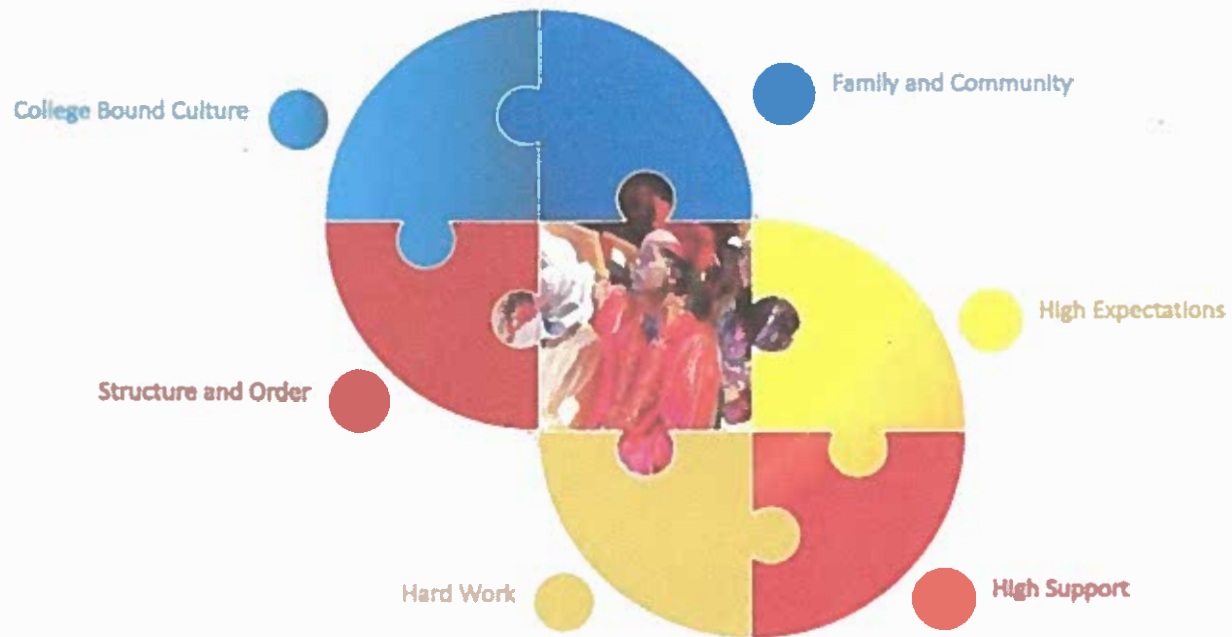




**AIMS Model  
K-12  
Field Guide  
2018-2019**

# The AIMS Model



## **AIMS Model**

### **Pedagogy and Practices**

In order for AIMS to meet our mission of successful acceptance to a four year college or university, we have designed K-12 instruction toward the goal of mastery of the spiraled progression of learning standards.

- Ninety minutes of ELA and Math instruction each day.
- Adherence to pacing guides.
- Daily checking for understandings.
- Saturday School.
- Weekly formative assessments.
- Benchmark assessments adhering to division calendars.
- Learning goals and objectives in kid friendly language.
- There should be more student talk (work) than teacher talk (work).
- Students must articulate their thinking when giving an answer in either verbal or written format.
- All lessons must include (a) pre-assessment (b) direct instruction (c) student engagement activity (d) check for understanding (assessment) (d) reteach or expansion.
- Homework daily in accordance with the guidelines in the handbook.
- Lessons should be designed to thoroughly demonstrate student competencies in critical thinking, as opposed to a teacher-centric approach to material.
- Weekly objective focused lesson plans.

### **Diversity and Inclusion**

At AIMS, we believe that each child has a unique talent and purpose. We see and celebrate differences, and we do not tolerate bullying or prejudices.

