**Destiny STREAM Academy for Girls Charter School**

***STAFF HANDBOOK***

***2020-2021***



***INTRODUCTION***

Welcome to Destiny STREAM Academy for Girls. This handbook was prepared to provide information on school policies and procedures for all school personnel at Destiny STREAM. It contains information that directly affects the day-to-day operations of the school.

As the school year approaches, we must remember our commitment to make learning Rigorous, Irresistible, Responsive and Relevant for our student learners at Destiny STREAM.

Keep this handbook readily available during the school year. It should assist you in performing your duties and I’m sure it will answer many questions and provide you with important documents.

Respectfully,

Katina Tolbert-Cavitt Ed.d

Principal

**FACULTY & STAFF MEMBER COMPLIANCE STATEMENT**

**My signature below confirms that I have read the 2020-2021 *Staff Handbook* in its entirety and accept personal responsibility for compliance to its contents.**

**Please familiarize yourself with all guidelines and procedures in the Destiny STREAM Academy for Girls. Staff members will be notified of additions and/or changes in writing.**

 **Signature:**

 **Date:**

**This signed form is due to the principal no later than September 7, 2020.**

***Destiny STREAM MISSION***

**Mission**

Destiny STREAM Academy for Girls (DSAG) will provide a highly rigorous global minded, inquiry based STREAM- focused education in an all-girls inclusive environment that fosters principled action, academic excellence, ethical leadership, and intellectual curiosity.

**Vision**

Through a highly rigorous curriculum, the DESTINY STREAM Academy for Girls Charter School (DSAG) will provide middle-school aged girls with a clear pathway to high school Honors and Advanced Placement classes of science, technology, reading, engineering, arts and math. Girls will graduate from Destiny STREAM (DSAG) and enter high school as principled risk-takers with a strong, confident, and independent voice, which fosters collaborative communication that balances their compassionate leadership and thinking skills, that inquire about the world with a sense of self agency and community action.



**SETTING EXPECTATIONS FOR THE START OF THE SCHOOL YEAR**

“Student achievement at the end of the school year is directly related to the degree to which the teacher establishes classroom procedures in the 1st weeks of school.”

**-Harry Wong –** *The First Days of School*

Our Parent/Student handbook outlines major categories of behavioral expectations. It is the responsibility of each teacher to review the Destiny STREAM Parent/Student Handbook with his/her students during the 1st month of school.

*Students must know from the very beginning how they are expected to behave and operate in the classroom work environment.* ***Discipline*** *dictates how students are to behave, and* ***procedures*** *and* ***routines*** *dictate how they are to work.*

The development of self-discipline is encouraged in classrooms where students learn to stay on task and avoid disruptive behavior. Students must learn to respect one another as well as the authority of all staff members. **Listed below are guidelines for establishing and maintaining classroom expectations and procedures:**

1. Discipline is **EVERYONE'S** responsibility.
2. **DO NOT MAKE ANY EXPECTATIONS THAT YOU ARE NOT WILLING TO ENFORCE.**
3. Classroom expectations and procedures must be simple, clear, and appropriate.
4. Be specific regarding your expectations.
5. Teach expectations as thoroughly as you would teach any lesson, and include modeling and practice in addition to explanation and discussion.
6. **KNOW THE SOURCE OF THE PROBLEM AND DEAL WITH THE SOURCE.**

7. **Do not leave students unsupervised. *If a child needs to be removed from the classroom please call the main office and someone will come to assist you. Students cannot be removed from the class and placed in the hallway without direct supervision.***

8. If it becomes necessary for you to leave the room, another teacher or staff member must be left in charge of your classroom. However, **YOU STILL MAINTAIN LEGAL RESPONSIBILITY**.

**REHEARSE PROCEDURES UNTIL THEY BECOME ROUTINES!**

In addition to the vast knowledge of content and instructional methodologies, teachers must also be able to plan meaningful lessons, assess and monitor student progress, organize time and materials efficiently and manage a classroom environment that is orderly, safe and engaging for students to learn.

Our aim at Destiny STREAM is to help children develop **self-control** and understand what socially responsible behavior looks like and feels like. We encourage staff to establish clear expectations and routines and consistently teach children how to live up to those expectations and not rely too heavily on punishment or rewards to get students to behave.

**The effective teacher establishes good control of the class in the very first week of school.**

Listed below are some considerations for establishing and maintaining a classroom community that will function smoothly:

1. **Creating Expectation with Students:**
	* Create a list of no more than 5 expectations/rules that are clear and far-reaching in their scope and encourage good decision-making, and responsible behavior.
	* Display the list in a prominent way in the classroom for continued reference; hold all students accountable to the class rules.

**The vast majority of the behavior problems in the classroom are caused by the lack of procedures. Procedures will help students do their work with less confusion and thus help them succeed.**

1. **Classroom procedures: Do students know what to do? What procedures will you establish?**
* **Invest time during the first planning days of the school year to create a management plan of classroom procedures for the following:**
* **Quiet entrance** (morning entrance, submitting homework, getting in line, pencil sharpening/pencil breaking, distribution of papers etc.)
* Post a daily schedule that dictates the order of routines and activities.
* **Do now work**-5-7 minute daily work sessions that focus on an important concept or reinforces previous learning.
* **What do students do when they finish their work early?** (Read a book, study, center work, etc).
* **Morning meeting-** Galvanize the students to work hard
* **Submitting homework** (Will it be placed in a folder and students check off their name as they enter? Will someone collect it? Will students place it on desks for teacher to see it and check?)
* **Classroom jobs** (Students should be assigned various jobs and fulfill their responsibilities automatically at appropriate times)
* **Obtaining teacher’s attention without interrupting class** (hand signals, lights out, etc.)
* **Uniform signal to get the attention of the students (**example: raising of hands)
* **How should students submit work?** (Utilize standard CPS heading, cursive/manuscript if applicable; ink-blue/black; formatting of assignments; other.
* **Restroom/ water breaks**
* **Group work**
* **Movement around the classroom**
* **Cleaning the work areas**

**Procedures for Dismissal at the End of the Day**

* Students remain in seats until dismissed
* Clean work areas
* Homework assignments (Written down on assignment sheet; written on chart/board for students, etc.)
* Chairs/equipment positioned appropriately
* Quiet line-up
* Locker Usage

**DISCIPLINE**

All classroom teachers are expected to create a consistent, clearly defined management system for their students. This **must** include clearly stated consequences for misbehaviors as well as an incentive system for encouraging positive behavior. Our goal is to develop independent students who display self-control, productivity and excellence. Management systems should be communicated both verbally and visually in all classrooms (traffic light, color cards, etc.). **Consistent management systems between grade clusters are required. Students should have various opportunities for preferred activities such as computer time, games, art, free choice, etc. The purpose of the management system should be to create motivation in order to prevent discipline!**

The administrative and security personnel all have the capacity to support teachers and students with handling disciplinary infractions. **Students must have a discipline completed by the classroom teacher or other staff member in order to go to the refocus room. If a child needs to be removed from the classroom, please call the main office and an administrator or security personnel will come to remove the child.**

**PLEASE DO NOT SEND A CHILD TO THE REFOCUS ROOM OR OFFICE WITHOUT A PROPER ESCORT AND A DISCIPLINE REFERRAL WHICH HAS BEEN LOGGED INTO STUDENT LOGGER.**

***DISCIPLINE IS EVERYONE’S RESPONSIBILITY! EVERYONE! EVERYWHERE!***

The following chart clearly defines the roles and responsibilities for dealing with discipline issues among Destiny STREAM staff members.

**Teacher managed:** Behavior should be handled by the classroom teacher using classroom based systems for rewards, punishments, parent communication, etc.

**Administration / Security managed:** Behavior requires the attention of administrative staff and/or security. Teachers should document the offense in Student Logger.

**PROBLEM BEHAVIORS**

|  |  |
| --- | --- |
| **Teacher Managed*** Chewing gum, eating, drinking in class
* Profanity directed at other students
* Minor physical altercation
* Excessive talking
* Throwing small objects
* Sleeping in class
* Working off task
* Missing homework
* Attitude
* No supplies
* Name calling
* Passing notes
* Cheating/ plagiarism
* Attendance Tardy (inform parent)
* Hallway noise
* Males with earrings
* Cell phone usage/ electronic device
 |  **Administrator/ Security Managed*** Profanity directed at teacher/ adults
* Excessive threatening, provoking, profanity
* Battery (using objects or fist)
* Intimidation/ bullying
* Throwing large or sharp objects
* Defiance of teacher
* Theft (major stealing)
* Interruptions during Assessment (NWEA/MAP/TRC/REACH)
* Walking out of classroom
* Sexual harassment
* Possession of tobacco, drugs, alcohol
* Gang related activity
* Vandalism
* Security breach/ bomb threat
* Threats towards staff or students
* Lewd or obscene notes/ writing
 |

**DISMISSAL**

Dismissal should be orderly each day. Students should be taught from the first day of school that school does not end until they leave school grounds.

At 3:30p.m., each teacher will walk his/her class out of the building. Detaining students beyond 3:30 p.m. is considered a detention. If this is the case, then parents must be notified by 2:00 P.M that their student will be serving a detention. Also, security or administration should be notified in advance.

**OLDER SIBLINGS MAY NOT BE RELEASED TO GO TO CLASSROOMS TO PICK UP YOUNGER SIBLINGS. STUDENTS SHOULD MEET THEIR SIBLINGS OUTSIDE THE MAIN OFFICE ENTRANCE!**

**DRESS FOR STUDENTS (UNIFORMS)**

Standard dress has a positive impact on students’ learning and behavior in and around school. A Uniform Policy and expected Dress Code serves to unite students, increase school pride, focus on scholarship and eliminate class barriers that develop when some students cannot afford expensive name-brand clothing. Destiny STREAM Academy students are expected to participate in our uniform dress Monday through Friday. See Destiny STREAM Academy Student Handbook for in-depth information concerning school uniforms policies and procedures.

**HALLWAY EXPECTATIONS**

Teachers are responsible for monitoring their class lines as they move throughout the building. Misbehavior in the halls should be dealt with directly and immediately. There should be **no talking** and lines should move swiftly down the correct side of the hall or stairs to their destination, without disturbing other classes. Teachers should refrain from leaving students stationary in the hall for long periods of time as this breeds misbehavior.

**Classroom Lines** - When students are in the hall as a class they should be lined up in an orderly manner. It is the teacher’s responsibility to ensure that the lines remain straight and quiet. When students are too close together the possibility of trouble is always there. **Be proactive.** When students are in line ensure that students are lining up in a way that they are not too tight and that their hands and bodies are kept to themselves. One preference is to have each student line up on each intersecting line ensuring there is plenty of room between student bodies.

