



## United Community Center Schools

# Student & Parent Handbook and Code of Conduct



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# **UCC Schools Handbook & Student Code of Conduct**

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## **United Community Center Mission & Vision**

The United Community Center's (UCC) mission is to transform the lives of Hispanics, families and individuals of all ages by providing the highest quality comprehensive services in education, human services, health, community development and cultural arts.

The UCC's vision is an empowered and thriving Hispanic community where all achieve their fullest potential.

## **About UCC Schools**

The foundation of our services at the United Community Center is education. Our K4-8 schools of more than 1,600 students are the primary example of how we serve through education, and we truly believe we can lead the community to a better life through education.

Our UCC Schools are a non-sectarian, nonprofit, community-based charter school dedicated to creating an environment that fosters high expectations and excellence for all students. Our schools believe that hard work, strong parental involvement, high expectations, and knowledge of culture will lead all students to rigorous high schools and colleges and equip them with skills to be competitive in dynamic future job markets. UCC Schools provide students with a clear sense of identity, a positive attitude toward learning, and effective communication skills.

## **UCC School Vision**

Providing opportunities to ensure EACH student is prepared for high school, college, and career.

### **CORE VALUES:**

1. High Quality Classroom Instruction
2. Promote and ensure a positive, collaborative, and constructive climate focused on student outcomes
3. Cultivate a Continuous Improvement Culture
4. Build family and community engagement through enhanced and consistent communication
5. Strengthen the "whole" student

## **UCC School Leadership Message**

Welcome students, parents, staff and community. Our goal at the United Community Center and our UCC schools is to set you up with a strong academic and social emotional foundation for all our students. That is why it is important that we continue working on making sure that we demonstrate respect, responsibility and resilience while we are at school. These simple things will make UCC a more pleasant learning environment for all.

At UCC Schools you will always find adults that want the best for you, the student, and are always willing to do more for you and your families as long as you put forth your best effort. We as a school believe in partnering with families and ensuring that we work as a collective to ensure your success! Expect consistent communication between you, your family, and teachers.



We look forward to an outstanding school year working with you and your child. This booklet is designed to inform families of procedures and expectations for students. If at any time during the school year, you have questions or concerns please stop your child's school office, or give our office a call:

- BGCS Preschool: 414-645-4859
- BGCS Elementary: 414-643-6441
- Bruce-Guadalupe Middle School: 414-649-2820
- UCC Acosta Middle School: 414-647-2518

### **UCC School Structure & Governance**

United Community Center Schools (Bruce-Guadalupe Community School and UCC Acosta Middle School) are independent 2R charter schools authorized by the University of Wisconsin-Milwaukee.

From the WI DPI website:

*"The terms "2r" or "2x" refer to the section of the charter school law within s. 118.40 that grants these entities authority to authorize charter schools. Independent charter schools may also be referred to as legacy or new independent charter schools. Legacy schools are schools chartered by authorizers who had the authority prior to 2015 Act 55 (UW-Milwaukee, the City of Milwaukee, UW-Parkside, and MATC), and new independent charter schools are those chartered by an authorizer who received authority to authorize in or after 2015 Act 55 (Waukesha County Executive, College of Menominee Nation, Lac Courte Oreilles Ojibwa College, Office of Educational Opportunity, any UW Chancellor (other than UW-Milwaukee and UW-Parkside), and any technical college district board (except MATC).*

*Under Wis. Stat. § 118.40(4)(ag), no more than a minority of the governing board's members may be employees of the charter school or employees or officers of the school district in which the charter school is located". Therefore, no more than a minority of the governing board could be filled by employees or officers of the school district they are physically located in."*

### **UCC School Expectations**

- Be kind to yourself and others.
- Keep your hands and feet to yourself.
- Follow the rules of your teacher in school.
- Remember to do your job today and everyday: read, study, and apply what you learn.
- Have a great day!

### **UCC "Keys to Success"**

- I solve problems on my own all the time.
- I participate in class all of the time.
- I work well with others all of the time.
- I am respectful to teachers and classmates all the time.
- I am focused on listening to my teacher and classmates all of the time.
- I have my materials ready for learning all of the time.
- My workspace is neat and organized all of the time.
- I try my best all the time.
- I complete my classwork by myself without reminders.
- I am a leader.



### **Student Attendance**

Good student attendance promotes high academic success. Since good attendance and student success go hand in hand, UCC staff expects students to maintain a 95% attendance or better. Teachers, administrators and the entire staff are relying strongly on parents to help us meet this high standard. It is equally important that students arrive at school on time.

- [Our UCC school attendance policy & contract can be viewed here](#)

***The school day begins at 7:50. Students who arrive late must get a tardy pass from the office before going to class. Our doors will open at 7:30 a.m. to those students wishing to have breakfast.***

If a student is absent, the parent/guardian needs to call to inform the school by 8:30. If you know of an absence in advance, please contact our school office, add this absence request in Skyward Family Access, or call our *school absence line* at (414) 389-4757.

UCC recognizes that students who arrive late are a disruption to the classroom by coming in when others have already prepared for class. All students are to be at school by 7:50, and will be marked as tardy if they are late.

### **Inclement Weather & School Closures**

In the case of inclement weather, our UCC school students, families, and staff will be informed in advance of closures.

***Be aware that UCC does NOT follow MPS regarding closings.***

- [Our UCC schools inclement weather policy can be found here](#)

*As parents/guardians, you know your child's circumstances best. Therefore, we respect your decision not to send your child to school when weather conditions are questionable. However, please understand that if school is in session and you decide to keep your child home, your child is missing instruction and will be required to make up any missing work. You are still expected to report your child's absence to the attendance hotline - (414) 389-4757*

### **Illness at School**

If a student becomes ill at school and needs to be sent home, the school nurse, office staff or an administrator will call your parents. Please pick up your child as soon as possible.