- Every student has opportunities to learn individually and in groups.
- Teachers are expected to regularly examine their own biases with respect to student behavior and aptitude.
- AIMS functions as a school designed to serve traditionally underserved communities. The programming design of AIMS will prioritize the needs of these communities.
- Teachers are expected to support students in accessing the general education classroom whenever possible.
- Parent communications when possible will happen with the support of translators.
- Students are encouraged to share their cultural traditions at school functions.
- AIMS staff is committed to supporting students in practicing dialogue and critical thinking when both inspirations and conflicts arise.

- At AIMS, we accept and respect each other regardless of race, religion, or orientation.

### **Learning Environment**

The AIMS Model classroom is one that is orderly and clean. We believe that an orderly classroom increases time on task for instruction. Some of the common practices that are expected include the following:

- We value cleanliness! Make sure your classrooms are kept neat and in order.
- Assign students jobs to perform and manage them. Students take pride in contributing to the upkeep of the school.
- Classrooms should be swept or vacuumed by students at the end of each day, and whenever necessary throughout the day.
- There should never be anything left on the floor or on the desks after school. The floors are mopped/vacuumed at night and anything left on the floor will be thrown away.
- Textbooks should not be left on the floor.
- The trash and recycling must be placed in the waste baskets by students. The waste baskets must be placed by the inside of the door at the end of each day.
- The teacher's desk should also be neat and clean at the end of each day. Be a model for the students.
- Do not keep unsealed food in your desk for pests to eat.
- Personal items should never be left at the school overnight. The school is not responsible for lost or stolen items.
- Boards should be cleaned with board cleaner (not antibacterial wipes) at least once a week.
- When applicable, student chairs must be placed on desk at the end of the day.
- All students must follow directions the first time they are given.
- Conversations in the classroom should relate to the work that is currently happening.
- Publishable student work is posted inside and outside of the classroom.
- The Mission Statement, class name, Credo, and schedule must be posted on the inside and outside of the door.
- A countdown of the following items must be displayed somewhere within the classroom: perfect attendance, days until state testing and/or any other standardized testing, and days until the last day of school.
- The clock should be positioned where it is not in the constant view of students.
- Student of the Month must be displayed either inside or outside the classroom.
- Post a banner or some kind of display about the university you graduated from.
- Backpacks should not be left on floors.
- Keep bulletin boards neat, thoughtfully designed according to divisional requirements, and relevant to instructional stimuli.

- White board postings should be in student friendly language and meet your divisional configuration requirements.

### **Leadership**

Our leaders are people who have demonstrated that they successfully taught students and moved them toward mastery. Our leaders are resources for teachers and families, they are present and seen, they give feedback on performance and expectations. Our leaders ensure the success of our schools.

- Monitors implementation of the AIMS Model.
- Visits classrooms daily and gives written feedback.
- Holds students accountable for their behavior.
- Completes evaluations on time.
- Provides a way for teachers to have access to needed supplies and materials.
- Good stewards of budgets.
- Serves as an instructional leader and innovator.

### **Observation, Feedback , and Evaluation**

Teachers should be given the opportunity to know how they are performing in a formative way.

AIMS goal is to help our teachers become masters of their craft.

- Goal setting meetings will be held with teachers at the beginning of each school year.
- Teachers will do self evaluations.
- Student and parent feedback is invited via the use of bi-annual surveys.
- Teachers will be observed and given feedback regularly.
- Teachers receive at least 2 Formal and 2 Informal classroom observations per year.
- Teachers will be given a summative evaluation at the end of the year.
- Senior leadership teams will do bi-monthly instructional rounds.

### **Use of Data**

The use of data to inform instruction is paramount to ensuring high levels of student achievement. Data allows us to know which students are performing well and which students need more support.

- Formative assessments
- Checking for understandings

- Benchmark assessments
- Data conferences with students.
- Tutoring, intervention and additional instruction groups are formed based on student performance data.
- Data walls tracking students' progress are posted in classrooms.
- Classes are rewarded for progress on their benchmark scores.

### **Professional Development**

At AIMS, we believe that professionals deserve the opportunity to improve in their practice.

Professional development (PD) plans are created and used to track the growth of our educational professionals.

- PD for leaders as well as teachers.
- A minimum of two professional development sessions a month.
- Board approved PD plans
- PD directly tied to performance goals.
- Feedback forms, agendas, and sign in sheets at every PD.