**EXPECTATIONS FOR HALLWAY BEHAVIOR:**

* Students pass through the hallway in one line. While waiting in the hallway, students should always an appropriate length apart. Students are expected to maintain a Level 0 in the hallway. Teachers must be actively monitoring students at all times.
* Students reach their destination quickly and quietly without disturbing other classrooms
* Departmental classes must switch classes immediately. Students will not be allowed to wait in the hallway.
* **Students and teachers are quiet at all times!**

**MORNING ENTRANCE**

Teachers will meet their students at the designated location at 8:30 am every day. **Teachers are required to come outside to meet their class everyday except during inclement weather. On days of inclement weather, classrooms will be picked up from the cafeteria unless other directions are announced.** Students are expected to get in their assigned lines and wait to be allowed to enter the building **without any talking. Please assure that students have disposed of gum or candy prior to entering the building.**

***REHEARSE PROCEDURES UNTIL THEY BECOME ROUTINES!***

**PARENT COMMUNICATION**

**Teachers are expected to communicate with parents regularly.** At times it is very difficult to get in touch with working parents during the school day. It is important that correct home and work numbers are maintained in your students’ files. Aldridge sends out newsletters and other forms of communication to parents on a regular basis. Teachers are also encouraged to send home ***monthly*** newsletters regarding classroom projects, upcoming field trips, celebrations, etc. **Please submit a copy of any whole class communication to the principal prior to sending them home.**

**GOOD NOTES**

Teachers are expected to inform parents when students are doing a great job or showing improvement. Informing parents of positive behaviors, or improvement in behavior, helps motivate students to continue to improve. **Teachers are encouraged to send at least one good note home for each child quarterly.**

***“If your 1st communication with a parent is about a problem, you have just made an adversary for the rest of the school year.”***

***Fred Jones***

***Tools for Teaching***

**PARENT CONFERENCES**

Teachers should schedule conferences with parents as needed. Documentation of the conference should be logged in and should include the date, individuals in attendance, and a summary. This documentation becomes a vital part of school records in support of the child’s education.

School-wide parent conference opportunities are noted in the annual school calendar. Conferences should be held at other times as needed; however, the conferences should not interfere with the instructional day. Parents are always welcome to observe during instructional time if it does not pose a safety concern. Parents who wish to visit the classroom during instruction must seek approval from the teacher and admin prior to the visit.

Chicago Public Schools holds two report card pick-up conference days per school year. Teachers are required to prepare report cards, comments, and hold a 10-15 minute conference with each parent. See school calendar for Report-Card Pick-Up dates.

 **Staff / School**

 **Logistical**

 **Information**

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**ANNOUNCEMENTS**

Intercom announcements will only be made in the morning. There will be NO announcements made during the school day except in the event of an emergency. In special cases, teachers will be allowed to make end-of-the-day announcements at 2:45 pm. If an announcement is to be communicated to whole school, please submit a request for the message that needs to be read to main office for approval by noon of the day the message is to be communicated.

**ASSEMBLIES**

Destiny STREAM will host various assemblies throughout the school year to celebrate student achievement, enhance classroom instruction, and/or share information with the entire school community. Teachers are expected to remain with their students throughout the duration of all assemblies. All staff members are required to participate and are expected to teach, model, and hold students accountable for appropriate behavior before, during, and after assemblies. Teachers should not be reading or grading papers during the assembly. Classrooms that do not arrive on time to assemblies as requested will not be permitted into the assembly.

Classes that behave inappropriately will be asked to leave. Inappropriate behavior includes excessive talking and frequent disruptions. If the student(s) do not respond to a verbal warning they will be removed from the assembly. If more than three to four students are behaving inappropriately, the entire class will be asked to leave. Teachers will be consulted to determine whether or not their class should be allowed to attend the next assembly.

**Expectations for student behavior during assemblies**

It is the responsibility of all instructional staff to teach and model appropriate behaviors and decorum for school assemblies. In most cases, assembly programs will be planned and attended by specific grade levels attend. During an assembly all students are expected to:

1. Move quietly through the halls and enter the auditorium in an orderly manner.
2. Sit quietly in their assigned area during the assembly.
3. Refrain from talking before, during and after the program.
4. Exit the auditorium and return to their classrooms in an orderly manner.

**All staff members are expected to closely monitor students during assembly programs. Disruptive students should be addressed in accordance with procedures outlined in our school-wide discipline plan. Classes that do not adhere to the assembly expectations will be asked to leave the assembly.**

**ATTENDANCE**

**Students are to be in their classrooms at 8:30 a.m. and are to be dismissed promptly at 3:30 p.m.**

**Attendance Procedures:**

A written excuse, signed by a parent or guardian, must be presented to the teacher with a stated reason when the child returns to school following an absence. Verbal explanations cannot be documented.

**ATTENDANCE ACCOUNTING FOR ALL STUDENTS BEGINS AT 8:45 A.M.** Late arrivals must have a tardy pass issued by the main office.

**Teachers must complete the following attendance procedures each day:**

**IT IS THE TEACHER’S RESPONSIBILITY TO REGULARLY UPDATE STUDENT INFORMATION THROUGHOUT THE YEAR**. In an effort to maintain accurate information for each student, all teachers are expected to forward any changes to vital information that might occur during the year to the main office and to update this information in ASPEN. This includes such information as changes in address, telephone numbers, and dismissal arrangements.

**ALL TARDY STUDENTS MUST REPORT TO THE MAIN OFFICE BEFORE BEING ESCORTED TO CLASS.**

**The schedule below should be used to manage teacher intervention. When a student is absent for**:

 **2 consecutive days Teacher calls home**

 **5 consecutive days Letter sent from the office (Please send an email to Ms. Bruner and CC Admin) 8 consecutive days Home visit**

 **10 consecutive days Certified 10-day letter sent from the office**

 **15 consecutive days Student dropped from the roster**

Once a student has been dropped from the roster, a parent must re-enroll the student. A certified letter will be sent to the parent informing them of their child’s dismissal from school.

This information should be reflected on the students’ report card.

**Acceptable Excuses for Student Absences**

Teachers should obtain a signed written excuse from the parent or guardian when a student is absent or tardy. If a reason is given which requires the principal's approval, the note should be sent to the office for signature. The teacher must keep written tardiness/absence excuses on file. Acceptable excuses for temporary absence from school include the following:

 1. Student illness

 2. Death in the immediate family

 3. Observance of a religious holiday

 4. Family emergency

 5. Circumstances that cause reasonable concern to the parent or legal guardian for the safety

 of a child.

6. Other situations beyond the control of the student as determined by the principal.

**Tardies**

Please alert the administrative team of chronically tardy students. We encourage teachers to contact parents if they notice a student is frequently tardy. The sooner the parents, the administrative team and support personnel are aware of a potential problem the sooner we can intervene. **Please follow the guidelines of the absence policy when intervening with chronically tardy students.**

**Extended Excused Absences**

If a student has an extended excused absence from school, the teacher will determine the due date of all missed assignments on the number of days the student has been absent from school. For example, if the student is absent for three days, the teacher will give the student three days to make up all missed assignments. If the student does not turn in the missing work at that time, the teacher may apply their class policy to the late work or use their discretion in special situations. All students should be given the opportunity to make up missed work.

**ATTENDANCE – FACULTY/STAFF MEMBERS**

In order to insure that effective and quality instruction and learning is ongoing, it is necessary that each staff member be consistently available to provide quality service to our students and the school. **A 95% attendance rate is expected of all staff.**

Do **NOT**, under any circumstances, swipe in/out for a colleague. Swiping in/out on the behalf of another staff member will result in some level of disciplinary action that can include termination of employment with Destiny STREAM.

Unless otherwise directed, teachers are required to swipe in by 8:00 am in the Main Office and swipe out no sooner than 3:00pm. ESP’s are required to swipe in and out by each individual’s assigned schedule. ESP’s are expected to swipe in/out for lunch on a daily basis. ALL staff members are expected to be at their designated line-up station or assigned post and teachers must be prepared to receive students at 8:30 am unless otherwise noted.

Teachers should report directly to their classrooms and be prepared to greet students at their designated line-up area by 8:30 a.m. Educational Support Personnel should report to their assigned posts to ensure orderliness.

**Absences/Sick**

When a staff member must be absent, it is required for that individual to contact the principal and the clerk ASAP via cell phone. **These numbers will be given during *Teacher Institute***. Please call no later than ***5:00 am the day of the absence***. There is an increased chance that the vacancy will be filled the earlier that it is submitted. If no one is there to receive the phone call you must leave a message. ***Text messaging is not an acceptable mode of communication.***

In the event that a teacher or support staff member is ill, and it is necessary to be absent from school, that individual is required to request a substitute immediately to reserve a substitute teacher. Then teachers must leave a message in the office with the Clerk. All teachers must call the office before 2:00 p.m. on the day of an absence to notify us of your return; otherwise a sub will be retained for the next day. **A physician’s statement is required after 5 days of absence, but can be requested after any absence.** Failure to strictly adhere to these procedures will result in disciplinary action.

**Personal Business Days (PBD)**

There will be time when teachers/staff need to request a Personal Business Day (PBD). Please remember these days need to be approved by the Principal prior to taking the day off. Request for PBD must be given to the Principal at least 72 hours in advance. The office clerk does not have the authority to approve request. Failure to adhere to this expectation will result in a unpaid day and discipline will follow.

In the event of an absence, it is the responsibility of each teacher to leave **THOROUGH AND COMPLETE EMERGENCY LESSON PLANS FOR A SUBSTITUTE**. A substitute folder will be developed by each teacher and kept in the Main Office. The folder is due in the office on or before **September 7, 2020 The classroom teacher should replenish sub plans immediately after an absence.**

**These plans must include the following:**

1. Written plans to cover a minimum of 3 days **(PLEASE MAKE ALL COPIES)**
2. Class roster
3. Current seating chart
4. Daily attendance forms
5. Daily schedule
6. Routine information (classroom polices, bathroom schedule, etc.)
7. Fire drill instructions
8. Emergency contact information for students
9. Emergency evacuation procedures
10. Designated “go-to” person for assistance (determined by teacher)

When absent from school, a staff member is required, for payroll purposes, to complete the Cause of Absence Form upon return to school. Only in emergency situations will teachers be granted permission to leave school during the school day. **Only the Principal can grant such permission**. **Please do not ask the office clerks.**

**Appointments**
All staff members should make every effort to schedule medical, dental, and all other appointments outside of school hours.

**CAFETERIA PROCEDURES**

Teachers should take attendance and lunch count of students who will be receiving school lunch for that particular day. Classrooms will be provided with a lunch envelope. The lunch envelope **must be accurately filled out each day** for lunches.

Classes will enter and exit the cafeteria through the main cafeteria doors. Educational Support Personnel and other staff members may be assigned to lunchroom duty at the request of the principal.

Classes arriving late or out of order may be asked to move aside while others are served. Late classes will have to wait until they are prepared to move through as requested. No extra time will be allotted for classes arriving late.

**IT IS THE TEACHER’S RESPONSIBILITY TO NOTIFY THE CAFETERIA MANAGER IN ADVANCE IF A CLASS WILL NOT HAVE LUNCH IN THE CAFETERIA DUE TO A FIELD TRIP OR OTHER ACTIVITY.**

**DESTINY STREAM CAFETERIA RULES**

1. Students will arrive in the cafeteria and exit at scheduled times. Late arrivals and departures create confusion and do not allow time for clean up. No extra time will be allotted for lunch.
2. Students will obtain all necessary food items and utensils when they move through the lunch line.
3. Students will use table manners and practice dining etiquette.
4. Students will sit at their assigned table properly and remain seated until they are dismissed.
5. Students will scrape their trays, throw trash in the proper containers, and neatly stack their trays before leaving the cafeteria. The trash receptacle will be sent to each table. Students will dispose of their tray. Teachers are expected to teach students the lunchroom expectations.
6. Destiny STREAM is striving to become a healthy certified school. Student will only be permitted to eat healthy snacks during lunch. Please ensure that your students are aware of the expectations for lunch prior to going to lunch.