- [School Illness Reminder](#)
- [Fever & Illness Policy](#)
- [Immunization Requirements](#)

In the event that your phone number changes, please notify your child's school office so that you can be contacted in the event that your child becomes ill by calling at (BGCS Preschool) 414-645-4859, (BGCS Elementary) 414-643-6441, (Bruce-Guadalupe Middle School) 414-649-2820, (UCC Acosta Middle School) 414-647-2518.

If there is a possibility that your child has been exposed to a communicable disease while at school, you will be notified.

- [Our UCC schools infectious disease and COVID policy can be found here](#) (revised March 2023)

Students will refrain from emailing parents or using personal cell phones to call home when they are ill. Students cannot leave class without a teacher's permission unless you are going to be sick and need to use the bathroom.



### **Student Health Information**

Parents and/or guardians are required to provide our schools with information regarding their child's health and wellness. If your child has a medical condition or health concern and may require specific medical accommodations or care during the school day, documentation of this condition, the treatment and care plan, and any requirements of our school must be provided in writing before the first day of the school year.

### **Medications at School**

Medications should be taken at home whenever possible. For any medications given at school, we must have written permission or your parents must stop in the Health Center to [sign a medication authorization form](#). The following are guidelines for taking medication at school:

- Medications that are taken three times a day usually can be taken at home. Medications that are taken four times daily will need to be given at least once at school.
- If medications are needed while at school, parents should send the medication in the original pharmacy container with the pharmacist's label on it. The doctor's note needs to be provided with the medication that includes the doctor's/clinic contact information. The nurse will remove the necessary amount of doses needed at school & return the container to you.
- Over the counter medication can be provided as needed, but only if parents have signed the Health Center Medication permission form for your child.

### **Breakfast & Lunch Program**

Our UCC schools provide students with breakfast and lunch at school. Students in K4 and K5 are served breakfast in their classrooms at 8:00am. Students in 1st-8th grade can receive breakfast in their school cafeteria if they arrive at school between 7:30 and 7:45am.

Parents must complete a lunch application each year to determine if they are eligible for free and/or reduced cost meals at our school. These applications are distributed to families in July.

*If your child has a food allergy, intolerance, or required food accommodations, it is the responsibility of families to review our school lunch menu in advance and provide an alternate meal for your child ([available on our school website and posted to ClassDojo monthly](#)). If your child has a life-threatening food allergy, you are required to provide our school with an EpiPen and medical documentation for this condition. Parents are responsible to review our lunch menu and provide alternative meals for their children when needed.*

**Our schools are unable to provide substitutions or alternative meals to children in K5-8th grade with dietary restrictions** that are not required in an IEP or 504 plan. [Linked here is a letter reviewing our lunch & nutrition program policies.](#)

### **Lunch Fees**

Lunch payments may be made in any of the school's offices, and notices will be sent home when accounts are low. Families that qualify will receive a free/reduced pricing for lunch. Families may choose to have their children eat breakfast at home and/or send a bag lunch, preferably with a healthy meal and nutritional items.

All school families must complete a lunch application every school year. Only one form per family must be submitted, and applications are available in July of each school year. [Instructions for completing this lunch application can be found here.](#)





### **Parental Involvement Policy**

UCC believes that when parents work closely with their students and the school, both students and school will benefit. Consequently, the UCC policy expects parents to contribute and participate actively in support of their students and school.

- [Our UCC schools Parental Involvement Contract can be found here](#)

As a parent or guardian who selected UCC Schools for the quality educational program and safe learning environment they provide for students, I pledge my full cooperation in the following:

- Completing all school admission and health and immunization forms on time.
- Keeping school emergency forms up-to-date with parent contact information.
- Providing clothing for my son/daughter in accordance with the school dress code policy.
- Attending all parent meetings (About 3 per year).
- Attending Mandatory Parent-Teacher Conferences (2 per year).
- Checking on my son/daughter's daily homework.
- Providing adequate school supplies for my son/daughter.
- Reviewing all school communications sent via the school's Class Dojo, weekly email notifications, and/or paper notifications sent home.
- Responding to all communications from teachers and school staff in a timely and respectful manner.
- Making appropriate arrangements for before and after school care.
- Taking care of lunch provisions for my son/daughter. (Sending cold lunch or paying for school lunch).
- Adhering to the school attendance policy including getting my son/daughter to school on time (7:45 a.m.) and notifying the school office if my son/daughter is going to be absent.
- Limiting students absences from school whenever possible (example: extended vacations or absences for other non-emergency reasons on scheduled school days) - refer to Wisconsin compulsory attendance requirements
- Limit picking up children early (or dropping off a child late) due to appointments or other reasons to ensure students are able to fully participate in school instruction
- Encouraging my son/daughter to come to school with a positive learning attitude each day.
- Responding quickly and in a supportive manner to resolve any discipline/or school problem.
- Attending all meetings as recommended or requested by my teachers or administrators.
- Agreeing that my son/daughter will participate in the fifth quarter summer session, if offered to him/her.
- Follow arrival and pick-up procedures as outlined by the school, including picking up students during our scheduled dismissal periods at the end of the day.



### **Parent & Visitor Code of Conduct & Behavior Policy**

At our UCC schools, we believe staff, parents, and children are entitled to a safe and protective environment in which to learn and work. All members of our school community and visitors should demonstrate mutual respect. Any behavior that may lead to feelings of harassment, alarm, or distress to members of our community will not be tolerated and may result in a ban from school premises and/or police action.