### **Uniforms**

At AIMS, our students wear uniforms. Uniforms allow students the freedom to not worry about what to wear to go to school. Uniforms help our students see and experience themselves as being part of their school group. Teachers and leaders are expected to hold students to the uniform code, and give detentions or other forms of consequences when it is broken.

Top:

1. Students must wear a WHITE shirt with a COLLAR. The white collared shirts may be short-sleeved or long-sleeved.
2. The shirts must be completely PLAIN with no logos (other than the official AIMS gear with logo), emblems, or designs of any kind.
3. Students may not wear colored shirts underneath their white shirts.
4. All shirts must be tucked in.
5. No halter tops, tank tops, midriff, or see-through shirts are permitted.

#### Bottom:

1. Students must wear NAVY BLUE or KHAKI pants that are completely PLAIN with no colorful designs or details (including stripes, patches, flashy stitching, etc).
2. No jeans, denim, shorts, capri pants, leggings, jeggings, yoga pants, skinny jeans, athletic pants (sweatpants, nylon jogging pants, etc.), or tight fitting pants are permitted.
3. Skirts and shorts that are completely PLAIN with no colorful designs or details (including stripes, patches, flashy stitching, etc.) are permitted as long as they are below the knee.
4. Pants can have a maximum of four pockets: two in the front and two in the back. The pockets need to be near the waistline—not down the leg of the pants (i.e., cargo pants).
5. NO SAGGING PANTS will be permitted.
6. Students cannot rubber band the bottom of their pants.
7. Students wearing pants must wear a belt. Only black and brown leather belts are permitted.
8. Students may wear flesh-toned, white, or navy footed stockings or tights underneath skirts.

#### Sweaters/Sweatshirts:

1. All sweaters, sweatshirts and jackets must be plain White or plain Navy Blue, without any additional colors (official AIMS gear is allowed).
2. All White and Navy Blue hoods are allowed, but must be removed or the hood tucked in upon entering the classroom. A collared white shirt must be visible underneath the student's sweater or sweatshirt.

#### Accessories/Make-up:

1. Coloration of hair and artificial nails are not permitted. Students must return the next day with their natural color and/or natural nails the next day.
2. No make-up may be worn, including lip-gloss and nail polish.
3. Jewelry is not permitted and will be confiscated until the end of the school day if worn. This includes watches.
4. Students may not wear sunglasses, hats, headbands, bandanas, beanies, colorful hair ties, ribbons, or anything with bright color in their hair. Simple barrettes, clips, and elastic hair ties that are Navy Blue, Black, Brown, or White are permitted.

5. Scarves worn for religious purposes must be Black, Khaki, White, or Navy Blue in color, or follow the school uniform color scheme in a pattern that is not distracting.
6. Socks should be plain Black, White, or Navy Blue.
7. On cold days students may wear a plain White or Navy Blue scarf. Scarves must be removed during class.

**Shoes:**

1. Students may not wear flip-flops, flats, sandals, high heels, or shoes that may be distracting to the educational environment.
2. Student footwear needs to be appropriate for athletic activities.

**Homework**

Homework is appropriate for the grade level and is useful in practicing or raising anticipation of skills and information used in the classroom. Teachers should assign homework on a daily basis. The following is the average amount of time that students should spend for daily homework completion at each grade level:

- a. 30 minutes for K – 2<sup>nd</sup>
  - b. 60 minutes for 3<sup>rd</sup>
  - c. 90 minutes for 4<sup>th</sup> and 5<sup>th</sup>
  - d. 120 minutes for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>
  - e. 210-240 minutes for 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades.
- Homework must be given Monday through Friday.
  - Homework packets must be given over school breaks.
  - Students in grades K-6 should not take home more than two large textbooks a night. Plan your homework accordingly.
  - Survey your students periodically to determine how much time they are spending on their homework. Make adjustments as needed.
  - Always fall back on the AIMS Model and common sense when making classroom decisions about homework.
  - Homework shall not be done during the regular class day.