**CHANGE OF NAME, ADDRESS, TELEPHONE NUMBER**

Each faculty and staff member should notify the office when they change names, addresses, or telephone numbers. Employees who change their names or addresses during the school year must notify the school clerk immediately so that our records remain accurate

**CONFLICT RESOLUTION**

Unfortunately, conflicts sometimes occur between faculty members. To minimize the impact these conflicts may have on the daily operation of our school, staff members are urged to resolve them as quickly as possible. When it appears that additional assistance is needed, the principal or other administrator should be contacted for assistance. Professional behavior and decorum are expected even during these times of disagreement and conflict. Should the situation remain unresolved, appeals may be made through the appropriate channels, in accordance to district policy. It is essential that all Destiny STREAM staff members are committed to supporting each other and acting on the behalf of the team in order to maintain a positive work environment**. Disrespect and negative language between staff members will result in disciplinary action.**

**COPIES**

The copy machines are available for teacher and staff use. **It is imperative that all staff members are conscientious of paper waste and usage. In order to carry this out, please use copy paper wisely and recycle paper whenever possible. Do not use the copier in the main office.**

**\*Please notify the main office if a copy machine is not working. Please do not attempt to repair or change the toner on any of the copy machines!**

**DRESS FOR STAFF**

**DRESS CODE EXPECTATIONS FOR STAFF**

To help create an environment conducive to learning, to provide positive and professional models for our students, and to underscore the notion that education is a serious endeavor, it is crucial that ***every*** employee at Destiny STREAM maintain a professional image. **All**school employees are therefore expected to wear proper attire at all times and to be positive role models for students.  All school staff should dress professionally for work every day. Dress down days (jeans, t-shirts etc) will be communicated from the principal in advance. **Every Monday** each staff member is expected to wear a version of the student uniform (either colors or polo with school logo and khaki bottom).

While Destiny does not have a dress code, I ask that everyone use their better judgment when selecting attire that is suitable for an institution of learning.  Any staff member who chooses to wear attire that is inappropriate and distracting to the learning environment will be asked to change.

All school employees should refrain from wearing (*This list is not is inclusive*):

* Clothing that exposes bare midriffs or undergarments
* Shirts with cut out
* Tight-fitting clothing
* Flip-flops
* Blue jeans
* Tank Tops
* Jogging suits
* Leggings
* Sneakers and other casual clothing are not acceptable
* Hats
* Earrings (Male Staff Only)
* P.E. teacher should use professional judgment regarding dress
* Periodically, Aldridge staff members will dress in student uniforms to enhance school spirit and solidarity with our student uniform policy.

***Any exceptions to the dress code policy will be communicated in writing to the affected employees.***

***Staff Professional Development Days- Dress on Staff PD days when students are not in attendance is business casual, unless otherwise announced.***

**EARLY DISMISSAL**

Parents or guardians must report to the office and sign the early dismissal book before a student may be allowed to leave the school grounds. No student may leave the school grounds without being signed out by an authorized person. **Parents should not go to the classroom to pick up a** **child**. The child will be called to the office by messenger or intercom and parents should wait in the main office for their child**. Teachers should not release a child to a parent unless an authorized staff member is present to pick up the student.** Please be advised that some of our families may have court orders and/or restraining orders against other individuals who are not allowed to pick up their students. Please notify the main office if anyone who is not a parent or guardian arrives to pick up a student. **Teachers and staff members are not allowed to call parents on their private line to pick up students from school for any reason. Teachers and staff members should call the main office and ask for a student’s parents to be called.**

**E-MAIL**

The use of e-mail over the Destiny STREAM network is restricted for school business use only. Regular messages will be sent to you via e-mail. It is each staff members’ responsibility to check their e- mail mailbox daily. Individuals who do not have e-mail in their primary work may use the computer lab to access their accounts. Efficient use of e-mail will minimize paper waste and unnecessary meetings.

\***Public and classroom computers at Destiny STREAM Academy are for school business only! Staff members are not to use school computers for personal business. Web page history may be checked often and randomly at the principal’s discretion.**

 **Destiny STREAM Academy is on a mission to improve our environmental foot- print! In an effort to reduce paper waste, the school administration will drastically reduce the amount paper memos and notices for teachers and staff. Notices will be sent via e-mail to all staff members. ALL staff members are required to check their email on a daily basis for notices and updates.**

**FACULTY MEETINGS**

Staff meetings will be held throughout the school year for professional development, information, and celebrations. Staff members will be notified of staff meetings in advance. **In order to insure excellence and the advancement of our school family, it is imperative that all staff members are on time, present, and actively engaged during staff meetings. Cell phone usage (texting), side bar conversations, and tardiness are not acceptable.**

**FINANCIAL PROCEDURES**

Teachers **ARE REQUIRED TO** remit all money and receipts, daily, to the main office. Money **MUST NOT** be kept in the classroom overnight and is the personal responsibility of the classroom teacher. No personal checks are accepted on behalf of Destiny STREAM Academy. The following procedures should be followed:

1. Receipts are to be signed by the person to whom the receipt book was assigned.
2. Classroom teachers receipt their students for all money.
3. When a teacher collects money from a student, a receipt should be issued. A money collection form should be completed.
4. If a mistake is made the receipt should be marked void. **Whiteout must not be used**. Both white and yellow copies should be kept in the receipt book for voided receipts. **All money collected from Destiny STREAM students must be receipted!**
5. **No Personal Checks Are Accepted.**

**Purchase Requisitions**

* Purchase requisitions are required for all purchases. These forms need to be filled out completely, signed, and can be obtained in the office.
* Store receipts must be attached to the purchase requisition.

**Note:**

* Always obtain a receipt for school records.
* Turn in receipts as soon as they are received in order to keep records up to date.
* Personal checks cannot be cashed.
* Stamps cannot be sold.

All money received by teachers and organizations within the school shall be duly receipted and deposited in the appropriate school account. All purchases or expenditures of funds shall have supporting evidence in the form of receipts or invoices. **School activity funds are audited** **annually.**

**FIRE DRILLS**

Fire drills are held without prior notice periodically throughout the school year. A fire exit map should be posted at all times in each classroom. The signal for a fire drill will be the sounding off the fire alarm. An "all clear" acknowledgement will be given for returning to the building. During a fire drill, the procedures below must be followed:

* All doors and windows should be closed.
* Students must exit the building using the designated emergency exit.
* Students must re-enter the building in a quiet and orderly manner.
* **Please refer to our School Security Plan.**

**KEYS**

Teachers should unlock their classroom doors at the beginning of each school day and lock them at the end of each day. **NEVER GIVE CLASSROOM KEYS TO STUDENTS!** In the event that a teacher loses a classroom key, please notify the school engineer as soon as possible. Teachers are responsible for notifying maintenance to unlock their classroom doors until the key is replaced.

**MAIL BOXES**

Teachers should check their mailboxes upon arrival each morning, at lunch, and at the end of the school day. **Students are not permitted to retrieve or place items in teachers’ mailboxes for any reason.**  Confidential information should always be placed in a sealed envelope. Staff mailboxes are for school business only. Outside vendors or patrons are required to obtain the principal’s approval before placing any items in staff mailboxes.

**MAIN OFFICE DECORUM**

The main office serves as the hub of school business at Destiny STREAM for students, parents, teachers, and parents. Professional decorum must be maintained at all times. **Destiny STREAM staff members are required to refrain from openly discussing issues pertaining to students, families, and colleagues in the main office.**

**PARTIES**

Classroom celebrations are allowed at the discretion of the teacher. Teachers are allowed to celebrate special occasions and holidays with their students as long as the following guidelines are followed:

* All parties are self-contained within the classroom. No hallway or joint classroom celebrations are allowed without prior approval.
* All treats are store bought in the original packaging. **Please do not allow parents to bring home cooked treats!**
* Cleanup is the classroom teacher’s responsibility. Please request extra garbage bags from a custodian prior to the celebration. **No food should be left in the classroom over night!**
* Parties should be held during the last hour of the school day unless alternate arrangements are made with the school administration.
* Birthday parties for individual students will ***not*** be allowed. Parents are not allowed to bring/send cupcakes for their child’s birthday to be eaten during lunch or any other time during the school day.

**PAYROLL**

Paychecks are issued to all employees every-other Friday. If the scheduled payday falls on approved holidays or weekend, the preceding normal workday will be payday.

**IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO SWIPE IN AND OUT DAILY. ALL MISSED SWIPES MUST BE APPROVED BY THE PRINCIPAL.**

**PROMOTIONS AND RETENTIONS GRADES K - 8**

The Chicago Public Schools Board of Education approved policy for retention are as follows:

**Students in grades 6 and 8 must earn the designation basic or above on the annual assessment, in addition to obtaining passing class grades and maintaining good attendance to be eligible for promotion to the next grade.**

Even though instructional programs are provided to meet the needs and differences of individual students, retention is sometimes necessary and in the best interest of the student. Decisions as to whether pupils are to be promoted to the next grade or retained are made with primary emphasis on academic performance taking into consideration what is best for each individual pupil.

Teachers will confer with the parents of a child making unsatisfactory progress as soon as problems arise and will develop plans to help the child reach an acceptable level of performance.

Ongoing communication should be maintained between the teacher and the parents to assure that intervention procedures are being employed to assist the child in attaining vital academic skills.

* When a teacher has reason to believe that a child should be retained, the teacher will consult with the principal and additional school personnel who have worked with the child. The parents of pupils being considered for retention will be informed of the impending retention.
* Decisions relative to promotion and retention are made by the respective teachers and reviewed by the principal. Before a child is retained more than twice, the case must be reviewed and approved by the principal.
* When a teacher observes a pupil with academic deficiencies that may lead to retention, the teacher will consult with the principal and school personnel who have worked with the child. The teacher will develop strategies for working with the pupil and conduct a conference with the parents to discuss the needs of the pupil. Certain situations may necessitate the use of resources available through the other supportive services.
* The principal will obtain from each teacher at the end of the first semester a list of those pupils who are experiencing academic difficulty.
* It will be indicated on the report card to parents during the second and third grading periods when a pupil is experiencing difficulty to the extent that retention may be necessary.
* Data will be collected throughout the school year to support decisions regarding promotion or retention.
* At least four weeks prior to the end of the school year the teacher and principal will review the progress of those pupils being considered for retention and make a final decision.
* A notification of retention letter will be given to the parents no later than three weeks prior to the end of the school year. A copy of the notification letter will be placed in the pupil's education record.
* Academic performance will be the prime determiner in making a decision as to whether a student should be promoted or retained. Promotion or retention will be based on what will result in the greatest good for the pupil taking into consideration additional factors such as ability level, attendance in conjunction with poor classroom performance, chronological age in relation to the normal grade/age group, delayed/advanced physical development, and maturity in emotional and social development, and work and study habits.
* Please see the complete CPS promotion policy in the appendix section of this handbook.

**RESTROOMS**

Teachers are expected to develop a clear and consistent system for restroom usage with their fellow grade-level teacher. Classroom bathroom breaks should be conducted as quietly, quickly, and efficiently as possible. Teachers are encouraged to pair up with their grade level partners to organize bathroom breaks. **Teachers must inspect the restrooms before and after their class has finished using them. No students should use the restrooms unsupervised.**

* Students are ***not*** to bring writing materials into the restrooms.
* **Teachers must have a clear procedure for restroom breaks! *Please submit by 9/7/20 .***
* If a student has a restroom emergency during instructional time inform the main office so that a staff member can come to escort them to the restroom. **Students should not be sent to the bathroom for any reason without proper supervision.**
* **Our goal is for all classes to complete restroom break with 7-10 minutes.**
* Teachers must check restrooms before and after each use to ensure that restrooms are always clean.

