will not be honored. Note, review the leave calendar carefully in Appogee. There are days where you are unable to request ETO including but not limited to the final weeks of the school year, days immediately preceding and following a scheduled school break, and days where assessments are planned.

ETO hours are transferred to the TandemHR portal. Hours stated in your TandemHR Employee portal is the official record time off balance.

Accrued but unused ETO should be taken for all scheduled and unscheduled absences, except for those absences covered under the provisions of jury duty, bereavement leave, weather related and emergency closings, Worker's Compensation or approved leave of absence, etc.

Exempt status team members may utilize ETO in 4-or 8-hour increments (5-day workweek) ; hourly team members may utilize ETO in a minimum of 1-hour increments. ETO accruals will cease during any leave of absence, regardless of whether it is a paid or unpaid leave.

- **Update to Dress Code.**

One City team members should wear footwear appropriate to performing the duties of their positions safely and effectively.

Individuals in violation of the One City dress code will be asked to return home for items that meet the dress code and return to work. Subsequent violations will warrant disciplinary action. All violations and follow up will be addressed by your direct supervisor.

- **Title IX Policy: Discussed Separately with the One City Board**

- **Update to code of conduct**

Code of Conduct

We expect our team members to be kind, respectful and professional. Team members must strive to consistently demonstrate One City's Habits of Character to serve as an example to Scholars and to ensure One City's school community is welcoming and respectful to all staff, students and families.

End.

LH/GW/KC