We expect parents, guardians & visitors to have a **fundamental understanding & commitment to the following:**

- Teachers, administrators, parents/guardians, and/or visitors want all children to learn in a safe environment.
- Teachers, administrators and parents/guardians must work together for the benefit of all students.
- All parents/guardians and visitors, as well as members of the school community, deserve to be treated with respect.
- The school should be provided an opportunity to resolve issues of concern before public criticism.

In order to provide a peaceful and safe school environment, **our UCC Schools prohibit the following behaviors by parents/guardians and visitors:**

- Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication
- Disruptive behavior that interferes or threatens to interfere with District operations, including the effective operation of a classroom, an employee's office or duty station, a campus lobby, or school grounds, including sporting events, parking lots and car-pickup
- Threatening to do bodily harm to a District employee, visitor, fellow parent/guardian or student
- Threatening to damage the property of a District employee, visitor, fellow parent/guardian or student.
- Damaging or destruction of school property
- Excessive unscheduled campus visits, e-mails, text/voicemail/phone messages or other written or oral
- **School staff and administration may not always be immediately available to speak with you.** The only way to ensure that you are able to speak with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of attempting to return all phone calls/emails within 48 hours with great success. Your calls and visits will be responded to consistent with this practice if someone is not immediately available to speak with
- Defamatory, offensive or derogatory comments regarding the school or school staff made publicly to others.
- Any concerns that you may have regarding these matters must be made through the appropriate channels so they can be dealt with fairly, appropriately, and effectively for all
- This includes use of **any** social media medium, including but not limited to: websites, blogs, wikis, social networking sites such as TikTok, Google+, Facebook, Instagram, Snapchat, LinkedIn, Twitter, etc.

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from or otherwise banned from campus and participation in school-sponsored events under the criminal trespass laws. In situations involving lesser infractions or where remediation is viable, a warning will be provided, either verbal or in writing, prior to the filing of trespass and issuance of a formal ban. Should a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the District to meet the child's educational needs, nor will a parent/guardian be excluded from a child's IEP meeting.

### **Money in School**

When making a payment for lunch, field trip, or other expense, money should be sent in a sealed envelope with the student's name, the amount of money, date and purpose. Students are discouraged from bringing money to school. The school will not be responsible for any lost or stolen money.





### **Student Searches**

Lockers and desks are not student property. To ensure safety at UCC, the staff maintains the right to search students' lockers, and desks. Such areas are subject to random searches by school personnel at any time. Personal items such as pencil pouches and bookbags may also be searched, if necessary given the situation.

### **Cell Phones and Electronic Devices at School**

Cell phones and electronic devices are required to be turned off and kept inside lockers during class times. At no time are students allowed to use electronic devices inside of a bathroom or locker room. Earbuds and headphones are to be kept out of ears during class time and passing periods. WIRED HEADPHONES ONLY. Cell phones, electronic devices, earbuds, or headphones that are turned on or being used without prior permission will be confiscated by school personnel. Students who have their cell phones out in school, may have them confiscated by a staff member. Phones should remain in the students' lockers and turned off.

Confiscated devices must be picked up by a parent or guardian.

Although all efforts will be made to maintain proper safety of student electronic devices, any such devices lost or stolen are not the responsibility of the school or its employees. If students do not want a device lost or stolen, they should keep such devices at home.

### **Student Chromebooks and Technology**

All students in grades K-8 are issued a school chromebook. In grades K-3, these devices stay at school in classrooms. In grades 4-8, students are responsible for taking their device home each night, and charging them fully for the next school day. This device is property of the UCC Schools and provides student access to required educational materials needed for each student to be academically successful. The supplied device is an educational tool and is not intended for gaming, social networking, entertainment, or high end computing.

- [Our UCC schools chromebooks and technology policy can be found here.](#)

These chromebooks are issued to students for academic use, but are the property of the school. Students and families are responsible for the care and maintenance of these devices. If a device is damaged or lost, families are responsible for the cost of repairs and/or replacement.

All students are issued a case and charger for their device. If these items are lost or damaged, families are responsible for the cost of replacement or repair.

### **Court Orders and Child Custody**

Parents/legal guardians must supply the school with a copy of any type of court order that may affect the student (visitation, access to records, etc.). In the absence of such an order, **the school must remain neutral and assume both parents/legal guardians have equal access and joint custody of their child.** If any changes to the court order occur during the year, the school must be notified.

### **Field Trips**

Field trips, including student reward trips, are planned in order to enrich the school curriculum and provide opportunities for students to have other learning experiences outside of the classroom setting. Parents will be notified in advance of field trips. In order for students to participate in field trips, they must have turned in permission forms and any money that may be required for a trip. All field/reward trips are considered a privilege for students and not an automatic right. Those students complying with the expectations of the school will be able to



participate in trips, however, students who pose regular disruptions or have caused problems on trips in the past, may be denied from attending a field trip. These decisions are made at the discretion of the building administrator.

- [Our UCC schools extracurricular and field trip policy can be found here.](#)

### **Photographs & Videos**

Our UCC schools often take photos and/or videos of our students, staff, and school facilities to promote the work of our agency, as well as share school activities and progress with families.

