

CAMBRIDGE Street Upper SCHOOL

CSUS spells Success



Welcome Scholars and Families to the all New and Improved Cambridge Street Upper School!

The following information provides a quick A - Z reference for families about the Cambridge Street Upper School for the 2019-20 school year.

Please read this document carefully and use it as a resource throughout the year.

First Early Release - Tuesday, Sept. 18th – 12:55 Dismissal for Scholars

Annual Back to School Night & CSUS Block Party

Thursday 9/19 5:30 - 7:30pm

ACADEMIC RESOURCE CENTER (ARC)

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

ADVISORS:

Each advisory will be co-facilitated by two or more staff members. These staff members may include specialists, academic coaches, paraprofessionals and special educators. All advisors will report to their respective classrooms by 8:40 am. One advisor will be in the room at all times. Advisors will take accurate daily attendance and post the morning announcements Google slide every morning.

ADVISORY:

Advisory is the time for CSUS staff to develop and extend relationships with scholars. Often the tone for a scholar's day is set by their initial interactions with staff members. Advisors are encouraged to be intentional and accessible to scholars during the brief homeroom period.

Extended Advisories will take place on Early Release and other designated times. The purpose of Extended Advisory is to build community, social skills and readiness for learning while fostering strong teacher-scholar relationships and a positive school climate. This year's Extended advisory period is designed to provide scholars with opportunities to engage primarily around cultural proficiency activities and when appropriate other topical issues. **On Extended advisory period days (early release) advisories may have a 3rd advisor.**

AFTER SCHOOL:

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

AFTER SCHOOL CLUBS:

Brochures will be available in late September. Clubs and after school activities will start the second week of October and end the last week of May. They run from 3:00-4:15 on Tuesdays, Wednesdays, and Thursdays when late buses are available. Late buses are free for all scholars.

AFTERNOON DISMISSAL:

Scholars will be dismissed by floor, starting at 2:55. All scholars will exit the building via the main entrance located at 840 Cambridge Street. Dismissal will be monitored by designated staff and an administrator. If all busses have not arrived by 3:10 because of inclement weather or another critical situation the remaining scholars will be monitored by administrators.

AGENDA BOOKS:

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

ANNOUNCEMENTS:

Morning and afternoon P.A. announcements are a critical component of the school day. We use announcements to establish the daily school culture and to convey important information to scholars and staff. Morning announcements will commence at 8:55 with the voluntary Pledge of Allegiance and, when necessary, the afternoon announcements will begin at 2:50. Morning announcements are also available on a Google slide to be displayed during Homeroom Advisory.

ARTS CURRICULUM:

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

Band, Chorus, and Orchestra are offered to Upper School students as WIN courses. CSUS also sponsors an annual play, two major concerts, color guard and a marching band. Information about CSUS clubs will be shared in our annual Club packet that will be released by the end of September.

ATHLETICS and CLUBS:

CSUS currently offers the following opportunities through the district intramural athletic program beginning around the following dates:

- Cross Country - 3rd Week of Sept.
- Volleyball - 1st Week of Nov.
- Basketball - 2nd Week of Jan.
- Soccer/ – 1st Week of April

ATTENDANCE:

All advisory teachers will enter daily attendance electronically via Aspen. Any scholar who is not in homeroom by 8:55 is considered absent. If they arrive after 8:55 they should obtain a tardy pass from the main office. If a scholar arrives late to homeroom without a pass, the scholar will be sent to the main office to obtain one. Please remind your child to sign in at the main office when they are tardy. **In the event of any absence or tardy, you will receive an automated notification. This automated call will be dispatched for all absences and tardies, even if they are excused.**

All classroom teachers will take attendance in Aspen at the start of each class period. Updated, accurate class attendance is essential for keeping scholars safe. Scholars who arrive late to

class should be marked tardy in Aspen. Scholars will receive a detention for every 3 tardies to class. If a scholar is more than five minutes late to class without a pass, a late referral form will be submitted to the SSC. Scholars more than five minutes late to class without a pass and/or confirmation from sending teacher will receive a detention.