 **ROOM MAINTENANCE**

* It is the responsibility of each teacher to see that their classroom is kept orderly and neat.
* Students should pick up paper and trash before they exit their classrooms for any activity

**except during a fire drill or an emergency.**

* Desks and tables should be properly aligned and left orderly. No trash should be left on the floor at the end of the school day.
* **Empty or unopened boxes should not be visible in the classroom.**
* At the end of the school day, teachers should secure windows, turn off lights, ensure that all technology equipment is secure and close the doors.
* Tape should not be used on windows, or doors.
* **Food should not be kept in student or teacher desks.**

**SEXUAL HARRASSMENT**

Sexual harassment is unwanted physical, verbal or emotional attention directed towards any staff member. **All harassment MUST be reported in writing to the principal or assistant principal. All staff members are required to familiarize themselves with the Board of Education for the City of Chicago’s Sexual Harassment Policy (available at cps.k12.il.us) Destiny STREAM is committed to maintaining a healthy and safe work environment for all staff members! Sexual harassment of any kind will not be tolerated and will result in disciplinary action as described by the Sexual Harassment policy of the Board of Education for the City of Chicago.**

**SICK OR INJURED STUDENTS**

Ill or injured students are to be referred to the main office. The main office will notify parents or paramedics if necessary. **Students should never be sent to the office alone**. In all cases of accident and/or injury a **Destiny STREAM incident report** must be completed by the staff member on duty or staff member who was supervising the child at the time of the accident. The accident report must be completed by the end of the school day and returned to the principal’s mailbox. In certain cases it may be necessary to transport the ill or injured student to the hospital. The student’s legal guardian must be notified.

**UNDER NO CIRCUMSTANCES SHOULD ANY STAFF MEMBER ADMINISTER ANY TYPE OF MEDICATION TO ANY STUDENT, EVEN IF THE PARENTS HAVE REQUESTED THAT THE STAFF MEMBER DO SO.**

Students who must take medication during school hours must have a note from the parents on file indicating the information. This note must be filed in the student’s health folder in the main office. Medications will be stored in the main office. This includes inhalers and Epi Pens.

**SMOKING**

**SMOKING IS STRICTLY PROHIBITED ON SCHOOL PROPERTY BEFORE, DURING AND AFTER SCHOOL.**

**STUDENTS OUT OF CLASS**

Teachers are required to protect and **MAXIMIZE** instructional time daily. Please monitor the reasons students are allowed out of class. **Under no circumstances should students be allowed in the hallway to use the restroom or run an errand without supervision from an adult! Hall passes of any kind should not be used at Destiny STREAM. Under no circumstances should any student be sent to the office unescorted by an adult or staff member. If a student needs to be removed from class for inappropriate behavior or illness, please call the main office and a staff member will come to the room. This policy will be strictly enforced!**

**SUSPENSIONS**

Teachers should keep records of actions taken to solve discipline problems in Student Logger. A discipline report form must be completed whenever a student is referred to the dean of students. This report should include date, offense, and efforts to correct the problem.

We here at Destiny STREAM Academy designates out-of-school suspension as a last resort and utilizes a systems-change approach to bring about a more restorative culture in schools. All behavior has a purpose. When misbehavior occurs, we must seek to understand the underlying reasons for the behavior in order to design a response that effectively changes student behavior. When schools develop disciplinary responses that are instructive and restorative, student-teacher relationships, student outcomes, and overall school climate all stand to improve.

**CELL PHONE USE**

**Cell phones may be used for emergencies only. Cell phones should be turned off or placed on vibrate when entering the building. all staff members must refrain from taking personal calls on cell phones during instructional time. cell phone use (texting) is prohibited by staff members any time students or families may be present. (this includes texting and cell phone use in the hallways) the cell phone use policy will be strictly enforced. Students must turn in cell phones to their teacher daily. the teacher will collect and secure the cell phones in a locked drawer. cell phones will be redistributed to the students at the end of the day.**

**TEXTBOOKS AND LIBRARY BOOKS / MATERIALS**

Each teacher is responsible for distributing the textbooks for the class and for keeping a record of the books issued and the condition of the books. Each student is responsible for his/her books, and should take every precaution to protect this property. **Students should be encouraged to cover their textbooks.**

Textbooks shall be provided without charge. At the conclusion of the course, at the time of transfer or withdrawal, at the end of the school term, or with respect to library books at the appropriate due date, textbooks must be returned in acceptable condition. In the event of loss or abuse of textbooks, replacement costs shall be assessed.

**TRANSPORTATION**

**UNDER NO CIRCUMSTANCES SHOULD ANY STAFF MEMBER TRANSPORT STUDENTS IN THEIR PERSONAL VEHICLES.**

**Staff**

**Instructional**

**Information**

****

**ASSESSMENT**

Destiny STREAM will participate in several school wide formative assessments throughout the school year to help guide instructional decisions and track student progress.

* IAR
* PSAT-8
* NWEA (Reading and Math): Grades 6th – 8th

Assessments will be followed up with data dialogues and professional development to help focus our instructional decisions. Teachers will receive schedules and preliminary information for administering each assessment. Educational Support Personnel will support classroom teachers during NWEA and IAR testing periods.

**BULLETIN BOARDS**

**All hallway bulletin boards must be changed and the work on them completed by the fifth school day of each month.**

**HALL SHOWCASES MUST MEET THE**

**FOLLOWING CRITERIA:**

* Authentic student work must be displayed, which should include writing samples, projects, pictures, and seasonal artwork.
* Hallway bulletin boards must be attractively displayed and reflective of the grade level curriculum/lessons.
* Boards should be high quality; three dimensional (when possible); include the use of creative materials; non-commercial board displays.
* Do not use paper with torn or shredded edges.
* A simple rubric showing the requirements for the student work should accompany all bulletin boards.
* An explanation of the assignment or activity should accompany all bulletin boards.
* Please do not work on bulletin boards during instructional time.
* Students must have adult supervision while working on bulletin boards.
* Bulletin boards are a chance to show off the great work of our students and teachers! Please make sure your boards reflect the high quality of work we aim for at Smith.
* Classroom bulletin boards should contain student work no more than 3 weeks old.
* Bulletin boards should reflect skills that they are currently working on within a 2-3 week window.

**CLASSROOM ENVIRONMENT**

 Below are several suggestions for creating an inviting and stimulating environment:

* Keep floors, desks and chalk/white boards clean. At the end of the day adjust shades, furniture and close windows.
* Evidence of instruction and student work is displayed throughout the classroom. (anchor charts, rubrics, shared writing, student work, etc.)
* Display exemplary student work.
* Develop colorful, interesting and pertinent bulletin boards.
* Change all displays periodically.
* Provide an appropriate space for school announcements.

**Classroom Environment Check List**

Please refer to the Classroom Environment Checklist for guidelines on maintaining an excellent classroom environment. Teachers and educational support staff are responsible for adhering to the requirements on the checklist. In addition, we require that all classrooms are safe for students and teachers and provide a healthy learning environment. **Students, parents, and stakeholders are our visitors everyday! All staff members need to be committed to showing excellence and consistency throughout the building. \*Destiny STREAM teachers are strongly encouraged to display certificates, diplomas, and other examples of professional accomplishments in their classrooms.**

***Classroom Non-Negotiables***

**Non-Negotiables: Post the Following with No Exceptions**

* Daily schedules for all subjects with specific activities of the day (including bathroom breaks).
* Current lesson plans
* Objectives and the lesson purpose
* Current authentic student work
* Anchor Charts (evidence of teaching) for ELA and Math
* Schedule for small group instruction
* Enter Daily attendance by 9AM

**Non-Negotiables:**

* News ELA
* PITSCO Learning Modules/Expeditions aligned to the Unit
* Independent Reading Book Report
* Small group instruction
* Non-fiction texts
* Close reading (repeated reading, analysis of text to deepen understanding)
* Connected writing/constructed responses from close reading
* Graphic organizers used to scaffold comprehension and lead to writing (constructed responses)
* Literature Circles and chapter books

**Non-Negotiables - Weekly Expectations**

* Lesson Plans due *every* Friday
* Grades due weekly - 2 per subject per week at minimum
* Update Collaborative Logs weekly and submit on Fridays

***Objectives and Purpose***

Objectives for PITSCO and ELA(Guided Reading, News ELA) are expected to be posted on your board daily for every subject. The admin team regularly monitors objectives. When writing objectives be certain to express WHICH skill students are expected to learn (the student outcome) and HOW students will be expected to learn it (strategy). Include a purpose statement to ensure relevance and coherence.

Math Example:

Students will identify parts of an expression using mathematical terms for multiplication by combining like terms and expressing in standard form using algebra tiles for deeper conceptual understanding.

Literacy Sample:

[Skill/Outcome] I can read a non-fiction text closely, paying attention to what the text says explicitly and drawing inferences, [STRATEGY] by incorporating prior knowledge and citing textual evidence as I make claims.

***Student Work & Anchor Charts***

The posting of student work is a non-negotiable. Post current graded student work in your classroom for at least the subjects of STREAM. Student work should be from the current unit of study. Remove work from previous month.

Use anchor charts for every lesson. Although some anchor charts are prepared in advance of learning, teachers should chart their thinking during the mini-lesson an model explicitly expert thinking.

**CLASSROOM OBSERVATIONS**

Classrooms will be observed regularly at Destiny STREAM. Each teacher should expect a minimum of two observations per month as well as two formal Destiny STREAM observations each year. Feedback will be provided to teachers in the following areas:

* **management of student behavior**
* **management of lesson plans, ASPEN, grade level meetings, etc.**
* **instructional delivery**
* **classroom environment**

**CURRICULUM**

At Destiny STREAM we prescribe to PITSCO for our STREAM instruction (Science Technology Reading Engineering Arts and Math), with extra support in reading using Guided Reading with leveled text, News ELA (Informational Text). The passage below outlines expectations for literacy instruction within the balanced literacy model. It is very important for students at Destiny STREAM to receive a consistent approach to reading and writing instruction throughout the grade levels. **We will continue to provide support in all subjects with regular coaching cycles and ongoing professional development.**

**FIELD TRIPS**

The administrative team must approve all field trips at least 2 week prior to the trip date. Applications for student travel must be submitted to school clerk at least 2 weeks prior to the field trip date. Teachers and staff members should adhere to the following guidelines for field trip procedures.

* Obtain a student travel request form from the main office. All trips must have a completed form with explanation of educational value, number of students, number of chaperones, and cost of trip (if any). **The student travel form must be turned in to the school clerk at least 2 weeks prior to the trip date.**
* **If there are specific classroom guidelines for specific trips, administration must receive and approve the guidelines in writing prior to planning the trip. Ex. Behavior, attendance, student exclusion etc.**
* Notify the main office to schedule a bus for your trip.
* If you are collecting money for the cost of the trip, notify the main office to obtain your teacher receipt book. All money collected must be accounted for in your receipt book. **We cannot accept personal checks for field trips. Teachers are personally responsible for maintaining accurate accounts for all trips.**
* Teachers are responsible for sending out permission slips to each parent. Permission slips are available in the main office. **Students who do not have a permission slip on file will not attend field trips!**
* Notify the lunchroom manager in advance if your class is going on a field trip. The lunchroom may prepare cold sack lunches for your students or you can request that students bring a lunch from home.
* Contact parents to join you on the field trip as chaperones. The ratio of adults to children for field trips is as follows:6th – 8th: 1 adult to 10 children. **The school will not pay for adult chaperones.**
* On the day of the trip carefully count the number of students attending and make sure all students are accounted for. Place a list of students attending the trip in the teacher mailbox. **Students who are not allowed to attend the trip for any reason must be relocated to another classroom with work to complete for the day. Teachers are responsible for making these arrangements. Please communicate to admin where students are located.**

**GRADE BOOK/ASPEN**

Each classroom teacher will keep an up-to-date record of all grades assigned to students using the CPS system, ASPEN. Grades on report cards must be supported by data in gradebook. **A minimum of 10 graded assignments, assessments, observations etc. in reading, math, writing, and science is required is for each 10-week grading period. Grade books should be updated weekly with a minimum of 2-3 grades per content area.** Failure to maintain an accurate grade book will result in disciplinary action. **Administrators will periodically review grade books. Copies of all assignments placed in the grade book will become a part of the teacher portfolio.**