## **Communication**

Communication is key to AIMS being a healthy environment for students and adults. Protocols must be followed to ensure that we have common expectations.

- Students will not use foul language, or participate in bullying, name-calling, or fighting.
- Students will use proper communication protocols to be heard and will not interrupt others.
- Students will follow adults' directions.
- Teachers will open parent conferences by first mentioning positive student attributes.
- Each parent should receive a personal phone call or email from their child's teacher at least once a quarter and meet with them at least once a semester.

Except in extreme cases, memos and flyers are sent home on Thursdays.

- Teachers are prohibited from distributing materials other than homework without written approval from their direct supervisor.
- Prior to contacting the school parents and community members should go to the website, read the AIMS Model, or the handbook.
- FAC is the vehicle for parents to learn on a monthly basis about school activities and meet to support those activities.
- SSC and ELAC is where stakeholders learn about the budget.
- Board meetings are a time for the board to meet and discuss governance.
- Visitors are welcomed and protocols for behavior and structure must be followed by attendees.
- An AIMS Newsletter will be mailed once a month.
- Report cards and progress reports are given in a timely manner.
- Teachers are present at back to school night and open house.

## **Behavior**

At AIMS, Students are held accountable for their behavior. No one student has the right to disrupt the learning environment of their fellow class members. Students are expected to be respectful in the halls of learning and the common areas. They should speak in a quiet tone that is respectful of the learning taking place in class. Students are interested in their education and helping keep the focus on that main goal. Students are aware that they impact other students as they transition, participate in lunch and study hall, and stand in line. With the instructions of their teacher, they choose to behave appropriately in those situations and others. The following is a list of consequences for poor behavior:

- Warning

- Behavior Contract
- Parent Conference
- Counseling
- Loss of privileges (extracurricular activities, etc.).
- Sending a student to another classroom for a limited period of time.
- Additional required hours at school: detention or Saturday School.
- Additional school work: extra homework, writing lines or copying materials, additional study/review.
- Community Service: Clean, organize; take out trash, sweep, etc. AIMS will provide gloves and necessary cleaning supplies as appropriate.
- Communication tools: Students will write letters of apology to their families/staff to discuss poor behavior/performance
- Confiscation of prohibited items.
- Suspension or Expulsion in extreme cases with leadership approval.
- Any other form of discipline must be approved by the Site Administrator or designee.

### **Retention**

AIMS has a strict policy about retention. If a student is receiving a C- or below, he or she is considered to be failing and will be retained. At AIMS, we do not believe in the process of social promotion.

- This includes the core subjects - Math, ELA, Science, and Social Science (History). Other grades may indicate if the student is lacking in one area only, or if there is a pattern suggesting that specific support is necessary.
- All students currently performing at levels C- or below are required to be part of tutoring until their grade improves.
- Families of students who receive a C- or below are informed through regular progress reports and conferences with the teacher(s).

### **Enrichment**

AIMS values academic excellence in student exploration beyond or more broadly than every single AIMS student may be interested in going. Enrichment happens when students on their own, or with teacher help, explore what is beyond the current grade level subject.

- Teachers serve as club facilitators.
- Teachers instruct enrichment classes.
- Enrichment happens either on Fridays, after school, or at the end of the day.
- Clubs and enrichment activities must be pre-approved by the site administrator.

**Extended Year**

AIMS budgets for additional instruction. This is the official start of the school year. All teachers and students are expected to attend extended year.

## **Behavior**

### **Behavior Contract Requirements**

Students who have repeated behavioral problems need to have a behavior contract that describes the behaviors the student is supposed to engage in as well as the consequences. Parent and student must sign the agreement, and there must be a two week follow up meeting.

### **Behavioral Form Requirements**

Behavioral referral forms must be completed by the teacher before sending a student out to a buddy classroom or to an administrator.

The form must state why the student was sent, and what was done in the classroom to first stop the concern.

A file of the forms must be kept in the office.

### **Buddy Teacher Requirements**

Administrators must partner teachers in a "buddy teacher" arrangement.