(See the CPS Attendance policy for the detailed information)

AUTISM SPECTRUM DISORDER PROGRAM/SERVICES:

The Autism Spectrum Disorder (ASD) program is an eleven-month program designed for students diagnosed with an Autism Spectrum Disorder (ASD) in grades PK-12 who require intensive, specially designed instruction and support in order to access the curriculum. Students served in the program have needs in multiple areas such as communication, social, behavior and academic. CSUS has three programs serving scholars in grades 6-8.

Program Components:

- Eleven-month program
- Evidenced-based instruction, intervention, and support emphasizing safety, independence, social, functional, academic and behavior skills.
- Empirically based instruction
- Needs based-instruction, intervention and support delivered throughout various settings
- Service delivery (i.e. inclusive, small group, one-to-two, or one-to-one)
- Group and community-based activities emphasized during the summer
- Applied Behavior Analysis
- Highly-skilled teaching staff in development, social interaction, verbal and non-verbal communication, distractibility, sensory integration, etc.
- Low student to teacher ratio (1 lead teacher and at least two Para-professionals)
- Maximum class size elementary (5), upper (7), high school (9)
- Related services consult teaching staff and direct services to students
- Students participate in lunch, recess and other school-based activities with non-disabled peers
- Non-disabled peer buddies as models

BEHAVIORAL REFERRALS:

Scholars may be referred to the SSC (Scholar Support Center) for ignoring teacher redirection or if disruptive, disrespectful behavior escalates. Staff will make every attempt to proactively prepare for and redirect scholar behavior before referring a scholar to the SSC.

BELL SCHEDULE:

To provide consistent start/end times and improve hallway transitions, the bell will sound *twice* – once at the conclusion of class, and once when the next class has begun. Scholars without a pass will be considered late if they arrive to class after the second bell. Scholars that arrive to class more than 5 minutes late *without a pass* will receive a detention.

BULLYING OR CYBER-BULLYING:

Any form of bullying whether in school, through the internet or via cell phones is a violation of state law. Be aware of your classroom climate; small conflicts can become larger issues if left unaddressed. The term 'bullying' is specific (the full definition can be found in the CPS Rights and Responsibilities Handbook), and applies to an ongoing conflict between scholars only *after* an investigation has been conducted.

BUS CONDUCT:

Riding the bus is considered to be part of the school day. School rules apply to behavior on busses. The drivers will report any scholar who does not adhere to CSUS behavior expectations. Scholars will be denied bus use if they do not obey the rules or act in an unsafe manner. Please consistently remind scholars about appropriate bus behavior.

CAFETERIA: There are two lunches: 6th grade and 7/8th grade. Lunch is 40 minutes long including recess.

Expectations for conduct in the cafeteria are as follows:

- Scholars are not to cut in the serving line, save spots for others, or touch food unless they intend to buy it.
- Scholars are expected to eat lunch only in the Cafeteria.
- Scholars who need to use the restroom during lunch must have a cafeteria pass from the Cafeteria Monitors. When scholars are done eating, they must dispose of their trash and unwanted food items in accordance with the school composting program.
- Lunch and recess will be monitored by Staff, Interns and/or School Administration.

CALENDARS:

A school calendar is sent home on a monthly basis. Watch for special events, Diversity Dialogues, School Site Council and Parent Caregiver Organization meetings and a variety of topics affecting our school climate and community. For holiday/vacation months, other dates will be established.

CALMING CORNER PROTOCOL:

At the beginning of each school year, teachers will review with each class the protocols for using the area appropriately, and the proper use of manipulatives. The protocol is listed below.

1. Chair and desk should be away from the rest of the class so as not to distract.
2. A divider should be placed in front of the desk to create privacy.
3. The divider should be decorated using calming images etc.
4. There should be various manipulative that scholars can use to help calm them down: the Lazy 8 Breathing sheet, markers, paper, pencil, mandalas, fidgets,

etc.

5. Scholars should not begin the class in the Calming Corner. Scholars should attempt to complete the DO NOW before going to the calming corner.
6. Scholars should be in the Calming Corner no longer than 5 minutes.
7. Timers should be provided to ensure that space is not being overused.
8. Scholars do not need to ask permission to go to the calming corner unless they are asking to go there at the beginning of the class.
9. Teachers should regularly remind scholars that this space is for them and that it needs to be taken care of at all times. If something breaks, they need to let the teacher know right away.
10. Teachers should check in with any scholars who are repeatedly visiting the calming corner and consider other team/ counseling interventions to support the scholar.