- [Our UCC Photo Release Policy can be found here](#)
- [Our UCC schools Internal Photo Release Policy can be found here](#)



## **UCC Student Rights**

### **Students shall have the right to:**

- Study controversial issues which are thought-provoking and have political, economic, and/or social significance which are age appropriate and related to the instructional goals of the approved curriculum or course of study.
- Have free access to all relevant information including materials dealing with community issues.
- Study in a classroom environment that minimizes bias and prejudice and encourages open mindedness in a scholarly pursuit.
- Have the guidance of a teacher who:
  - Is impartial and objective in his or her presentation;
  - Selects materials suitable to the range, knowledge, maturity, and competence of the student and consistent with the curriculum being taught in the classroom and focus of the class;
  - Avoids posting advocacy or politically sensitive and polarizing symbols/objects/posters in the classroom, as such actions can undermine the perceived impartiality and objectiveness of a teacher;
  - Provides information and/or data concerning all aspects of the issues under discussion;
  - Teaches students how to think and not what to think;
  - Creates an environment where students form and respectfully express their own opinions on thought-provoking issues without thereby jeopardizing the relationship with the staff member or the school.
  - Expresses opinions but informs students it is his or her own opinion and not an authoritative answer and only after the teacher provides the student the opportunity to study and learn about the topic so that that they have the opportunity to form their own opinion; and
  - Treats religious, moral, and ethical values and attitude with respect and sensitivity.

## **Behavior Expectations of UCC Students**

All UCC students are expected to be respectful, responsible and safe at all times in all areas of our school building and in any part of the UCC campus.

### **Respect includes but is not limited to the following:**

- Listening to adults and following their directions immediately.
- Using appropriate language, volume, and tone.
- Keeping your hands and feet to yourself.
- Observing personal bubble space of others.
- Keeping space around you and school clean.

### **Responsibility includes but is not limited to the following:**

- Listening and participating actively.
- Staying in your assigned seat.
- Cleaning up after yourself including picking up trash.
- Going straight to your destination.
- Using equipment (including Chromebooks) correctly.

### **Safety includes but is not limited to the following:**

- Keeping your hands and feet to yourself.
- Walking to move locations within the building.
- Walking on the right side of the hallway and stairs.
- Walking and exiting in an orderly fashion.



## Student Code of Conduct

The United Community Center and our UCC schools provide a safe and structured environment to promote student's academic and social development. UCC's disciplined environment contributes to the academic success of students. Our goal as a staff is to work with parents to encourage and teach each student to take responsibility for making good decisions about their behavior. A disciplinary offense is a violation of the Code of Conduct that occurs while the student is at school and/or on school grounds (including the United Community Center) or participating in a school-sponsored activity. Code of Conduct infractions include:

- **Disrupting the School Environment:**

- **Arriving late to school and Class:** Student tardiness disrupts class, inconveniences others and often results in academic difficulties. If a student arrives late they will need to serve a silent detention on the same day.
- **Interrupting Class, Not Participating, and/or Preventing Teaching:** UCC can only fulfill its education goals if classrooms are safe and teaching is uninterrupted. Students may not disrupt the classroom. Behavior that disrupts the educational instruction consistently may result in a referral, detention, or suspension depending on the basis.
- **Arriving at Class Unprepared:** When class begins, students must be prepared and have all necessary materials (books, pens, paper, homework, assignment notebook, etc.) Students will use their lockers twice a day; in the morning and around the lunch hour. Students will not be allowed to go to their lockers during class to retrieve homework or other class material.
- **Failing to Complete Homework:** Completing homework is essential to the success of individual students and the classroom community. Teachers will discuss expectations for homework completion in each class. Incomplete homework will result in a lunch detention.
- **Misbehaving inside or outside of Class:** Misbehaving inside or outside of class is not permitted. This includes any school sponsored activity/field trip including bus rides. Classroom rules and expectations are established by teachers and need to be followed. Continuously not following classroom rules and expectations may result in silent lunch detention, suspension and/or expulsion.

- **Skipping School, Class, Detention, Extended Day, or Mandatory School Event:**

Students are required to attend and participate in all classes, detention, and extended day programs if assigned and school events. Students are not permitted to have unexcused absences, skip any part of a class/school day or leave the school building early. Violation of this policy can result in a detention or suspension.

- **Violating the Dress Code:**

Students are expected to be properly dressed for school according to the dress code. Parents may be asked to bring the proper clothing to school if such infraction occurs. Repeated dress code violations may result in a silent lunch detention.

- **Gum, Food, and Beverage:**

Students may not chew gum or eat or drink at unauthorized times or places. UCC is committed to promoting healthy living; therefore, students cannot bring chips that are not part of a bagged lunch or soda to school. Hot chips of any kind including Hot Cheetos and Takis are not permitted. If a student is eating the school lunch, he/she may not bring additional items to eat. Students who bring additional items will have them confiscated by the staff. Repeated violations can result in a silent lunch detention.

- **Cheating or Copying Others Work:**

Cheating or copying is unacceptable and will result in an F for the homework and/or test. Students caught cheating will be referred to administration.