**All grade books must contain the following complete and accurate information:**

* Indicate the topic and/or skills assessed.
* Include Common Core State Standard in the description.
* Dates must accompany each grade book entry.
* Grades must be based on the standard grading scale.
* Modifications in instructional levels should be noted in the grade book.
* Identified and Aligned to CCSS/NGSS

**Grading Policy**

Students receive letter grades for each completed class. The letter grades are assigned based on the quality of a student’s completed work. Grades serve as a method of feedback on quality of work and a measure of students’ progress toward mastery.

|  |  |  |
| --- | --- | --- |
| **Grade** | **Percentage Range** | **Performance Descriptor** |
| **A+** | **99-100** | **Outstanding** |
| **A** | **90-98** | **Excellent** |
| **B+** | **88-89** | **Very Good** |
| **B** | **80-81** | **Good** |
| **C+** | **78-79** | **Average** |
| **C** | **70-77** | **Satisfactory** |

Destiny STREAM Academy for Girls Charter School does not give our female scholars letter grades below a “C.” Any work that is deemed unsatisfactory does not receive a passing grade. Students who earn below a “C” in a course will receive one of two grades:

* **I: Incomplete** - A student will earn an Incomplete (“I”) only if they experienced an extended excused emergency during which they missed a portion of the work. Students who earn an“I” will have the opportunity to complete specified work on a clear timeline, determined by the teaching staff, to earn a C in the class. If the work is not completed at a satisfactory level by the end of the timeline, the student will receive a Not Yet (“NY”).
* **NY: Not Yet** - A student who earns a “NY” has not demonstrated adequate performance in the course. A student who earns a “NY” will not be given a chance to redo poor quality or incomplete work. Students who receive three or more “NYs” in a core course(Humanities, Math, Science) may be required to partake in tutoring sessions. Families of students who have earned multiple NYs in core classes will be required to have a family conference with the Principal. Other action steps, including retention, may be appropriate for students with multiple NYs.*(See* ***Academic Probation*** *section)*

**Grading System**

**Category and Weighting**

|  |  |
| --- | --- |
| **Category** | **Weighting of Grade** |
| **Classroom and Participation** | **25%** |
| **Projects & Assessments (Quizzes, tests, performance-based assessments)** | **60%** |
| **Homework** | **15%** |

**Make-up Work, Missing Work, and Late Work**

After an absence, the student is responsible for working with staff to make up missed assignments, tests, or other assessments. Make-up work, missing work, or late work must be submitted no later than two weeks before the end of the marking period. However, because of the nature of project-based learning, a teacher has discretion to move the make-up work deadline associated with specific unit assignments to two weeks after the project has concluded.

**Test Retakes**

On tests, quizzes, and some performance assessments, students who score at or below a “C”may have the opportunity to retake the assessment. Students retaking an assessment should communicate directly with the teacher to schedule a time for the retake.

**Report Cards**

There are four marking periods during the school year. Report cards are issued after each marking

period. *Please refer to* ***Appendix*** *for the school calendar.*

**Academic Probation**

Students who repeatedly fail to complete and submit homework assignments, classwork, or projects will be placed on academic probation and, at times, be required to co-create an academic contract. These students may also be required to complete a weekly academic contract and have it signed by teachers on a daily basis. If a student continues to demonstrate a lack of academic effort, a parent/guardian conference will be required. At times, additional consequences may be given. Those consequences may include retention or expulsion. Students who demonstrate measurable improvement in effort and homework completion during the academic probationary period will be removed from the probationary list.

**GRADE LEVEL COLLABORATION**

Collaboration between colleagues is essential to the growth of the professional learning community at Destiny STREAM. In order for students to receive a consistent experience at Destiny STREAM, teachers and staff will collaborate often within grade levels and across grade levels. Grade level cluster departments should communicate often to align lessons and plan various projects and events with administrators. Each grade level cluster will have weekly meetings to discuss student data, PITSCO Curriculum Mapping, NWEA, IAR, MTSS, PSAT-8, Project-based learning activities attendance, Content Progress Monitoring results, etc.) curriculum alignment, and special events. All staff members are expected to be on time, prepared, and actively engaged at grade level meetings. Teaching teams are strongly encouraged to conduct planning meetings and dialogues before and after school as well.

**PROGRESS REPORTS**

Each classroom teacher is responsible for completing progress reports in ASPEN on time. Progress report grades will be based on 5 weeks’ worth of grades per subject (for the half quarter). At the 5 week interval all classes must have at least 1 quiz and/or test. Teachers are also responsible for entering comments for progress reports. Specials teachers will enter progress report grades if a student is in danger of failing the class. All specials teacher will enter grades in ASPEN.

\*Teachers are required to inform parents of their student’s risk of failing any subject during progress report time. Please document failure notices, and provide comments that let parents know what their children need to do in order to improve their grade. Document the dates of these conversations in Student Logger.

**HOMEWORK**

The purpose of home assignments is to build skills, creativity, and good independent study habits. These assignments can be used very effectively to provide practice for skill development. Provisions should be made to promote good work habits, increase self-direction and responsibility, and to include resources in the community as part of the students' education. Teachers must give credit to students for all home assignments completed. Teachers are asked to clearly communicate to parents how home assignments will be weighted and include this assessment in the students’ quarterly evaluation.

 **Homework must be assigned every Monday-Thursday. Weekend homework should follow the same time allotment listed below for each grade level.** Reading logs must be assigned with minimum nightly assigned reading for 30 minutes. Additionally, long-term projects should be assigned regularly throughout the school year. These should include and are not limited to: **genre studies, research papers, author study projects, science projects, extended response papers, etc.** Please remember that quality homework versus quantity ensures high expectations!

**Homework Guidelines**:

 Grades 6, 7 and 8 60 minutes per evening

\*In addition to homework assignments, students MUST select a book to read everyday. Homework guideline times do not include reading time.

**If assignments are given over the weekend, they should not exceed the above time allotments.**

**LESSON PLANS**

Lesson plans are an important factor in successful teaching and are the key to good planning, teaching, and discipline. Lesson plans are a statement of the instructional program in your classroom. Long and short range planning is required to have an effective instructional program. Lesson plans should be specific and comprehensive.

* Lesson plans (Whole Group, Small Group, Guided Reading, Instructional Read Aloud) must be turned in **EVERY FRIDAY BY 8:00 PM**.
* The first set of lesson plans for the first week will be due on September 3rd by 9:00p.m. The next submission date is September 9th by 8:00 PM and every Friday following. Lesson plans should be submitted via the Google Drive. Folders will be created for each teacher. Diverse Leaner Teacher Lesson Plans are due every Monday by 5:00 PM of the next week.
* All Field trips must be incorporated into weekly lesson plans and have a connection to the academic topics covered in class through extension activities. Lesson plans should be done on the computer and uploaded to the Google Drive Folder, as well as posted in the designated area in each classroom for easy reference from a teacher or administrator.

**MAKE-UP ASSIGNMENTS**

While time lost from school can never be made up fully, students who have been absent for just cause should have the opportunity to make up work, which is of a written independent nature. If grades were given on the work that was missed, students who had excused absences shall receive full credit for make-up work.

1. Decisions as to whether or not a student should be given full credit for make-up work after an unexcused absence should be guided by the following principles:

a. The action should be in the best interest of the student involved and should not be determined by her / his classmates.

b. When a student is penalized by a reduction in credit allowed for make-up work, he should have an opportunity to recuperate from his losses as the result of additional effort on his part.

c. Students should have equal opportunity and treatment with regard to make-up work.

d. Chronic occurrences should be considered to be more serious than exceptional or occasional ones.

2. Teachers should assist students to accept the responsibility for completing make-up work.

**MARKER BOARD CONFIGURATION**

Teachers in grades 6th-8th are required to set up a marker board configuration on the white boards in their classrooms. Marker board configuration helps organize classroom information for students. Marker board sections should be neatly delineated using colored tape. Marker boards should consistently display the following information:

* Date
* Classroom schedule and agenda
* Learning objectives
* Vocabulary
* Homework

**MOBILITY IN THE CLASSROOM**

**Teachers and instructional assistants are expected to move around the classroom frequently during lessons**. **Student independent work must be monitored for accuracy and affirmation.** **Teachers will take care of administrative matters during prep time, breakfast, or before and after school. Your mobility in the room reduces discipline problems and greatly increases student engagement. Teachers will refrain from sitting at their desks when students are working independently. During independent work time teachers are required to do one or more of the following:**

* **Circulate the classroom to “check in” with students**
* **Pull small instruction groups to work on targeted skills**
* **Conference with individual students**

**PROFESSIONAL DEVELOPMENT**

Professional development opportunities are planned continuously throughout the school year. We believe that all professionals must actively pursue intellectual and personal growth through collaboration with our colleagues. In addition to Destiny STREAM professional development days, Destiny STREAM will participate in network wide professional development activities as well. Teachers are also encouraged to seek out learning opportunities specific to their own needs. Visits to network schools, observations, and trainings are encouraged. Teachers are required to participate in all network initiatives that require professional development.