CLASSROOM RESOURCES:

Every general ed. classroom is equipped with a teacher laptop, and an ENO board. All classrooms also have access to laptops.

CLASSROOM SUPERVISION

When a teacher cannot be present in the room with a class, an available adult will cover the class. At no time will a class ever be left unsupervised.

COMMON AREA USAGE:

CSUS and KO share spaces throughout the 840/850 Cambridge Street complex, including the Auditorium, Cafeteria, and Band Room. Other King Open spaces can only be accessed by Cambridge Street scholars if accompanied by a member of CSUS staff.

COMMUNICATION TO FAMILIES:

Tuesdays are designated as a school-to-home communications and referred to as “**Tuesday Take-Home**.” The first Tuesday Take-Home in September will be sent electronically and on paper documents. Unless requested, the Tuesday Take-Home will be sent electronically.

CONFERENCE ROOM:

Is located on the first floor in room 1251. Scholar-led conferences, Special Education meetings and other administration facilitated meetings are held in this room. If you need to reserve the conference room for a meeting, please reserve the space on the google doc calendar that has

been shared with you. Please be sure to include the nature of your meeting as well as start **and** end times.

CONTACTING THE SCHOOL:

The main number of the school is 617-349-3050. We recommend email communication rather than a phone call, but that is your choice. Our expectation is that staff members will reply to your phone or email message within 24 hrs. To contact any staff member at CSUS by email use the first letter of the staff member's first name and the full last name @cpsd.us. For example, to email John Smith the email address would be jsmith@cpsd.us. You may also go online at <http://cambridgestreet.cpsd.us/> then click Contact Cambridge Street and then scroll down and locate the name of the staff member you wish to email. To speak to administrative staff, call 617-349-3050 and follow the prompt for the administrative staff member you want to speak to or dial 0 and ask the school clerk to be connected. To speak to a classroom teacher you may call after 3:05 and be connected by the school clerk to the teacher's ext. If you call a classroom teacher before 3:05 you may leave a message with the school clerk. In case of an urgent message for your child we encourage you not to call or text your child's cell phone (as it is against school rules and may result in your child's phone being confiscated)but to speak to clerk and we will get the message to your child or if necessary we will call the child to the office to speak with you.

CORE SUBJECTS:

All Grades- English Language Arts, Math, Science, Social Studies, French, Spanish, OLA Portuguese, WIN electives (What I Need), Health, Music, Physical Education, Visual Arts,
Grade 6 - Reading, Theatre Arts

CORI CHECKS:

No parent or caregiver can go on field trips or volunteer in a classroom without a CORI check. A CORI must be updated every three years. Please send all volunteers/ caregivers to Ms. Robinson to obtain a CORI form.

DELAYED OPENING OF SCHOOL:

Decisions on delayed opening or school closing because of weather conditions or other emergencies are made by the Superintendent of Schools prior to 6am on the day school is to be closed. The decisions will be announced on the LINK LINE (349-6513) and local TV and radio stations.

DETENTION:

There are many ways a scholar can receive a detention and be required to stay after school. If he/she misbehaves with a teacher, and the teacher feels it is warranted the scholar can be issued a teacher detention and stay with that teacher. Teachers must confirm the date for detention with a caregiver. Scholars are not permitted to serve lunch detention without parental consent. Other infractions may receive an office detention, which is managed by our Scholar Support Liaison and will follow the same procedure. All scholars serving detentions should

report straight to the SSC, located within the main office, by 3:00 when detention begins. Detentions should not be dismissed before 4:15. Parents and Caregivers must approve the date for the detention in advance and confirm transportation arrangements home (walk, late bus, public transportation, etc.). Scholars may not remain in the building unsupervised following the end of a detention session.

DIVERSITY DIALOGUES SERIES:

In 2019-20, Diversity Dialogues Series will begin its 4th season. The general goal of the series is to raise cultural consciousness and to develop and sustain affirming relationships across the racial and cultural divide. The series is open to ALL adult members of the CSUS community. The themes of the series focus on diversity-related topics that affect our young adolescent population including race, gender, religion, language, socio-economics and issues related to equity and inclusion.