- **Failing to Submit a Required Signature and Forgery:** Students are required to secure a signature of a parent/guardian on homework/tests and red folders when requested. Forgery of signature is unacceptable and students will be referred to administration.
- **Plagiarism is** copying the work of another individual or resource, representing the work of others as his or her own, and/or submitting written materials without proper attribution or acknowledgment of the source. Students are responsible for acknowledging when they have used others' words and ideas. Since the intellectual work of others constitutes a kind of property, plagiarism is a form of theft.
- **Academic Integrity:** Students are expected to complete their own work. We do recognize peer teaching and peer learning are important and effective study strategies for students. However, giving a completed assignment to a friend is not peer teaching and copying answers is not peer learning. Unintentionally or otherwise, the student who passed on the assignment enabled cheating to occur, and has therefore committed the same violation as the person who turned in copied work. Without express consent of the classroom teacher, AI-assisted technology (for example, ChatGPT), will be included as a violation of academic integrity.
- **Being Disrespectful toward a Staff Member:**  
A school cannot properly provide instruction if students are disrespectful toward adults. A student cannot be disrespectful toward a staff member or any adult associated with the school. Students may be removed from class as necessary and may be issued a suspension or parent conference.
  - **Lying to a Staff Member:** Students are not permitted to lie or attempt to conceal the truth. When asked a question, students are expected to be honest with staff members.
- **Being Disrespectful toward a Student:**  
If a student does not feel physically and emotionally safe in school, teaching and learning are made more difficult. Therefore, students may not be disrespectful toward other students.
- **Possession of Inappropriate Property:**  
The use of cell-phones, electronic equipment, games, printed text or lyrics that are vulgar, profane or sexually explicit, or any other items that are inappropriate for a school setting are not allowed. Such items in school will be confiscated by staff members and must be retrieved by the student's parents.
- **Assault, Battery, Bodily Harm, Inappropriate Touching, and/or Threats (in addition to other disciplinary consequences, these offenses may result in long-term suspension and/or expulsion).**
  - **Causing Bodily Harm:** Students may not cause physical injury to a student, school employee or another person.
  - **Committing Assault or Assault and Battery:** Student may not commit assault, including sexual assault, or assault and battery on a student, school employee, or another person. Assault is an attempt or threat to physically harm another person; assault does not require physical contact. Battery is any unlawful touching of another person.
  - **Fighting or Unwanted/Inappropriate Physical Contact:** UCC students may not fight with other students from UCC or any other school. Harassing, pushing, touching, or any unwanted/inappropriate physical contact is not tolerated.
  - **Play-fighting and Threatening:** Play-fighting and/or the use of threats threaten the safety of the school community. This type of physical contact is not tolerated. Use of threats include those made online through email or other internet platforms.
- **Possession or use of Firearms, Weapons, and/or Dangerous Objects (in addition to other disciplinary consequences, these offenses may result in long-term suspension and/or expulsion).**
  - **Possession or use of Firearm:** Students may not possess or use a firearm or a mock firearm.
  - **Using or Possessing a Weapon or Dangerous Object:** Students are not allowed to bring a weapon of any sort to school, use any object in a dangerous or threatening manner, or have a weapon on him/her or his/her property.
- **Harassment and Violations of Civil Rights (in addition to other disciplinary consequences, these offenses may result in long-term suspension and/or expulsion).**



- **Violating of Civil Rights of Others:** Students may not violate the civil rights of others including the right to an education.
- **Harassment and Bullying:** Students may not make unwanted sexual advances toward or commit sexual harassment of any members of the school community. Harassment or intimidation of any members of the school community on the basis of their racial or ethnic background, gender, religion, age, sexual orientation, or disability is not permitted. Bullying or intimidating another student is not acceptable. This includes verbal, written or via internet (emails, Snapchat, text messages, Facebook or other social media platforms)
- **Abusive or Profane Language or Treatment:** Students may not use abusive, threatening, vulgar, coarse, or degrading language (including racist, sexist, or homophobic remarks).
- **Extortion:** Students may not force other students to act against their own will under threat of physical harm, such as demand for money.
- **False Accusations:** Students may not make false reports regarding other students. This includes action in school and towards others online in emails or other internet platforms.
- **Theft or Vandalism:**
  - **Theft, Loss, or Destruction of Personnel or School Property:** Students may not steal, lose, or damage someone else's property or school property. In addition to facing other consequences for violation of this rule, students are expected to return property to its rightful owner in its original condition or to reimburse the owner and/or the school for lost, damaged or stolen property. Such acts may result in detention or suspension.
  - **Mistreatment or Inappropriate use of Technology or School Property:** Students must treat computers, printers, and other technology with care. Students do not have the right to use school computers to access chat rooms or email or to access web sites or files that contain profanity, sexually explicit language or pictures, excessively violent themes, and/or other material inappropriate for minors. Any use of the computer in an inappropriate way towards another student or staff member may result in consequences from the school. Students must not mistreat other school property including lockers, desks and restrooms.
  - **Accessing the Accounts of Another Student:** *Attempting to access or login to the account of another student is a form of theft. Students are responsible for protecting their academic and personal materials, and this includes ensuring their login information remains private and not sharing this information with peers.*
  - **DO NOT SHARE YOUR LOG-IN INFORMATION.** *Sharing your password and log-in information with others implies consent to access your academic and personal materials. You have the responsibility to protect your academic and personal materials. Due to this responsibility, you are allowing and/or enabling cheating by sharing your password and log-in information with others. You will be held to the same standard as the person who copied your work.*
  - **Vandalism:** Students cannot maliciously or intentionally cause damage to school property or property of others. This includes situations in which minor damage can be repaired or replaced at no cost to the school. Students will be required to pay for replacing or repairing the damage. This may result in detention, suspension or expulsion.
- **Possession, Use, or Distribution of Controlled Substances, Alcohol, and Tobacco**
  - **Using, Possessing and/or Distributing Drugs or Alcohol:** Students may not use or possess any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco, alcoholic beverage, or intoxicant of any kind. Violation of this policy may result in suspension or recommendation for expulsion by the school administration.
  - **Possession of drug paraphernalia:** Students may not have any drug paraphernalia on school grounds. Drug paraphernalia includes equipment, products and materials of any kind which are used, intended for use, or designed for drug use. This includes any images or printed materials with images of drugs/controlled substances or materials/products associated with drug use. Violation of this policy may result in suspension or recommendation for expulsion by the school administration.
  - **Prescribed and over the-counter drugs:** must be delivered to the School's Health Center or Office by a parent or guardian.