**Destiny STREAM Consequences for Misconducts (2020-2021)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Infraction** | **Consequence 1** | **Consequence 2** | **Consequence 3+** |
| 1-2: Running/Excessive Noise | **Teacher Consequence** | **Restorative/Corrective Response** | **Level 1 Detention** |
| 1-2: Leaving the classroom w/o permission\* | **Teacher Consequence** | **Restorative/Corrective Response** | **Level 1 Detention** |
| 1-3: Disruptive behavior | **Teacher Consequence** | **Restorative/Corrective Response** | **Level 1 Detention** |
| 1-4: Loitering | **Teacher Consequence** | **Restorative/Corrective Response** | **Level 1 Detention** |
| 1-5: Failing to attend class w/o a valid excuse | **Teacher Consequence** | **Restorative/Corrective Response** | **Level 1 Detention** |
| 1-6: Persistent tardiness to school or class | **School enforced policy – Parent Contact** |
| 1-7: Inappropriate access on computers | **Teacher Consequence** | **Restorative/Corrective Response** | **Measured Loss of Privilege** |
| 1-8: Unauthorized Cell Phone Use | **Teacher Consequence** | **Restorative/Corrective Response** | **Level 1 Detention**  |
|  |
| 2-1: Posting or distributing unauthorized materials | **Teacher Consequence/Restorative Response** | **Restorative/Corrective Response** | **Level 1 Detention** |
| 2-2: Leaving the school w/o permission | **School enforced policy – Parent Conference** | **School enforced policy – Parent Conference** | **3 days ISS**  |
| 2-3: Interfering with school process via walkout | **School enforced policy – Parent Conference** | **School enforced policy – Parent Conference** | **School enforced policy – Parent Conference** |
| 2-4: Minor unacceptable physical actions | **Teacher Consequence** | **Restorative/Corrective Response** | **Level 1 Detention** |
| 2-5: Failing to follow any other school rules | **Varies based on Infraction** |
| 2-6: Exhibiting or publishing profanity | **Teacher Consequence** | **Student Conference/****Parent Call** | **Level 1 Detention****Saturday Detention** |
| 2-7: Possession/use of tobacco products | **School enforced policy – Parent Contact** | **School enforced policy – Parent Contact** | **3 days ISS** |
| 2-8: Disregard of school personnel direction or instructions causing disruption to other students | **Student Conference/****Parent Call** | **Level 1 Detention** | **Saturday Detention** |
| 2-9: Failing to provide proper identification | **-** | **-** | **-** |
| 2-11: Inappropriate downloads on computers | **Measured Loss of Privilege** | **Level 1 Detention** | **1-3 Days ISS** |
|  |
| 3-1: Disruptive behavior on the bus | **Level 1 Detention** | **1-3 days ISS** | **Loss of Field Trips****1-3 days ISS** |
| 3-2: Gambling | **Restorative Response/ Parent Contact**  | **Saturday Detention** | **1-3 Days ISS** |
| 3-3: Fighting – 2 people, no injuries | **Restorative Response/Parent Contact** | **1-3 days OSS**  | **3-5 days OSS** |
| 3-4: Exhibiting profanity or indecency based on race, gender or any other sub-group of people | **Restorative Response/Parent Contact** | **Saturday Detention** | **1-3 Days ISS** |
| 3-5: Persistent acts of groups 1-3 of the SCC | **Advance one level of consequence from level 1 or 2.** |
| 3-6: Any behavior that causes a serious disruption to the educational process | **Restorative Response/Parent Contact** | **Saturday Detention** | **1-3 days OSS/ISS** |
| 3-7: Forgery\*\* | **Restorative Response/Parent Contact** | **1-3 Days ISS**  | **1-3 days ISS** |
| 3-8: Plagiarizing, cheating or copying work | **Teacher Consequence** | **Parent Contact/Fail Assignment** | **1-3 Days ISS** |
| 3-9: Overt display of gang affiliation | **1-3 days of ISS/OSS****Parent Conference** | **1-3 days of ISS/OSS** | **Request for disciplinary reassignment** |
| 3-10: Bullying behaviors | **Mediation****Parent Contact****Consequence for action** | **1-3 days ISS** | **1-3 days OSS** |
| 3-11: Unauthorized use of electronics to harass, threaten, or incite violence, including recording others and/or distributing recordings | **Restorative Response/Level 1 Detention****Item confiscated (Can only be picked up by parent)**  | **1-3 days ISS/OSS****Item confiscated (Can only be picked up by parent)**  | **1-3 days OSS****Item confiscated (See Anti-Bullying Policy)**  |
| 3-13: Use of CPS network for seriously disruptive purposes | **Restorative Response/Parent Contact** | **1-3 Days ISS**  | **Loss of privilege/1-3 Days of OSS** |
|  |
| 4-1: False activation of a fire alarm: no evacuation\*\* | **Parent/Teacher/Admin Conference** | **1-3 days of ISS/OSS** | **3 Days OSS\*\*** |
| 4-2: Extortion\*\* | **1-3 days of ISS** | **1-3 Days of ISS/OSS** | **3 days of OSS** |
| 4-3: Assault\*\* | **Restorative Response/Community Conference** | **1-3 days of ISS** | **3 Days OSS\*\*** |
| 4-4: Vandalism not exceeding $500\* | **Restorative Response** | **Saturday Detention** | **1-3 Days of ISS/OSS** |
| 4-5: Battery or aiding a battery – no injury\*\* | **Restorative Response/1-3 Days of ISS** | **1-3 days of OSS** | **3 days of OSS\*\*** |
| 4-6: Fighting-more than 2 people or with injuries\*\* | **Restorative Response/1-3 Days of ISS** | **1-3 days of OSS** | **3 days of OSS\*\*** |
| 4-7: Theft of items valued at or below $150\*\* | **Restorative Response/ Community Conference** | **1-3 days of ISS** | **1-3 days of OSS** |
| 4-8: Possession, use or delivery of fireworks\*\* | **Level 1 Detention** | **1-3 days of ISS** | **1-3 days of OSS** |
| 4-9: Any behavior that causes an extremely serious disruption to the educational process | **Restorative Response/Parent Contact** | **1-3 days of ISS** | **1-3 days of OSS** |
| 4-10: Left Blank |  |  |  |
| 4-11: Trespassing on CPS property\*\* | **1-3 days of OSS** | **3 days of OSS** | **3 days of OSS\*\*** |
| 4-12: Knowingly spreading viruses on CPS technology\* | **Parent/Teacher/Admin Conference/1-3 days of OSS** | **1-3 days of OSS** | **3 days of OSS\*\*** |
| 4-13: Possession of any dangerous objects | **1-3 days of OSS** | **3-5 days of OSS** | **Referral for Expulsion** |
|  |
| 5-1: Aggravated assault\* | **3-5 Days ISS/OSS** **Behavior Intervention Plan****Community Conference****Police may be notified** | **5 Days OSS****Request assignment to intervention program/disciplinary reassignment/expulsion** **Police may be notified**  |
| 5-2: Burglary\* |
| 5-3: Theft exceeding $150 in value\* |
| 5-4: Intimidation or severe bullying\*\* |
| 5-5: Gross disobedience |
| 5-6: Gang activity\* |
| 5-7: Inappropriate sexual conduct\*\* |
| 5-8: Engaging in other illegal acts\* |
| 5-9: Persistent or severe acts of sexual harassment\* |
| 5-10: False activation of a fire alarm: evacuation\* |
| 5-11: Repeated violations of 4-13 |
| 5-12: Battery or aiding a battery – injury\* |
| 5-13: Inappropriate physical contact with staff\*\* |
| 5-14: Hacking into the CPS network\* |
| 5-15: Vandalism exceeding $500\* |
| 5-16: Inappropriate consensual sexual activity |
|  |
| 6-1: Use/possession of a weapon\* | **5-10 Days OSS****Request assignment to intervention program/disciplinary reassignment/expulsion** **Police may be notified** |
| 6-2: Intentionally causing CPS network to crash\* |
| 6-3: Arson\* |
| 6-4: Bomb threat\* |
| 6-5: Robbery\* |
| 6-6: Use/possession of drugs or alcohol\* |
| 6-7: Sex violations including aiding\* |
| 6-8: Aggravated battery including aiding\* |
| 6-9: Murder\* |
| 6-10: Attempted murder\* |
| 6-11: Kidnapping\* |

**DISCIPLINE AND REFERRALS**

No staff personnel should ever threaten a student with suspension. The only person who can legally suspend is the principal.

When it is necessary to remove a student from class, call the office and ask that someone come to the class and walk the student down to the Dean’s office. Students should not be sent out of class without an escort. A student referral form should be completed after sending a student out so that it can be used to understand the incident and a determination can be made on the best course of action.

**See DESTINY STREAM ACADEMY FOR GIRLS CHARTER SCHOOL STUDENT HANDBOOK**

**Corporal Punishment**

Board policy and the School Code of Illinois strictly prohibit corporal punishment. This includes all forms of corporal punishment. A rule of thumb is to avoid any physical contact with students.

**Child Abuse**

If an employee suspects that a child has been abused the employee must immediately call the Illinois Department of Children and Family Services at 1-800-252-2873. This call is mandated by P.A. 84-1318. If the abuse was done by Board employee, also immediately notify the principal or employee’s supervisor who must immediately notify the Chicago Police Department. All cases of corporal punishment are considered child abuse and must be reported as indicated above.

**COMPREHENSIVE NON-DISCRIMINATION TITLE IX AND SEXUAL HARASSMENT**

**DESTINY STREAM ACADEMY FOR GIRLS CHARTER SCHOOL FOR GIRLS BOARD OF DIRECTORS RECOMMENDS: (ADAPTED FROM CHICAGO PUBLIC SCHOOLS)**

That the Board amend Board Report 09-1216-PO1 Comprehensive Non-Discrimination, Title IX and Sexual Harassment Policy.

**PURPOSE:** The Board recognizes that the goal of eliminating all forms of unlawful discrimination, sexual harassment and retaliation in the workplace and attendance centers will create a better work and learning environment for Board employees and students. This policy establishes procedures for the reporting, investigation and resolution of complaints of sexual harassment, discrimination and retaliation occurring inDestiny STREAM Academy for Girls Charter School as well as any of its administrative offices. This policy also establishes procedures to investigate claims of discrimination based on gender pursuant to Title IX of the Education Amendments of 1972. Requests for accommodations for disabilities are not covered under this policy, rather are handled under the Board’s Americans with Disabilities Act and 504 Policy.

**POLICY TEXT:I. REPORTING**

Individuals may make an oral or written complaint of discrimination, sexual harassment, or retaliation if they:

 ·  believe they are the subject of discrimination, sexual harassment, or retaliation;

 ·  have knowledge of discriminatory or sexual harassment conduct, or retaliation; or

 ·  believe that they have been retaliated against for making a good faith complaint or report of sexual harassment, discrimination, or for participating or aiding in an investigation of such complaints.
To report suspected acts of sexual harassment, discrimination or retaliation or to request general information regarding this policy, contact the Equal Opportunity Compliance Office Administrator (EOCO Administrator) at 125 South Clark, Suite 1100, Chicago, Illinois 60603, (773) 553-1013. Specific reporting procedures are found in Section IV herein. The EOCO Manager or designee shall investigate allegations of sexual harassment, allegations of discrimination and allegations of retaliation as later described in this policy.

**II. GENERAL PROVISIONS**

**A. Work and Learning Environment:** It is the policy of the Board of Directors of the Destiny STREAM Academy for Girls Charter School, (“Board”) to maintain a work and learning environment in which all individuals are treated with dignity and respect. Each employee and student shall enjoy the right to work and learn in an environment that is free of discrimination, sexual harassment or retaliation. No person shall be required to endure discrimination, sexual harassment or retaliation as a condition of employment or in pursuit of academic endeavors. Unlawful discrimination, sexual harassment and retaliation will not be tolerated regardless of whether it takes place in the Board’s administrative offices, its attendance centers, during work-related assignments outside of administrative offices or attendance centers, during school-related or work-related extracurricular functions or during work-related social functions.

**B. Covered Individuals:** No employee, student, contractor, consultant, vendor, or volunteer (collectively referred to as “covered individuals”) shall engage in any conduct that unlawfully discriminates, sexually harasses or retaliates against another while employed, working for, attending school or participating in district endeavors.

**C. Scope:** This policy covers all phases of employment, and academic status, including, but not limited to recruitment, educational testing, hiring, upgrading, promotions, demotions, transfers, layoffs, termination, suspensions, expulsions, rates of pay, benefits, and the selection for training. This policy also covers allegations by persons seeking or receiving Board services as described herein.

**D. Limitations:** Nothing in this policy is intended nor shall be construed to create a private right of action against the Board or any of its employees. Furthermore, no part of this policy shall be construed to create contractual or other rights or expectations. Nothing herein is intended to affect the right of any person to make a charge of discrimination, retaliation or sexual harassment at any agency with jurisdiction over such claims.

**E. Guidelines:** The EOCO Administrator shall establish guidelines which include procedures necessary to implement the requirements of this policy and shall make them available to interested persons. Guidelines shall include complaint forms which must be signed by the complainant, timelines for initiation and completion of an investigation, the creation and maintenance of a record-keeping system for all complaints, investigations, findings, and action(s) taken. The procedures shall ensure that the EOCO’s records pertaining to its investigations will, to the extent possible, be kept confidential and that employees and students are afforded their rights provided for under Title IX of the Education Amendments of 1972.

**III. CONDUCT PROHIBITED**

**A. Discrimination:**

1. *Definition* - As used in this policy, discrimination means unlawful discrimination on the basis of any classifications protected by the Constitution of the United States, the Constitution of the State of Illinois and applicable federal, state or local laws or ordinances, including but not limited to discrimination on the basis of race, color, sex, gender identity/expression, age, religion, disability, national origin or sexual orientation or maintaining facially neutral policies, practices, or requirements that have a negative effect on employment or academic opportunities of protected groups without a legitimate nondiscriminatory reason. Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, but not involving conduct of a sexual nature, may constitute a form of sex discrimination.