Less experienced teachers must be partnered with stronger teachers.

Buddy teachers will provide each other with academic and classroom management support.

### **Cell Phone Requirements**

Students must have their cell phones labeled.

Teachers must collect cell phones at the beginning of the day or period as appropriate.

Students are not to use their phones on campus. If an adult see a student using their cell phone, it must be taken away and returned only to the student's parent. In addition to having the phone taken away, the student will earn a detention.

### **Consequences Requirements**

Consequences include the following:

Detentions

Doubled detentions

Saturday School

Writing lines or repetitive text

Confiscation of items

Banning from extra curricular activities like sports,dances, recess, etc...  
Parent shadowing.  
Removal from classroom.  
Apology to class for misbehavior.  
Apology to parents and teacher for misbehavior.

### **Counseling Requirements**

Students showing that they may be having a social or emotional issue must be referred to the district counselor using the appropriate form.  
Students are not to be in session without parent's written approval.  
The district counselor must be informed ASAP when there is a crisis situation.

### **Detention Requirements**

Detentions must be given until behavior improves.  
Triplicate forms must be used to ensure that the student, office, and teacher each have a copy.  
Detention sessions must be quiet and focused.  
Detentions are not optional at any level.

### **Expulsion Requirements**

All 48900 offenses as spelled out in the California Education Code automatically warrant an expulsion hearing.  
Students may also be expelled for repeated excessive behavioral concerns.  
AIMS expulsion forms must be used in the process.  
Legal Timelines must be adhered to without exceptions.  
All relevant witnesses, teachers and administrators must be present at the hearing.  
Parents must be informed in writing of the expulsion.

### **Confiscated Items Policy**

**Any and All** Items that are not allowed according to AIMS rules and policies will be confiscated. The administrators will keep the item until the parent comes to retrieve it.  
On the first confiscation, the student will receive one detention.  
On the second, they will receive an additional two.  
On the third, the student will receive an additional three detentions and in-house suspension.

### **Rewards and Recognition Requirements**

All divisions must have a written rewards and recognition plan.  
Once a semester, divisions must have an academic and behavior awards ceremony.

### **Suspension Requirement**

Out of school suspension is a last resort action.  
Buddy classroom placement should be utilized.  
Students should first have detentions and Saturday School prior to most suspensions.  
Parent shadowing should be used prior to most suspensions.  
In-house suspension should be used prior to most suspensions.  
In the case of fights or other acts of violence, suspension is automatic.  
Actions leading up to expulsion, warrant suspension.  
With the exception of extreme concerns, suspensions shall not be more than two days.  
Students who are suspended must attend Saturday School.  
SpEd students must have a manifest determination plan along with suspension.

## **Pedagogy and Practices**

### **Checking For Understanding Requirements**

All divisions will identify at least three checking for understanding (CFU) and engagement strategies (ES) that will be present in all classrooms.

CFU and ES observations and feedback will be tracked and documented in a quantitative and qualitative way.

One of your foci for PD will be the mastery of the CFU and ES that are common practice in your division.

### **Cum and IEP Requirements**

Teachers must review all cum folders for their students.

All accommodations and modifications will be followed.

### **Grading Requirements**

The grade formula will not be heavily weighted on assessment data.

Students must be allowed to retake tests and redo work for a grade increase less than 100% of credit.

Sites have their own respective grading formula, and all teachers will be required to use this formula.

### **Report Card Requirements**

Report cards must have the signature of the Head, and Heads must place comments on the report cards and progress reports of students who are failing.

Teacher comments must be specific to students.

Comments with errors or not meeting the requirements will be returned to teachers to be redone. Extensions on deadlines must only be given in extreme cases.

Teachers must be written up for not meeting deadlines, unless they are excused for an extreme reason.

### **Student Note Taking Requirement**

Each division must have a written standard for note taking across subjects.

## **Writing Standards Requirements**

### **K-1**

Students must be able to encode using up to the second grade level of sight words.

First grade students must be able to write at least one paragraph.

Kindergarteners must write up to one paragraph using a cloze sentence structure.