## Discipline Policy and Procedures

Our UCC schools are committed to providing a safe and supportive learning environment for all students and staff members. We recognize that dealing with severe student behaviors can present challenges and prevent our teaching staff from focusing on instruction and supporting students academically. We are dedicated to ensuring the safety and well-being of our staff while managing these situations effectively.

Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment, and consideration of the rights of others. Ideal discipline is self-directed and self-controlled. Schools, community, and parents share the responsibility for helping students develop self-discipline. When self-control falters and self-discipline fails, disciplinary forces from outside the individual must be imposed to protect the rights of others and to ensure uninterrupted instruction by teachers for students.

Levels of disciplinary action include but are not limited to the following:

1. Discussion with classroom teacher or school staff member regarding student behavior
2. Temporary removal from the classroom environment for discussion with a school administrator or counselor
3. Conference with the student and/or parent
  - a. Administrators will hold a meeting with students and/or parents when deemed necessary. Parents will be contacted via phone, email, or ClassDojo to schedule a meeting to discuss disciplinary concerns.
4. In-school detention
  - a. Students will be separated from classmates during lunch time in another location (main office or empty classroom) to be supervised by an assigned teacher or administrator. Parents will be notified via phone, email or ClassDojo about detentions.
5. Suspension
6. Expulsion

### **Suspension:**

Procedures for imposing out-of school suspensions will include:

1. The Principal, or his or her designee, will hold a conference with the student before a decision is made for suspension. The Principal will inform the student that s/he is considering a suspension and the reasons for the suspension. The student shall be given an opportunity to deny or explain the circumstances. If the administration feels that the student's presence is of immediate danger of disrupting the School's orderly operation or the health and safety of the student or others, suspension could occur without a conference. In this case, parents/guardian or emergency contacts will be notified before the student is sent home.
2. If a suspension is imposed, the School shall notify the parents/guardians in writing that the student has been suspended, the reason(s) for the suspension, the dates of the suspension, and the appeal procedure. The notice will be sent home with the student as well as mailed. Where possible, notification also shall be provided by telephone if the School has been provided with a contact number for the parents/guardians.
3. Suspended students cannot enter the School property at any time during the suspension or participate in any school activities without prior authorization of the Principal or designee.
4. Suspensions are limited to three school days.
5. Suspended students are given the opportunity to take any quarterly, semester, or grading period examinations, or to complete coursework missed during the suspension period.
6. Parents/guardians may appeal a suspension as set forth in Section 3.1(12)(f)2 below.



## **Expulsion**

Procedures for expulsion will include:

1. If the Principal, or his or her designee, determines that the student's conduct merits expulsion, the Principal or his or her designee, may impose a suspension, or extend a current suspension, for up to a total of 10 school days.
2. During the suspension period, the School shall notify the parent(s) and/or guardian(s) in writing that the student is being considered for expulsion, has been suspended in connection with an expulsion determination, list the reason(s) for the expulsion consideration, the dates of the suspension and expulsion conference and the appeal procedure. The notice will be mailed to the student's parent or legal guardian.
3. Within the suspension period, the Principal will offer to hold a conference with the student and his or her parents/guardian, where the student shall be given an opportunity to deny or explain the circumstances.
4. If expulsion is imposed, the School shall notify the parents/guardians in writing that the student is expelled, the reason(s) for the expulsion, the effective date of the expulsion, and the appeal procedure.
5. Expelled students cannot enter the School property or participate in any school activities at any time without prior authorization of the Principal or designee.
6. Parents/guardians may appeal an expulsion as set forth in Section 3.1(12)(f)3 below.

## **Conduct warranting suspension or expulsion:**

Conduct for which a student may be suspended or expelled, includes not abiding by **all of the previous items in the Code of Conduct**, but is not limited to, the following:

1. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any School or UCC property by means of explosives.
2. Conduct by the student while at School or while under the supervision of a School authority that endangers the property, health or safety of others.
3. Conduct while not at School or while not under the supervision of a School authority that endangers the property, health or safety of others at School or under the supervision of a school authority or endangers the property, health or safety of any employee or School board member of the School, Education Committee or UCC Board member.
4. Chronic classroom disruption
5. Chronic disruption or violation of school rules
6. Gang posturing which provokes an altercation
7. Involvement in gang fight- exchange of blows
8. Verbal abuse and use of profanity
9. Verbal abuse and harassment
10. Sexual harassment
11. Bullying
12. Fighting- physical exchange
13. Assault
14. Hazing
15. Reckless vehicle use



16. Battery
17. Extortion
18. Robbery
19. Sexual assault
20. False fire alarms
21. Possession/ownership/use of a weapon other than a gun
22. Bomb threats
23. Possession/ownership/use of a gun
24. Vandalism
25. Possession of stolen of property
26. Theft
27. Burglary
28. Arson
29. Possession/ownership/use of alcohol and/or tobacco
30. Possession/ownership/use of illegal drugs
31. Possession with intent to distribute illegal drugs/alcohol/prescribed medication