DRESS CODE:

Appropriate dress is necessary for a healthy, safe, learning culture of the school. Parents/Caregivers will be contacted in all instances when a scholar's attire is considered inappropriate. The following are guidelines:

- Bare feet are not allowed.
- Clothing with words, pictures or symbols that are obscene and/or vulgar are not permitted.
- Clothing that advertises drugs, tobacco, and alcohol or promotes violence or bigotry are not allowed
- If a staff member feels a scholar is wearing inappropriate clothing, it is the expectation that staff will notify the asst. principal. The asst. principal will contact the caregiver to resolve the matter.

DVD/VHS Presentations:

No video or DVD not a part of the CPSD curriculum will be presented in a classroom without the prior approval of Principal Fernandez.

EARLY RELEASE DAY SCHEDULE:

A schedule for classes and lunch on an Early Release Day will be distributed at least two school days in advance. The early release time is 12:55 p.m.

Tuesday, September 18th

Wednesday, October 23rd

Wednesday, November 20th

Tuesday, March 18th

Wednesday, May 13th

ELECTRONIC DEVICES:

Scholars are discouraged from bringing cell phones, iPods, electronic games, etc. to school. They are distracting from learning and too often disappear. If a parent/caregiver requires their child to carry a cell phone to school, it must be turned OFF and put away immediately upon entrance to the school and remain off until **after** scholars leave at the end of the school day. **Scholars are not permitted to use electronic devices during class; this includes using phones to listen to music or as a calculator.** The first violation of this policy will result in the phone being given to a staff member to be secured. The scholar should pick up the phone at the end of the school day from the staff member who retrieved it. After the second offense, the phone will only be returned to a parent/caregiver. Repeated offenses may result in stronger disciplinary action. **A more important note: Recording or photographing others without their consent is against state law. Please remind your scholars of this.**

ENTERING the BUILDING:

Between 7:45 and 8:40 all scholars may enter the school through the door near the cafeteria located closest to 826 Cambridge St. for breakfast. After 8:40, Scholars are to enter the CSUS main entrance located at 840 Cambridge St. Breakfast is served in the cafeteria beginning at 7:45 am. For safety and security purposes, scholars should not be dropped off earlier than 7:45 am. Scholars may transition to Homeroom Advisory at 8:40 and school officially begins at 8:55 am.

FIELD TRIPS:

Twice a year, each grade level will sponsor two field trips. A community building field trip in the fall and a culminating “fun” trip in June. Occasionally different subject areas will also offer field trips related to the curriculum or another theme. You will be notified in a timely fashion when field trips are scheduled.

FIRE DRILLS/LOCKDOWN DRILL PROCEDURES:

Periodically throughout the year CSUS with the King Open School will conduct Fire drills and Lockdown drills. In the event of a lockdown drill families will be notified at least a day in advance.

FREE / REDUCED LUNCH:

Be advised that families can apply for free/reduced lunch through the Food Services Meal Application form distributed at the start of the year. Copies of the form can be found online at <http://www.cpsd.us/cms/One.aspx?pagelid=3457247>. Breakfast is free for all scholars every day.

GUM and CANDY:

Gum, candy, soda and sugary drinks cannot be consumed in school.

GUIDANCE OFFICE PROCEDURES:

Ms. Kini Udovicki, Ms. Indira Pierre-Paul, and Ms. Emily Kronhaus are the CSUS School Adjustment / Guidance Counselors. They provide counseling services to scholars on IEPs and social-emotional support to students off IEPs.

HALL PASSES:

Scholars **must** have a pass whenever they are in the corridor during class time. Each classroom will have a sign out sheet for Restroom and Library passes with space to record scholar name, the time out and in, and destination.

Scholars need a written and signed pass from a member of staff to transition to other spaces in the building.

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

HALLWAY EXPECTATIONS AND MONITORING:

Maintaining appropriate scholar behavior in the hallways is the responsibility of every staff member. All teachers are to be visible in the corridors during passing times and to encourage swift movement by scholars to their next class. Advisors should be standing outside the classroom from 8:40-8:55 to welcome scholars and monitor the hallway.

Hallway and transition expectations for staff include

- Greeting students at the door at every period
- Allow enough time at the end of class for scholars to pack up/be ready to leave the classroom by the time the bell rings to start the passing period
- Grade level teams will determine expectations for locker usage

Hallway and transition expectations for scholars include

- 6th Grade Scholars are expected to utilize the grand staircase to transition between their classes located on the first and second floors.
- 7th and 8th Grade Scholars are expected to use the main staircase to transition between floors when necessary.