2. *Conduct Prohibited* – Discrimination is prohibited when making employment-related decisions, including but not limited to decisions relating to recruitment, hiring, promotion, transfers, benefits and any other terms and conditions of employment. Education-related programs and activities, including but not limited to admissions, financial aid, academic programs and extracurricular activities, will be administered without regard to the student’s or applicant’s race, color, national origin, sex, gender identity/expression, sexual orientation, age, religion or disability.

3. *Reporting -* The procedures for reporting claims of discrimination are set out in Section IV of this policy.

**B. Sexual Harassment:**

1. *Definition* - As used in this policy, sexual harassment means any un-welcomed sexual advance or request for sexual favors or conduct of a sexual nature:

(i) when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in an education program or activity or receipt of Board services;

(ii) when submission to or rejection of such conduct by an individual is used as the basis of any employment, educational or service decision affecting the individual; or

(iii) when such conduct has the purpose or effect of substantially interfering with the work performance of an employee, a student's ability to participate in or benefit from an education program or activity or creating an intimidating, hostile or offensive work or learning environment.

2. *Conduct Prohibited* - Covered individuals shall not sexually harass another while employed, working for, attending or participating in district endeavors. There is a broad range of conduct which can, in certain circumstances, be considered a violation of this policy. This may include, but is not limited to sexually suggestive or offensive remarks; sexually suggestive pictures; sexually suggestive gesturing; verbal harassment or abuse of a sexual nature; harassing, abusive or sexually suggestive or offensive messages sent by e-mail or other electronic medium; subtle or direct propositions for sexual favors, and touching, patting, or pinching. Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

3. *Reporting* - The procedures for reporting claims of sexual harassment are set out in Section IV of this policy.

**C. Non-Fraternization:** No employee shall engage in or maintain a romantic relationship with another employee that they manage, supervise or may control or influence the supervision, evaluation or compensation of the other. Employees who become involved in such a relationship must communicate this fact to their principal or department head. The principal or department head will confer with the EOCO Administrator to evaluate and determine an appropriate resolution in compliance with this policy. One or both employees may have to seek other employment, as the Board is under no obligation to reassign one or both employees. Romantic relationships between Board employees where there is no supervisory affiliation are not prohibited by this policy. Conflicts of interest involving a Board employee and their spouse, domestic partner or relative(s) are addressed in the Board’s Ethics Policy.

**D. Conduct with Students:** Romantic or sexual conduct between school employees, contractors, consultants, vendors or volunteers and Chicago Public School students is strictly prohibited. For purposes of this policy, such conduct includes but is not limited to, physical contact of a sexual nature or use of sexually suggestive, offensive or inappropriate remarks. Any person with knowledge of an improper relationship between a student and a school employee, contractor, consultant, vendor or volunteer must immediately report the conduct to the Law Department. In such instances, employees shall also complete the mandatory reporting requirements identified for suspected child abuse/neglect by school personnel set out in the Board’s Policy on Reporting Child Abuse and Neglect.

**E. Retaliation:** Retaliation against any person for having made a complaint or report of discrimination or sexual harassment, or participating or aiding in an investigation of discrimination or sexual harassment, is strictly prohibited. Any person who believes that he or she has been subjected to retaliation should report the retaliatory conduct to the EOCO Administrator. Acts of retaliation shall subject an employee to discipline up to and including dismissal.

**IV. REPORTING PROCEDURES**

**A. Timely Reporting:** Complaints of discrimination, sexual harassment, retaliation or other violations of this policy shall be made within 90 calendar days of the discrimination, sexual harassment or retaliation complained of. The 90 calendar day reporting requirement shall be strictly applied, except when the EOCO Administrator determines, in his/her discretion that extraordinary circumstances exist and authorizes a waiver of the 90 day reporting requirement.

Nothing in this policy prevents anyone from submitting a report of discrimination, sexual harassment, retaliation or non-compliance with this policy of which they have witnessed or have knowledge of.

**B. Complaints by Students:**

1. *General -* A student, or a parent/guardian on the student’s behalf, may make a complaint of discrimination, sexual harassment or retaliation to the school principal, assistant principal or EOCO Administrator. If the student alleges that an employee, contractor or vendor has discriminated against, retaliated against or sexually harassed him or her, the EOCO Administrator, school principal or assistant principal shall refer the matter to Law Department for investigation. If a student, or a parent/guardian on behalf of a student complains to the school principal or assistant principal, that another student has discriminated against, retaliated against or sexually harassed him or her, the school principal or assistant principal shall investigate the matter and, if the complaint is substantiated, commence appropriate disciplinary action against the offending student in accordance with the Student Code of Conduct.

If a student, or their parent/guardian on the student’s behalf, complains to the EOCO that another student has discriminated against, retaliated against or sexually harassed him or her, the EOCO shall investigate the matter. If the EOCO substantiates the complaint, the EOCO Administrator will submit an investigation report to the Law Department for referral to the offending student’s principal who will consult with the Law Department about appropriate disciplinary action.

If a student, parent or guardian making the complaint to the school principal or assistant principal feels the intervention or consequence rendered by the school principal or assistant principal is insufficient to address the discrimination, sexual harassment or retaliation, he or she may appeal the matter within 15 calendar days to the EOCO Administrator. The EOCO Administrator shall render a final determination in accordance with the timeline and procedures set out in the Guidelines to this policy. If the EOCO determines the intervention or consequence rendered at the school level is insufficient, the EOCO Administrator will submit an investigation report to the Law Department.

The EOCO Administrator shall also ensure that the affected students are afforded their rights provided for under Title IX of the Education Amendments of 1972.

2. *Disability Discrimination Complaints By Students -* Notwithstanding the procedures cited above, a student, or a parent/guardian on the student’s behalf, making a complaint of disability discrimination by another student or by an employee, contractor or vendor, shall report their complaint in accordance with the Board’s Combined Americans With Disabilities Act and 504 Policy (the “504 Policy”)(See Section IV.C.1.). Under the 504 Policy, student complaints of disability discrimination should be submitted to: a) the principal or 504/ADA Coordinator of the student’s assigned school or the school conducting the program or activity being complained about; or b) the central office department head of the applicable office conducting the program or activity being complained about; or c) the Office of Special Education and Supports Office of Dispute Resolution. Principals, 504/ADA Coordinators and department heads must send all written complaints of this nature to the Office of Dispute Resolution within 3 days of receiving the complaint.

No complaint based on disability status may be denied on the basis of being submitted to the incorrect District office. In such a case, the recipient must promptly refer the action to the Office of Dispute Resolution, and any submission deadlines will be extended to compensate for time lost due to the error in submission.

**C. Complaints by Employees, Contractors, Consultants, Vendors and Volunteers:** For employees, contractors, consultants, vendors and volunteers complaints of discrimination, sexual harassment or retaliation shall be made to any of the following persons:

1. The Principal of the school that the Complainant works in;

2. The department head of the Complainant’s office, or if the Complainant is a consultant/vendor/

contractor, the department head of the hiring department; or 3. The EOCO Administrator or designee.

Any school principal or department head receiving an oral or written complaint alleging discrimination, sexual harassment or retaliation by an employee, contractor, consultant, vendor, volunteer shall handle the complaint in accordance with Sections IV. E. and F. below.

**D. Complaints by Members of the Public:** Any member of the public who is aware of a violation of this policy or believes that he or she has been subjected to discrimination, sexual harassment or retaliation by a Board employee, contractor, consultant, vendor or volunteer may submit a complaint to any of the following persons:

1. The Principal of the applicable school;
2. The department head of the applicable office; or
3. The EOCO Administrator or designee.

Any school principal or department head receiving an oral or written complaint alleging discrimination, sexual harassment or retaliation by an employee, contractor, consultant, vendor, volunteer shall handle the complaint in accordance with Sections IV. E. and F. below.

**E. Supervisor Handling, Confirmation and Reporting:** Any school principal or department head receiving an oral or written complaint alleging discrimination, sexual harassment or retaliation by an employee, contractor, consultant, vendor, volunteer must refer it to the EOCO’s Administrator or designee for handling within three (3) business days following receipt or knowledge of the allegations. If the allegation from the Complainant is in writing, that document must be submitted to the EOCO. If the complaint is oral, the party receiving the complaint must summarize the allegation in writing and submit it to the EOCO. The principal or department head must submit the written allegation to the EOCO Administrator in a manner that ensures the integrity and confidentiality of the contents. For example, if the principal or department head elects to send the allegations/summary via facsimile, email or U.S. Mail, they should mark the findings, “Confidential,” and send the allegations/summary to the EOCO Administrator and not to the parties involved, or any other third parties. Upon receipt of the written allegations from the principal or department head, the EOCO Administrator or it designee will contact the Complainant to open a formal complaint.

**F. School/Department’s Involvement:** No school-based or department-based investigation or discipline may be initiated or imposed regarding allegations of discrimination, sexual harassment or retaliation by an employee, contractor, consultant, vendor, volunteer until the EOCO Administrator or the Law Department has investigated the matter and made a determination. If the EOCO Administrator unsubstantiated a claim, nothing in this policy prevents:

 **Formal Complaint:**

1. *Signed Complaint* - When an individual seeks resolution of a discrimination, sexual harassment or retaliation complaint, the EOCO will request a signed complaint from the Complainant. The EOCO will attempt to contact the Complainant within fifteen calendar days after receiving notice of the complaint to obtain the identity of witnesses and any other evidence the Complainant chooses to submit. The EOCO Administrator will inform the Complainant that if the complaint is sustained and the Board seeks to discipline the Respondent, that the Complainant may be called to testify at subsequent disciplinary or other court proceedings.

2. *Exception* - The EOCO Administrator may act on allegations of discrimination, sexual harassment, retaliation or other violations of this policy even if there is no signed complaint or a Complainant chooses not to pursue the matter.

3. *Investigation -* After receipt of a signed complaint, the EOCO Administrator or designee will commence an investigation within fifteen calendar days after contacting the Complainant. At the conclusion of the investigation, the EOCO Administrator will prepare and issue a summary report containing a synopsis of the evidence and findings. Both the Complainant and the Respondent will receive notification of the investigation outcome and determination.

4. *Disciplinary Determination* - In cases where the EOCO substantiates the allegations, the EOCO Administrator will submit an investigation report to the Law Department for referral to the offending employee’s supervisor who will consult with the Law Department about appropriate disciplinary action.

5. *Amended and Additional Complaints -* Nothing herein prevents a Complainant from amending a complaint to include new allegations, or from submitting multiple complaints on unrelated incidents.

**VI. VIOLATIONS AND DISCIPLINE**
**A. Violations:** It is a violation of this policy for:

1. Any covered individuals to engage in unlawful discrimination, sexual harassment or retaliation;

2. Any principal, assistant principal or department head to fail to abide by the reporting and other obligations identified in this policy;

3. Any principal, assistant principal or department head to intentionally ignore sexually harassing conduct, unlawful discriminatory conduct or retaliation by a covered individual that occurs in their presence, by failing to report that conduct. Discipline may be imposed in instances where a principal, assistant principal or department head ignores such conduct even when the alleged victim does not complain about the observed conduct;

the supervisor from disciplining an employee for an Act of Misconduct under the Employee Discipline and Due Process Policy other than for those Acts covering discrimination, harassment or retaliation; or

the principal from relinquishing a volunteer’s authorization to serve; or

the Board from subjecting a contractor, consultant or vendor to remedies of law or remedies pursuant to their contract.

**EOCO RESPONSES TO COMPLAINTS**

**Information and Advice:** Covered individuals and members of the public may contact the EOCO to seek advice, information or counseling on matters related to discrimination, sexual harassment and retaliation, and options available under this policy.