## Appeals

### Appeal Process for Disciplinary Action:

1. **In-School Disciplinary Actions.** Should a parent or guardian disagree with disciplinary action of the School, other than suspensions or expulsions, the parent/guardian may appeal to the Principal by arranging an appointment with or by writing to the Principal. If the parent is dissatisfied with the result of the appeal to the Principal, the parent may appeal to the UCC Director of Academics/Schools. Appeals to the UCC Director of Academics/Schools must be filed in writing, within three (3) school days of receipt by the parent of the Principal's decision on appeal. The Director of Academics/Schools decision is final as to in-school disciplinary actions.
2. **For Suspension.** Parents may make a formal appeal, in writing, to the Principal. The appeal must outline the reasons for appealing the disciplinary action. The appeal must be made within three (3) school days of the notice of disciplinary action. A conference that includes the UCC Director of Academics/Schools will be scheduled within three school days of receipt of the appeal. The UCC Director of Academics/Schools will issue his/her decision on appeal in writing within two (2) school days of his/her conference with the parents/guardians. If the parents/guardians are dissatisfied with the UCC Director of Academics/Schools's decision on appeal, they may appeal to the UCC Chief Executive Officer in writing within two (2) school days. A parent/guardian conference with the UCC Chief Executive Officer will take place within a reasonable time. All decisions of the UCC Chief Executive Officer on suspension shall be in writing and are final.
3. **For Expulsion.** Parents/guardians may appeal an expulsion within three (3) school days of receiving notification of the expulsion being issued. This appeal may be made to the Principal by providing a written appeal statement. A conference that includes the UCC Director of Academics/Schools will be scheduled within three (3) school days of receipt of the appeal. The UCC Director of Academics/Schools will issue his or



her decision on appeal in writing within two (2) school days of his or her conference with the parents/guardians. If parents/guardians are dissatisfied with the UCC Director of Academics/Schools's decision, they may request a disciplinary expulsion hearing before the Chief Executive Officer, which will be held within five (5) school days of the request. The UCC Director of Academics/Schools will provide written notice of the hearing to the parent/guardian, including the particulars of the student's alleged conduct upon which the expulsion proceeding is based; the grounds for expulsion; the time and place of the hearing; and that the CEO shall keep written minutes of the hearing. All decisions of the CEO on expulsion shall be in writing, shall state the specific findings of fact and conclusions in support of the decision, and are final.



## **School Uniform Policy**

### **Dress Code Purpose:**

Grooming and clothing make a statement about ourselves. At UCC Schools, we promote a positive statement, which respects the dignity of each person and directs attention to learning and development. The UCC Dress Code helps us make the positive statement we desire.

- [Bruce Guadalupe K3 - 8th Policy](#)
- [UCC Acosta 6th - 8th Policy](#)

Cleanliness, neatness, and appropriateness are required for one's grooming and clothing. All clothing, including shoes, must be clean and in good repair. On most days of the school year, students are expected to be in "uniform".

### **Hygiene Expectations:**

- Brush your teeth daily.
- Shower on a regular basis.
- Girls should be prepared with tampons or pads in their backpacks.
- Apply non-aerosol deodorant daily.

*\*Aerosol deodorants, body sprays, perfumes/colognes, and scented lotions are not allowed at school.*

### **Hairstyles & Hats:**

- No hats or hoods.
- Natural colored hair only.
- No hair designs or carvings.

### **Shirts & Sweaters:**

- Bruce-Guadalupe: Shirts are white, sweaters may be navy blue
- UCC Acosta Middle School: Shirts can be white, heather gray, or navy blue, sweaters may be navy blue, black, or heather gray.
- Wear a solid colored, collared polo.
- A t-shirt can be worn as an undershirt if it is solid navy blue, black, white, or gray.
- A sweater is permitted if it has no hood, no zipper, and is solid navy blue or white.
- Sweatshirts with the UCC / BGCS / Acosta logo are always allowed.

### **Pants & Belts:**

- Bruce-Guadalupe: Pants, skirts, or dresses must be navy blue.
- UCC Acosta Middle School: Pants, skirts, or dresses must be tan or navy blue.
- Skirts, jumpers, or dress shorts must be knee-length.
- No blue jeans, skinny jeans, or joggers allowed.
- Leggings or tights may be worn under skirts and dresses if they are solid navy blue, black, or gray.
- If you choose to wear a belt, it must be solid black and cannot have a decorative buckle.

### **Shoes & Socks:**



- Shoes must be all black, brown or white including fabric, sole, and laces.
- Shoes must be close toed.
- No heels, no wheels, no light up shoes.
- If you choose to have a separate pair of gym shoes in your locker, these must also be completely black.

#### **Jewelry:**

- Students may wear one earring on each earlobe. No other piercings permitted.
- Earrings must be studs or a hoop smaller than a half inch (a quarter).
- No gauges.
- One necklace or chain may be worn beneath the shirt.
- One bracelet may be worn on each wrist.
- One ring may be worn on each hand.

#### **Makeup & Nails:**

- No makeup allowed for boys or girls.
- Nails must be free from designs of any kind including nail polish, acrylic/gel nails, gems, or ink.
- No temporary tattoos, permanent tattoos, henna markings, or decorative ink of any kind.
- Writing, drawing, or painting on your body or clothing is not permitted.

#### **Winter Clothing & Jackets:**

- We highly recommend wearing a warm winter coat when the temperature drops.
- Hats, gloves, and scarves are encouraged as well.
- Snow boots are allowed but cannot be worn in class. Change into your school shoes when you arrive.

#### **Dress Down Policy:**

- We will notify you of dress downs in school, via email, on Class Dojo, and in a paper flier.
- *Rules for hairstyles & hats, jewelry, makeup & nails all remain the same. Please see them listed above.*
- No spaghetti straps, see through material, or inappropriate logos/slogans.
- No leggings unless worn under a knee-length skirt or dress.
- No holes in any clothing, including pants.
- No revealing or low-cut tops.
- No exposed midriff.

#### **Consequences for Uniform Violations or Inappropriate Dress Down Clothing:**

- Parents will be required to bring a change of clothes.
- Student will be referred to an administrator to discuss school policy.
- Student will lose reward points or other privileges.
- Repeat violations will be handled at the discretion of the administrator.