Scholars must **ALWAYS** have a pass to be in the halls at times other than transitions. Scholar passes are color coded based upon destination and floor. If a scholar is found roaming halls without a pass or with a pass that does not match the current floor, there will be consequences for the scholar.

While transitioning within the Upper School corridors, scholars are expected to transition between classes independently. Scholars may talk in the hallways as long as they do so respectfully and the noise level remains appropriate. When students transition to and from classes on other floors, scholars are expected to use the appropriate stairwells and walk on the right.

HOMEWORK POLICY:

This year's homework policy reflects many discussions with grade level teams, the ILT, and with scholars and caregivers.

Mon thru Thurs - 30 minutes of Math and 30 minutes of ELA reading

Mon/Wed - Social Studies

Tue/Thurs-ELA writing assignments/Science

World Language will assign homework once or twice a week on days that reflect a scholar's schedule. Other specialist teachers who plan to issue homework for a special project should consult with the grade level team and coordinate assignments.

HOMEWORK and ABSENCES:

If a scholar is absent for one day, he/she should see teachers upon returning to school or check with classmates to find out the assignments. We ask families to request homework by 9:30 a.m. and teachers should send to the office by 2:00 so that it may be picked up in the office between 3-4 p.m. Homework requests will be given to primary subject teachers and World Language teachers. In the event that a scholar is going to be out for an extended period, families can request a packet be prepared to be picked up. Please note they are not required to provide academic work for long-term absences that are not of a medical nature.

IN-SCHOOL SUSPENSION:

The issuance of a suspension is reserved for severe infractions.When a scholar serves an in-school suspension for one or two days, teachers will receive a request for work from the Scholar Support Liaison. If a scholar is suspended for more than two days they will serve the in-house at the Fletcher–Maynard Academy. CSUS makes every effort not to issue out of school suspensions.

LISTENING CONFERENCES:

Each school year we hold Listening Conferences in the fall that include the scholar, caregivers and at least one advisor. These conferences provide a special opportunity for us to learn from the scholar and family about the scholar's strengths, challenges and goals for the year. It is also a time for the adults to develop and sustain partnerships on behalf of the scholar. Your child's advisor will contact you in September to schedule a listening conference.

LOCKS:

Advisory teachers will receive locks, combinations, and a list of lockers to assign to each scholar in their advisory. The list will be shared via google docs. Advisory teachers will record the locker number and the lock combination. At the end of the year, all locks will be returned to advisory teachers.

LOST & FOUND:

Please have scholars check for lost articles in the lost and found located inside of the cafeteria along the wall shared by the Gym. Please bring all unclaimed items to the cafeteria; **do not leave items in the hallway or main office.**

PARENT CAREGIVER COUNCIL (PCO)

The CSUS Parent-Caregiver Organization (PCO) is similar to a traditional parent-teacher organization. Its mission is to support the school in its full range of educational activities, and to support family engagement with the school.

The PCO helps organize activities that will support the school community, including fundraising, community events, and coordination of volunteers.

POSTERS/NOTICES:

Posters and notices that are displayed in corridors or on bulletin boards **must be approved by the Head of School.** This policy does not apply to “scholar work.”

PROFESSIONAL LEARNING COMMUNITIES (PLCs)

*“A **professional learning community**, or PLC, is a group of educators that meets regularly, shares expertise, and works collaboratively to improve teaching skills and the academic performance of students. . . .three words explain the concept: Professionals coming together in a group—a community—to learn.”- The Glossary of Education Reform by [Great Schools Partnership](#)*

Every team meeting, department meeting, faculty/staff meeting and cultural proficiency seminar is a professional learning community (PLC). PLCs first and foremost should be dedicated to the developmental needs of scholars:

Team meetings will focus primarily on

- Scholars and their needs
- Planning for field trips
- Logistics and Norms across grades, etc.
- Professional development as directed by the Head of School

POWERFUL PRACTICES FOR LIFE: CSUS endeavors to promote life skills in our academic and social programs. All scholars will be encouraged to demonstrate in their academic work, social interactions and community engagement the following *powerful practices for life*.