Criteria for success must be used.

### **2-5**

Criteria for success must be present and used.

Students must be able to go through the full writing cycle successfully.

Students must use writing rubrics.

Students must have mastered the encoding of site words equivalent to one level above their grade level.

At the end of fifth grade, students must be able to accurately write two page reports.

Grammar and spelling must be emphasized.

### **6-8**

By the end of 8th grade, students must have mastered the state of California high school writing standards.

### **9-12**

By the end of 12th grade, students must have mastered Cambridge writing standards and APA or MLA requirements.



## Learning Environment

The AIMS Model classroom is one that is orderly and clean. We believe that an orderly classroom increases time on task for instruction. Some of the common practices that are expected include the following:

- We value cleanliness! Make sure your classrooms are kept neat and in order.
- Assign students jobs to perform and manage them. Students take pride in contributing to the upkeep of the school.
- Classrooms should be swept or vacuumed by students at the end of each day, and whenever necessary throughout the day.
- There should never be anything left on the floor or on the desks after school. The floors are mopped/vacuumed at night and anything left on the floor will be thrown away.
- Textbooks should not be left on the floor.
- The trash and recycling must be placed in the waste baskets by students. The waste baskets must be placed by the inside of the door at the end of each day.
- The teacher's desk should also be neat and clean at the end of each day. Be a model for the students.
- Do not keep unsealed food in your desk for pests to eat.
- Personal items should never be left at the school overnight. The school is not responsible for lost or stolen items.
- Boards should be cleaned with board cleaner (not antibacterial wipes) at least once a week.
- When applicable, student chairs must be placed on top of desk at the end of the day.
- All students must follow directions the first time they are given.
- Conversations in the classroom should relate to the work that is currently happening.
- Publishable student work is posted inside and outside of the classroom.
- The Mission Statement, class name, Credo, and schedule must be posted on the inside and outside of the door.
- A countdown of the following items must be displayed somewhere within the classroom: perfect attendance, days until state testing and/or any other standardized testing, and days until the last day of school.
- The clock should be positioned where it is not in the constant view of students.
- Student of the Month must be displayed either inside or outside the classroom.
- Post a banner or some kind of display about the university you graduated from.
- Backpacks should not be left on floors.
- Keep bulletin boards neat, thoughtfully designed according to divisional requirements, and relevant to instructional stimuli.
- White board postings should be in student-friendly language and meet your divisional configuration requirements.

## **Uniforms**

### **Uniform Consequences Requirement**

Students that are not in uniform must be given one detention the first time and two the second.

Students are to be sent home on the third occurrence and return with the correct uniform.

Students must attend Saturday School to make up the time missed.

Students that cannot financially afford uniforms should be given uniforms.

Please document how this will be done and tracked.

### **Dress Code Requirements**

#### **Uniforms**

At AIMS, our students wear uniforms. Uniforms allow students the freedom to not worry about what to wear to go to school. Uniforms help our students see and experience themselves as being part of their school group. Teachers and leaders are expected to hold students to the uniform code, and give detentions or other forms of consequences when it is broken.

Top:

1. Students must wear a White or Navy Blue shirt with a COLLAR.

The White or Navy Blue collared shirts may be short-sleeved or long-sleeved.

2. The shirts must be completely PLAIN with no logos (other than the official AIMS gear with logo), emblems, or designs of any kind.
3. Students may not wear colored shirts underneath their white shirts.
4. All shirts must be tucked in.
5. No halter tops, tank tops, midriff, or see-through shirts are permitted.

Bottom:

1. Students must wear NAVY BLUE or KHAKI pants that are completely PLAIN with no colorful designs or details (including stripes, patches, flashy stitching, etc.).
2. No jeans, denim, capri pants, leggings, jeggings, yoga pants, skinny jeans, athletic pants (sweatpants, nylon jogging pants, etc.), or tight fitting pants are permitted.
3. Skirts and shorts that are completely PLAIN with no colorful designs or details (including stripes, patches, flashy stitching, etc.) are permitted as long as they are below the knee.