4. Any principal, assistant principal or department head to fail to fulfill their duties and responsibilities as described in this policy;

5. Any Board employee to intentionally ignore sexually harassing conduct or unlawful discriminatory conduct by a Board employee, contractor, consultant, vendor or volunteer towards a student that occurs in their presence, by failing to report that conduct. Discipline may be imposed in this instance regardless of whether or not the student complains about the conduct; and

6. Any covered individual to bring allegations in bad faith, and which the EOCO Administrator or its designee finds to be false.

**B. Discipline:** Employees and students who violate this policy are subject to disciplinary action. Contractors, consultants or vendors who violate this policy are subject to remedies of law or remedies pursuant to their contract. Volunteers who violate this policy are subject to the relinquishment of their authorization.

**VII. NOTICE**

Upon adoption of this policy, all new employees shall receive information on this policy at the date of hire. Each school shall maintain copies of this policy in its Main Office and annually the Principal shall advise each employee (full or part-time), student, contractor, consultant and volunteer who attends/works for/provides services to their school about this policy. Network Chiefs and Department Heads shall maintain a copy of this policy in their offices and annually shall advise each employee or consultant/contractor they supervise about this policy. A poster informing covered individuals regarding prohibited discrimination, sexual harassment and retaliation will be posted in a prominent location at all schools, Network offices and in each Central Office department site.

**VIII. PUBLICATIONS**

Beginning March 1, 2010, the following statement will be used in any and all new publications directed to students, parents, employees or applicants: “It is the policy of the Board to prohibit unlawful discrimination on the basis of any classifications protected by the Constitution of the United States, the Constitution of the State of Illinois and applicable federal, state or local laws or ordinances, including but not limited to discrimination on the basis of race, color, sex, gender identity/expression, age, religion, disability, national origin or sexual orientation.”

The following paragraph will also be included in publications directed to parents and students: "Inquiries concerning the application of Title IX of the Education Amendments of 1972 and related regulations concerning sex discrimination should be referred to the CPS Equal Opportunity Compliance Office."

For purposes of this section, publication refers to handbooks, catalogs, manuals, applications and other similar published materials.

**IX. EDUCATION, TRAINING AND PREVENTION**

The EOCO Administrator or designee will conduct training or arrange for training to be provided on this policy and related legal developments to principals, Network Chiefs, Chief Officers and Department.

**Safety, Security and Emergency Procedures**

***Safety & Security***

***Law Enforcement Drill: Lockdown Procedures***

During each academic year, schools must conduct a law enforcement drill which prepares students and school personnel for Lockdown incidents including an intruder, shootings, bomb threats or emergency situation that prevents the evacuation of students from the building. In these situations, schools should be prepared to take steps to isolate students, teachers and staff from danger by instituting a school Lockdown.

The school will conduct the Lockdown drill in collaboration with the Chicago Police Department (CPD) local district Commander.

During the Lockdown drill, the Principal and/or Assistant Principal will initiate the drill by announcing “Lockdown Drill, not an actual emergency.” The Principal and/or Assistant Principal will verify that all classroom doors are locked and that each classroom is calm and quiet. Another staff member will view the perimeter of the building to verify that all windows are closed and shades drawn.

**Procedures:**

**School Lockdown Procedures**

1) Doors should be closed and locked.

2) Clear hallways, restrooms, and other rooms that cannot be secured.

3) Secure and cover classrooms windows.

4) Move all persons away from the windows into classroom closet area or in another area that is not be visible from the door or window.

5) Students who are not their classrooms at the time of the lockdown (because they may be in the restroom, in the hallway, in transition, etc) should be pulled into the nearest classroom.

**Lockdown Notifications**

1) Lockdown Drill: “Lockdown Drill, not an actual emergency”

2) Lockdown Warning: “Lockdown Warning, threat is outside the school building”

3) Lockdown Emergency: “Lockdown Emergency, threat is inside the school building”

**When the Lockdown drill/warning/emergency is over, the building administrator announces “ALL CLEAR” resuming regular school activities.**

***Fire Drill Evacuation Procedures***

Similar to the lockdown drills, we must practice evacuating the building in a quick, quiet and orderly fashion to ensure students know how to react in case of a real emergency.

**ALL STAFF ARE RESPONSIBLE FOR GETTING THE CHILDREN OUT OF THE BUILDING SAFELY. THIS INCLUDES ADMINISTRATORS, SECURITY STAFF, CLASSROOM TEACHERS, SUPPORT STAFF, CUSTODIAL, LUNCHROOM PERSONNEL AND THE BUILDING ENGINEER.**

**Drill Signals**

Fire drills are sounded when the fire marshal pulls the fire alarm switch. This will result in a loud buzzing sound while strobe lights brightly flash throughout the building. Teachers are expected to immediately stop their instruction and exit the school building along with their children. Specialty teachers (art, gym and lab teachers) should **not** return students to their regular classrooms. Specialty teachers are responsible for exiting the school building with their students.

During the winter or inclement weather an announcement **may** be made over the all-call. During this brief period students may get their coats. Specialty teachers may return with their class to the homeroom to allow students to get their coats before the start of the fire drill.

**Procedure**

At the sound of the fire alarm students should **immediately** line up in two lines inside their classrooms.

The classroom teacher must retrieve a class attendance roster for attendance purposes.

The classroom teacher will lead the class out of the building in a quick but orderly manner.

Classroom **doors must be closed** after the room has been evacuated but **not locked** and lights are to be turned off.

There should be no running or pushing during the fire drill and students should be quiet. Students are expected to **walk quickly** and orderly.

Attendance needs to be taken multiple times - before leaving, during (while outside) and upon returning, from the fire drill to ensure that all students are accounted for.

**Evacuation Routes**

All exit routes are located on the doors within each classroom. Teachers should familiarize themselves with the appropriate exit route for the classroom for the room that they in at all times.

**Returning to the Building**

A school administrator or security guard will signal to the teachers and students outside can come back into the building. This re-entry should also be done in a safe, quiet and orderly fashion.

All staff members are responsible for the safety and security of the school community. Teachers and students should not let people into the building. The school security guard or office staff will screen visitors into the building.

Doors should not be propped open even if you need to run to your car to get something you forgot. Students need to be supervised at all times and should not be left unattended for any length of time. If a student walks out of your class without permission, please notify the office and send the student to the dean upon return.

Staff are responsible for reporting any suspicious activity or persons in or around the school building. Visitors should have a visitor's pass visible or a valid CPS ID.

**SCHOOL SECURITY PLAN 2020-2021**

**All staff members are required to follow the school security plan at all times. Safety in and around the school is everyone’s responsibility. Staff will be notified of changes or updates to the security plan.**

**Daily security precautions for all teachers and staff:**

* **NEVER prop exterior doors open for any reason**
* **NEVER hold the door for strangers**
* **Keep classroom keys with you at all times. Students should NEVER have possession of classroom keys. Lock classroom doors when leaving the room.**
* **Monitor your class at all times. Students should NEVER be left unattended.**
1. **EXTREME ACTS OF VIOLENCE**
	* Police and other emergency support will be called.
	* Instructions will be given to all teachers to lock their classroom doors and keep children in the classroom. The class period in progress will be extended until further notice.
	* The principal or her designee will notify the victim’s parent or legal guardian, the Network, and the Department of Safety and Security.
	* The appropriate documentation will be completed within 24 hours.
2. **STUDENT WALKOUTS**
* All teachers and staff will direct the students to return to class immediately.
* Police and the Network will be notified.
* Attendance will be taken and reported to the appropriate legal guardians. Parents will be called to inform them that their children walked out of the school.
* The incident will be reported to the Department of Safety and Security and an incident report will be completed.
* The appropriate documents will be completed within 24 hours.

1. **MOVEMENT TO AN ALTERNATE SITE**
* Teachers will escort their classes to the alternate. Teachers will bring their attendance/roster books with them.
* Police will be notified.
* Parents and the area office will be notified by telephone.

1. **WHAT TO DO IF YOU ARE TOLD A STUDENT IN YOUR CLASS HAS A GUN OR OTHER WEAPON**
	* **REMAIN CALM!**
	* **Do not alert other students!**
	* Press the intercom button. When the office responds say “**CODE RED.”**
	* Wait for security by the door to quietly identify suspect.
	* DO NOT touch or attempt to move any suspect package or materials.
2. **BOMB THREAT PROCEDURES**
* Notify the principal or assistant principal IMMEDIATELY when a bomb threat is received.
* Prepare students without commotion for possible building evacuation and use of fire drill procedures.
* DO NOT touch or attempt to move any suspect package or materials.
* A bomb threat will be communicated to the faculty and staff as a “**CODE BLUE DRILL”.**
1. **SECURITY PRECAUTIONS**
* All visitors, including parents, MUST REPORT TO THE MAIN OFFICE TO OBTAIN A VISITORS PASS! NO EXCEPTIONS!
* Teachers are not to allow visitors into their classrooms unless they have a visitor’s pass or are escorted by an Aldridge staff member.
* Parents will not be allowed to visit classrooms during instructional time for any reason unless accompanied by the principal, security staff, or principal’s designee.
* Teachers and staff are to ask to see a visitors pass of any stranger in the building.
* Classes are not to be dismissed before the bell rings.
* DO NOT LEAVE ANY STUDENTS UNSUPERVISED ON SCHOOL GROUNDS AT ANY TIME!

**Shelter in Place Drill**

Our ***shelter in place*** plan includes provisions to protect staff and students in the event of a posed a threat during the school day. If this type of event occurred, we would take direction from the local public health and safetyofficials to protect our students and staff. It is important for you to understand that our building would be secured, with no one being allowed to enter or leave the building, until local officials have given us clearance.

The goal of ***shelter in place*** is to provide a barrier (the school building) between the

students’ and the hazard in the environment. Our school continues to take proactive measures to protect the safety of all our students and staff members. We thank you for understanding your role in our emergency procedures. Safe areas are designated for each classroom in the school. The teacher of the group occupying the particular room is instructed as to the safe area for students in that room.

The proper positions that students may take for shelter areas are listed and explained. One of these positions should be used:

a. Rest on knees, lean forward, and cover head by shielding it with a hardcover book.

b. Sit on floor, cross legs, cover face with folded arms or hardcover book.

Coats, when readily available, should be used as a covering in case of a tornado.

All students that may be in the gamma house should be brought into halls or corridors of the building.

Students and teachers remain in the assigned safety area until the all-clear signal or recall signal is given.

**Destiny STREAM Academy**

**STUDENT BEHAVIOR REFLECTION SHEET**

## I’m responsible for my behavior.

1. **What did you choose to say or do? Why do you think you’re here?**

## My behavior affects others.

1. **How did your words or behavior impact your own learning, the teacher, other students, or the learning environment? How do you think \_\_\_\_\_\_\_\_\_ felt when you \_\_\_\_\_\_? Why do you think this wasn’t the best choice?**

## I’m expected to carry out an accountable consequence.

1. **What can you do to correct it, fix it, make amends or make it right, repair the harm you’ve done, or restore good standing, a relationship, a sense of harmony and trust?**

## I’m expected to change my behavior.

1. **What do you need to learn and practice to become more skillful and make a better choice? What kind of plan will help you change your behavior? What will you do differently next time this situation arises? How can I support you in this effort?**

**Destiny STREAM Academy**

**DISCIPLINE REFERRAL FORM**

**To the parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher/Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Incident:**

**Consequence:**

**If you have any questions, please call \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean of Students**

**Destiny STREAM Academy**

**ENGINEER REQUEST FORM**

**TEACHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ROOM: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REQUEST:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**□ Approved □ Denied**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal Engineer**