

xSCHOOL POLICIES AND EXPECTATIONS

What are the basic policies and general expectations at UAI



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Academic Policies

Grades are one of the main methods we use to communicate student progress and achievement to both our students and their families. To effectively and accurately student progress, at UAI we use a fair and equitable Grading Policy and regularly report grades via our school gradebook platform, Skedula.

UAI has a schoolwide Grading Policy and Specific Categories of Assessment. All classroom teachers must employ UAI grading policies when evaluating their students.

Grading Policy

At UAI, grades are numeric and based on a scale of 50-100. The use of zeros in grading is not allowed at UAI. [Zero grades are punitive and create punitive deficits from which students struggle to recover.](#) **For ANY graded work, the lowest grade students can receive is a 50 and the highest grade is 100.** The 50-100 scale is a mathematically aligned scale to the traditional letter grades of A, B, C, D and F.

For Progress Report and final Report Card Grading in particular:

- **The ONLY failing grade we use on report cards and transcripts is 55.** If a student has another actual grade (e.g. 57, 63, 51), only 55 may be entered for failing. There is ONE exceptions to this rule. If the grades being entered are for marking periods two or four, then teachers may elect to use the grade of 60. This grade indicates that the student is currently failing, but will likely pass for the semester. Administratively, we differentiate failing grades of 60 and 55 for Promotion In Doubt letters and Summer School programming.
- **All Passing Grades are integers ≥ 65 but ≤ 99 .** We do not use the final grade of 100. The minimum passing grade is 65. The maximum course passing grade is 99.
- **A student's overall course grade is 50% Performance activities, 30% Progress, and 20% Participation.** In the unit arcs, teachers must specify which activities and assessments fall into each category so that students have a clear understanding of how they are being graded.
- **All courses are annualized.** Students officially receive their final grade and credit in June of the school year. All courses are variable credit. If a student is passing at the 3rd marking period (end of the fall term), at least $\frac{1}{2}$ of the annual course credit is guaranteed. If passing at the end of the 6th marking period (end of the spring term), then the students will earn full credit.

Skedula Grade Uploads and Grading Categories & Weights

Grades must be entered and uploaded into Skedula at MINIMUM on the 1st and 3rd week of each month. Teachers have programmed prep or Tuesday extended day time to upload grades during these weeks.

For each reporting period, students must have AT LEAST 5 graded pieces of work in Progress and Participation and AT LEAST 2 graded pieces of work in Performance. On average, teachers should plan to evaluate students in Progress and Participation daily (or at minimum every other day) and summative (or performance assessments) should be at least once a week.

UAI uses the following categories (and weights) to evaluate and communicate student progress.

- **Participation (20%).** Participation includes daily grades for such as (but not limited to) being Ready to Learn (following class and school rules), having required materials, arriving to class on time, and participating in class activities and discussions.
- **Progress (30%).** Progress grades indicate growth and development. Test corrections, homework, classwork, essay revisions, etc. are examples of the type of work that fall into this category.
- **Performance (50%).** Performance assessments are summative and include things like quizzes, tests, final essays or projects, or exit tickets. Anytime you are asking students to independently demonstrate their student mastery and understanding, it is a summative assessment.

Cheating and Academic Dishonesty

UAI adheres to the [Citywide Discipline Code](#) regarding Scholastic Dishonesty defined as:

Engaging in scholastic dishonesty which includes but is not limited to: a. Cheating (e.g., copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an un-administered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test) b. Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet, or any other source) c. Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit) (A-I, J-L only for particularly egregious situations (e.g., where numerous students are involved, where the behavior involves standardized tests, or where the behavior requires invalidation of the test))

Safe Learning Environment Policies

Creating Safe Spaces

UAI is committed to raising awareness and auditing unconscious influence of bias in all aspects of our learning environment. In addition, we are charged with making sure our students feel safe and secure throughout our hallways and classrooms. Teachers are expected to redirect and challenge any observed behaviors or actions that demean student or staff identity (culture, race, gender identification, class, religion, or sexual orientation). In addition, behaviors (written (including posted to social media), spoken or otherwise expressed) that are aimed at making others feel intimidated or harassed must be confronted, redirected and addressed as soon as staff observe the behaviors.

Hallway Presence

The UAI Campus consists of shared space on the 1st floor, the 2nd floor and the gym. UAI has exclusive space on the north side of floors 3, 4, 5 and on the south side in the basement. UAI students are only allowed in our designated areas of the building and in shared spaces *only* during designated times (e.g gym class or lunch). Students found in other schools' areas will be subject to consequences for entering a school building without authorization ([Citywide Discipline Code B21](#)). In the hallways, students are expected to adhere to conduct themselves appropriately (walk, maintain low volume, move efficiently to the next class).

Teachers are expected to provide hallway support by monitoring student activity in the halls. All staff should help each other to ensure that:

1. Teachers establish positive learning environments by standing at the door to welcome students into class.
2. Teachers help students adhere to school rules and student responsibilities by monitoring and redirecting hallway behaviors.

Students Leaving the Classroom

To avoid issues and ensure student safety outside of your classroom, only one student is allowed out of class at a time. Bathrooms are locked during the day. Students must go to room B35 or 302 for a key. Students leaving the classroom must have the teacher's verbal permission AND must have a classroom pass. Teachers are expected to monitor students so that they do not take advantage of pass privileges (e.g. the same student should not be asking to use the bathroom everyday). ONLY one student at a time is allowed out of the classroom.

Here are some specific details on passes to the nurse, bathroom or lockers.