Powerful Practice #1:

I monitor and ensure my understanding.

I can tell when I do and don't understand and I DO SOMETHING ABOUT IT when I don't understand.

Powerful Practice #2

I think critically about where I get my information and what I do with it.

I find the right information and use it powerfully and ethically.

Powerful Practice #3:

I express my ideas clearly, effectively, and authentically.

I take into consideration the people I am talking to or writing for without losing my own voice.

Powerful Practice #4:

I look for connections between what I learn and my own life.

I find ways to take what I learn in school and use it to improve myself and my community.

Powerful Practice #5:

I actively embrace and celebrate the cultural and racial diversity of my community.

I seek to understand and respect human differences and advocate for those that are minoritized and marginalized.

SCHOLAR

What is a Scholar? CSUS recognizes that all of our students are scholars and with the essential support and collaboration all “scholars” will strive to exemplify the following scholar values in their academic program, co-curricular pursuits and in their social interactions. Assemblies are an opportunity to build community, display and celebrate scholar achievements and affirm the attributes of scholar identity.

Social Justice

Curiosity

Honor

Originality

Leadership

Academic Excellence

Resilience

SCHOLAR SUPPORT LIAISON (SSL):

The SSL (Mr Edson Soares) supports the administration in the areas of scholar conduct, support, discipline and school culture. The SSL will process all disciplinary referrals, general detention, and school suspension. The SSL is housed in the Scholar Support Center (SSC) located in the main office. Scholars requiring disciplinary intervention beyond the classroom should be sent directly to the SSC.

SCHOLAR SUPPORT CENTER

The purpose of the Scholar Support Center is to provide scholars who are experiencing behavior difficulties with a safe space outside of the classroom to de-escalate, and help redirect scholars to reflect and regroup/recover so that they may return to class in a timely fashion. An incident office referral form must be completed on Educators Handbook (EH) for scholars who are sent out of class. The SSC will be primarily monitored by the Scholar Support Liaison with support from the building substitute and administrators.

SCHOLAR WORK DISPLAYS:

Teachers are strongly encouraged to display scholar work in the corridors and classrooms.

SCHOOL CANCELLATION:

Please see “**DELAYED OPENING**”

SCHOOL SITE COUNCIL (SSC):

A school council is a representative, school building-based committee composed of the principal, parents, teachers, and community members required to be established by each school in accordance with Massachusetts General Laws Chapter 71, Section 59C.

School Site Council (SSC) is the main instrument for practicing the participatory site-based management. Each school's efforts and success in meeting statewide standards becomes an important component of the school council needs assessment. In addition, as councils assist principals in preparing the School Improvement Plan, they will have a role in shaping the school's achievement of the professional development and parent involvement goals of Education Reform. CSUS School Site Council meetings are monthly. Everyone is welcome to attend meetings.

STAFFING

See the CSUS School profile

STUDENT RIGHTS AND RESPONSIBILITIES

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

VANDALISM AND GRAFFITI:

We encourage all scholars to have pride in our school and report such incidents confidentially to a staff member. Also, scholars are discouraged from littering in the halls and are instead encouraged to pick up "trash" they see in the halls.

VISITORS:

Ensuring a safe school for all is our top priority. All visitors must enter the building via the entrance located at 840 Cambridge Street. To gain access to the building, please ring the bell located by the door, and the CSUS Office Staff will be sure to let you into the building. Visitors are expected to check in with the main office as well as wear a visitor's pass. Visitor's passes can be obtained on the first floor in the CSUS Office. All visitors must stop at the first floor office.

WIN (What I Need)

WIN courses will provide support or enrichment in one or more of the following areas

- Academic skills
- Visual & Performing Arts

6th-grade WIN meets from 9:45-10:28 on Mondays and Thursdays

7/8 grade WIN meets from 9:00-9:43 on Wednesdays and Fridays

Scholars are assigned to WIN classes with the help of their advisor, based on goal-setting and ongoing self-reflection. WIN block classes are taught by many members of staff, including Specials and Core teachers, Special Educators, Interventionists, Guidance Counselors, and other service providers.

ZEN: *A state of calm attentiveness*

CSUS will endeavor to instill a sense of Zen in the hearts and minds of all in our teaching and learning community in order to make a calming and welcoming environment to learn for all.