4. Pants can have a maximum of four pockets: two in the front and two in the back.  
The pockets need to be near the waistline—not down the leg of the pants (i.e. cargo pants).
5. NO SAGGING PANTS will be permitted.
6. Students cannot rubber band the bottom of their pants.
7. Students wearing pants must wear a belt.  
Only black and brown leather belts are permitted.
8. Students may wear flesh-toned, white, or navy footed stockings or tights underneath skirts.

**Sweaters/Sweatshirts:**

1. All sweaters, sweatshirts and jackets must be plain White or plain Navy Blue, without any additional colors (official AIMS gear is allowed).
2. All White and Navy Blue hoods are allowed, but must be removed or the hood tucked in upon entering the classroom.

A collared white shirt must be visible underneath the student's sweater or sweatshirt.

**Accessories/Make-up:**

1. Coloration of hair and artificial nails are not permitted.  
Students must return the next day with their natural color and/or natural nails the next day.
2. No make-up may be worn, including lip-gloss and nail polish.
3. Jewelry is not permitted and will be confiscated until the end of the school day if worn  
This includes watches.
4. Students may not wear sunglasses, hats, headbands, bandanas, beanies, colorful hair ties, ribbons, or anything with bright color in their hair.  
Simple barrettes, clips, and elastic hair ties that are Navy Blue, Black, Brown, or White are permitted.
5. Scarves worn for religious purposes must be Black, Khaki, White, or Navy Blue in color, or follow the school uniform color scheme in a pattern that is not distracting.

6. Socks should be plain Black, White, or Navy Blue.
7. On cold days students may wear a plain White or Navy Blue scarf.

Scarves must be removed during class.

Shoes:

1. Students may not wear flip-flops, flats, sandals, high heels, or shoes that may be distracting to the educational environment.
2. Student footwear needs to be appropriate for athletic activities.

### **Uniform Ordering Requirements**

We order uniforms that parents purchase from the school that match our dress code, and brand  
We have an online ordering system that keeps inventory and ordering.

## **Communication**

### **Brand Requirements**

The AIMS brand and official logos cannot be used or modified without getting written permission from marketing and communication.

AIMS branded items must be present in classrooms and around the school.

### **ELAC Requirements**

Site leaders must serve as co-chairman/chairwoman of the ELAC committee.

ELAC is solely advisory.

ELAC can not be combined with SSC or FAC.

All proper paperwork including sign in sheets, agendas, and rosters must be used monthly.

ELAC must be held monthly.

### **FAC Requirements**

Site leaders must serve as co-chairs of the FAC.

There is one FAC for AIMS K-12.

FAC's sole purpose is to support the school and inform parents.

FAC cannot be combined with SSC or ELAC.

All proper paperwork including sign in sheets, agendas, and rosters must be used monthly.

FAC must be held monthly.

### **Fundraising Requirements**

Fundraising can only happen with the approval of the site leader.

No site shall have more than three fundraisers happening at one time.

No GoFundMe or other social media fundraiser can be posted without prior approval of the site leader.

**All funds** without exception must be turned into the business office and placed in the NPF

Funds will be earmarked for the purposes raised.

All Donors Choose items must be logged in with the site leader.

A copy of the log must be given to the finance department.

### **Marketing Requirement**

All marketing must receive a stamp of approval from the marketing and communication department prior to being used.

### **Memos and Flyers Requirement**

All memos must follow the official AIMS template.

All memos must be signed and returned.

Unsigned or unreturned memos will warrant a detention.

No memo is to go out on behalf of the division without the signature of approval from the Head.

No memo is to go out on behalf of AIMS without the signature of approval of the Superintendent.

No flyer is to go out or be posted without the approval of the Head, or Marketing and Communications.

### **Parent Log Requirements**

Teachers and leaders are required to keep a log of parent contacts.

Log must include the name of the student, the name of the parent, subject discussed, date and time.

Logs must be given to the division office to file at the end of each week.

### **SSC Requirements**

Site leaders must serve as co-chair of the SSC.

SSC informs and helps track and lead the LCAP.