**\*SCHOOL ADMINISTRATORS WILL ULTIMATELY DECIDE WHAT IS CONSIDERED APPROPRIATE DRESS FOR UCC STUDENTS. STUDENTS THAT FAIL TO COMPLY WITH THE "DRESS CODE POLICY" WILL BE REFERRED TO A SCHOOL ADMINISTRATOR\*.**





## Extracurricular Activities

### Athletics

Extracurricular activities are those which involve competition between schools. Our UCC Schools offer the following athletics to students, but availability of each activity is limited to certain grade levels. Information regarding athletics will be shared with families throughout the year, and [is also available on our UCC Schools Athletic Department website.](#)

Fit Kids (2nd & 3rd Grade)  
Cross Country (September - October)  
Flag Football (September - October)  
Volleyball (September - October)  
Boys Basketball (October - December)  
Girls Basketball (January - February)  
Boys Soccer (March - May)  
Girls Soccer (March - May)

### Extra-Curricular Participant Expectations

As stated above, participation in extracurricular activities is considered a privilege and not a right. Student participants are to adhere to all school expectations, rules and regulations both at school and at away events. Students who participate in extracurricular activities are representatives of UCC and are expected to project our school in a positive light. As representatives of our school, students are expected to conduct themselves in a responsible manner at all times. Student participants who violate either school or extracurricular activity rules will be subject to appropriate consequences, including removal from an extracurricular activity, as determined by the athletic director and/or building principal.

### Registration/Physical

All paperwork and fees must be submitted prior to participation in any extra-curricular activity. Those students who do not have the necessary paperwork and fees turned in will not be allowed to participate. Students will also need appropriate physical documentation and for some athletics, concussion testing that is completed during practice times.

### Sportsmanship

All extracurricular participants are expected to demonstrate good sportsmanship and display proper conduct at all times. This includes practices, home and away events, travel to and from contests and while at school and school-sponsored events. Participants are expected to be encouraging and supportive of their fellow participants, demonstrate respect to coaches, other athletes, opposing teams and spectators.

### Code of Conduct

In addition to sportsmanship, participants in extracurricular activities are expected to abide by proper behavior and conduct. Participants are expected to be truthful, respectful, comply with school expectations, rules and regulations,



refrain from inappropriate language, inappropriate behaviors such as violations of the law, (including but not limited to possession and/or use of alcohol, tobacco or controlled substances not prescribed by a physician) and behavior which could reasonably be considered detrimental to the school and/or extra curricular program. Participants represent UCC and are expected to do so in a manner that reflects positively on our school. Certain events with more than one team, such as basketball and volleyball, when one team is playing and the other team is not, the students whose team is not playing are expected to remain seated at the direction of the coach and are cheering on their teammates.

### **Academic Eligibility**

Academic eligibility will be reviewed every other week during each sports athletic calendar. Students who have below a 2.0 GPA or are failing two or more classes will be placed on academic probation until they provide sufficient evidence of academic improvement. As soon as students provide evidence of improved grades the probation period will end and the student may return to participate in games.

### **Academic Probation**

Students on academic probation will be expected to use practice time to meet with teachers or work on assignments that will provide evidence of learning. While students work on their academics during the probation period, they will be ineligible to compete in school sponsored extracurricular activities. These include all interscholastic athletics and extra curricular activities.

Students who become ineligible for either academic or behavior purposes will be notified by the school administrator. Parents will be informed about the ineligibility and the process that will need to take place in order for the student to regain eligible status to participate in the sport or activity.

### **Attendance and Games/Practices/Events**

Students who are out for an activity are expected to participate in all practices as set by the coaches and athletic director. While at practice, students are expected to give their very best effort and be encouraging to their fellow participants. Additionally, students are to display good sportsmanship and respect for coaches.

Students must attend the full school day in order to participate in practice, activity, match or game. Exceptions to this rule must have permission from the athletic director or building principal. Excuses such as family emergencies, doctor/dentist appointments are examples of legitimate excuses that need to have written documentation.

Those students who do not attend school due to illness will not be allowed to participate in any practice, game or event. Students who are legitimately sick should not be in school. Students who are too ill to attend a full school day are considered to be too ill to participate in extracurricular activities.

Students whose behavior warrants time in office may have consequences which may include not participating in practice or game/event. School detentions and/or suspensions will not be rescheduled in order to accommodate an athletic schedule. Exceptions to this will be at the discretion of the activities director and building principal.

### **Disciplinary Procedures**

It is our expectation that all participants in extracurricular activities do their very best, behave in an appropriate manner, and have fun. However, students who have difficulty adhering to school and team expectations have a responsibility to reflect and make adjustments as a result of their behavior. In order to emphasize this responsibility,



the following consequences will result for students who do not demonstrate appropriate behavior.

Students whose behavior warrants an office referral could be ineligible or lose the privilege of participating in specific athletics or activities. Depending on the severity of the referral, loss of playing time or being in-active for a game could be a possibility. Students receiving multiple office referrals during the athletic season could lose the privilege of participating for the remainder of the season, as determined by the principal.

Any student who violates the extra-curricular code will automatically become ineligible for any awards that they would have been eligible for at the end of the year.

#### **Closed Practices**

Practices are for coaches and players and therefore, closed to the general public. Parents, relatives and friends are welcome to observe with permission of the coach.

#### **Tobacco, Drugs and Alcohol**

Students participating in any extracurricular activities will refrain from possessing or using any type of drugs (other than those prescribed by a physician), tobacco, e-cigarettes/vape pens or alcohol. Students in the possession or under the influence of any of the aforementioned substances will lose the privilege of participating in extracurricular activities.