- NURSE – Our Nurse is located in room 151 X15111. Unless there is a medical emergency, students should follow the instructions above on how to leave a classroom. Students returning from the nurse should bring a note from the nurse verifying their visit. Students with excessive visits to the nurse should be referred to their assigned social worker for follow-up.
- BATHROOM - Students should not have access to the bathroom during the first ten minutes of class nor during passing. This rule ensures that students do not arrive late to class or miss class min-lessons.
- LOCKERS – Refer to above stated locker policy and leaving the classroom policy

Student Disciplinary Policies

Cutting Class

B03 in The City Wide Standards– Reporting to school and failing to attend one or more programmed classes. Cutting class will result in a teacher phone call home and in-school disciplinary consequences. Repetitive cutting requires a dean referral and a parent conference. Teachers are expected to notify deans for students with habitual cutting behaviors.

Discipline and Student Behavior

Consistency and clarity around expectations and consequences is of the utmost importance when establishing classroom and school-wide norms. To support and promote positive social and academic (student) choice, teachers are expected to collaboratively establish classroom expectations during Unit Zero and to revisit those expectations throughout the school year.

Students who fail to self-regulate and follow the norms of classrooms will need to be removed from the learning environment. At this stage, the **Citywide Standards of Intervention and Discipline** are used to deliver consequences to students who are either unable to control their behavior or commit actions that egregiously violate school rules and create an unsafe learning environment. Both classroom norms and the discipline code are designed to build prosocial behaviors in our students. We want to:

1. Make students aware of how their behavior impacts their own and their peer's learning
2. Hold students accountable for their choices and actions
3. Understand discipline as a “teachable moment” with the goal of developing self-regulatory behaviors.

All behavioral issues within our building are met with guidance interventions. Even when there are disciplinary consequences for student action, students (and families) are always asked to: explore maladaptive choices, examine the impact of their (behavioral and academic) choices and develop commitments for change moving forward. Per Citywide Standards of Intervention and Discipline Measures, guidance can be achieved through (but is not limited to): Parent outreach, Individual conferences, Group conferencing, Mentoring, Peer Mediation, and Contract Development.

The Citywide Standards are written to accommodate individual student needs *and* school community values. Consequences for student behavior are largely dependent on the individual student, the specific situation, and relevant consequence. The end message is always the same. We need rules to have positive learning environments and breaking school rules is never OK.

However, just as students need different learning paths to reach instructional goals, how we approach individual students and circumstances must also differ in order to empower all students to make the right choices and positive behavior outcomes.

The [Citywide Discipline Code](#) takes into account student strengths and weaknesses, past interventions and student patterns of behavior. Under this umbrella of individualized student interventions, The Citywide Discipline Code provides a Range of Disciplinary Responses. These responses not only fit the infraction, but also leave room for school interpretations and provide a guideline on how to implement fair, consistent and restorative practices.

Consistently using the language provided by The Standards and connecting behaviors to Infraction Codes, Guidance Interventions and Disciplinary Responses has allowed UAI to develop a disciplinary system with clear parameters.

Classroom Removals

Behaviors that warrant a Classroom Removal follow the Citywide Standards of Intervention and Discipline Measures. Infractions that fall within Levels 3, 4 and 5 of the discipline code will result in an immediate behavior conference with the Dean and disciplinary follow-up at the discretion of the Dean (based on findings of investigation and Citywide Standards Range of Disciplinary Responses).

If a student has been removed from a classroom, the classroom teacher must complete the follow through steps:

1. Call the student's home that day to speak to a parent/guardian about specifics of incident
2. Log the incident in Skedula.
3. Meet with the dean and student to discuss classroom re-entry and expectations.

Used for but not limited to: Level 3, 4 and 5 Infractions that create an unsafe situation and/or an environment where learning is being seriously jeopardized due to student choice.

Examples of Incidents Requiring Classroom Removals:

- **B24-** Shoving, pushing or engaging in a minor altercation.
- **B29** – Knowingly possessing property belonging to another without authorization.
- **B35-** Posting, distributing, displaying or sharing material containing a threat of violence, injury or harm.
- **B36-** Engaging in physically aggressive behavior other than minor altercations.
- **B39** – Engaging in harassing, intimidating or bullying behavior – Towards staff and Peers.
- **B41-** Possessing controlled substances or prescription medications without appropriate authorization

Other School Policies

Outside Lunch Privileges

Due to capacity issues in our cafeteria and to support positive decision making skills in our students, all grades 7-12 students have the opportunity to go outside for open lunch. In order for a student to obtain outside lunch access they must:

- Have handed in an outside lunch [permission slip](#) signed by their parent/guardian
- Have a valid school ID
- Have arrived to school ON TIME (Morning Scanning Log will be used)
- Have not returned late from lunch the previous day
- Have not had privileges revoked as a consequence to behavior choices.

Only Deans can take outside lunch privileges away based on student infraction and appropriate Disciplinary Response (E. In-School disciplinary Response).

Locker Policy

Blocks of Lockers will be assigned to each grade at the start of the year. Locker assignments, however, cannot be given to students until ALL of their school paperwork has been handed in at the start of the year– updated blue card, completed lunch form a signed locker contract. Advisors will be responsible for holding onto [student locker contracts](#) (which should contain a copy of the student’s locker combination). Locks that require a key are not allowed.

Lockers are NOT to be shared or defaced in any permanent way (markers, paint, stickers that cannot be peeled off). Students will be reminded that misuse of lockers can result in loss of privilege. Students will also be made aware that lockers are not personal property, but property of the school and are subject to administrative searches.

Participation in School Activities

All students are eligible to participate in school sponsored activities provided that they are (1) in attendance in school on the day of the activity (if it occurs during the school week), and (2) are not on suspension or under any other disciplinary consequence at the time of the event.