The budget will be reviewed when they are accepted by the Board and OUSD.

SSC cannot be combined with ELAC or FAC.

All proper paperwork including sign in sheets, agendas, and rosters must be used monthly.

SSC must be held monthly.

SSC agendas must be posted 72 hours in advance of the meeting at the meeting locations.

## **Homework Guidelines**

### **Homework Requirements**

All homework must follow the requirements set forth by the Heads.  
Duration of time and level of engagement must be rigorous.  
Homework must reflect what the students are learning.

### **Independent Study Requirements**

Independent study can be granted only in extreme cases.  
Independent study shall not be for more than two weeks.  
Students on independent study must still attend Saturday School.  
Work must be given, and credit will only be given if all work is returned completed.

### **Parent Teacher Requirement**

Parents are to be called as soon as a student does not turn in homework.  
Repeated lack of not returning homework must result in a parent conference.

### **School Break Homework Requirements**

Homework must be given during all school breaks.  
Homework must be a review of the work the students learned prior to the break.  
Students who do not return their packets will get detention and Saturday School.

## **Lesson Plans**

### **Lesson Plan Requirements**

Lesson plans must be collected weekly and be recorded in the lesson plan tracker.

Teachers not turning in lesson plans on time must be written up.

Lesson plans must contain the into, through, and beyond components.

Assessments, objectives, standards addressed, and homework must be indicated.



## **Professional Development**

### **Professional Development Requirements**

Professional development for teachers must occur at a minimum of three Fridays a month. Sites must identify no more than four target areas to use as aims and themes for the year.

PD should equip teachers to plan based on what they learned, apply what they learned to their teaching, reflect on their success in teaching, and apply their reflections to their additional instruction.

PD days should also reflect the defined aims and themes.

PD agendas must be submitted to the Superintendent's office 48 hours prior to the PD being held.

Sign in sheets from PDs must be submitted to the Superintendent's office 24 hours after the PD is held.

## **Use of Data**

### **Academic Performance Data Requirements**

Data performance is displayed in every classroom and updated every benchmark period (Students names not listed) .

Data informs where students are placed in classes.

All parent conferences contain data as evidence.

Students who are not passing know their data and set learning goals.

Saturday School attendance is based on either on academic data, behavior, or absence.

School wide data is published on the web based on benchmark cycle.

Monthly Board presentations have quantitative data and explanations of why the data looks the way it does.

Central office services are measured by a data based feedback loop.

Student performance data is the main determiner in deciding to renew a teacher's contract.

Upload items you have used or will use to meet these requirements.

### **Attendance Supt. Requirements**

Teachers call home daily when students are absent.

Students who are absent for any reason attend Saturday School.

Students who are absent for more than 12 absences in the year are automatically retained.

After the third absence, parent needs to meet with Head and teacher.

Students are rewarded for perfect attendance during a quarter.

Parents with students who have perfect attendance in a quarter get positive public recognition.

Make up work is given by the teacher when students are absent.

Home visits happen for chronically absent students.

Monthly presentation of divisions attendance presented to board and community with explanations of why the numbers look the way they do.

Please submit documents in the folder that you have used or will use to support these requirements.

### **Behavior Data Requirements**

Student detention data is tracked by students and teacher.

Data is used during parent conferences.

Students are rewarded based on data.

Data is used to determine if student behavior warrants attendance at sports or extracurricular functions, as well as participate in socials and sports teams and clubs.

**Class discipline data contributes to the evaluation of a teacher's performance and supports or rejects the idea of continuous employment.  
Please submit documents in the folder that you have used or will use to support these requirements.**

## **Retention**

### **Credit Recovery Requirements**

Credit or grade recovery programs must take place on breaks, evenings, mornings, or weekends.

All students showing a shortfall in credits must attend credit recovery.

Each division needs a coordinator that tracks and ensures student success in these programs.

Documentation of participation and progress must be placed in the students' records.

### **Home Visits Requirements**

Leaders and teachers are strongly encouraged to do home visits when students are not showing up to schools or when parents are not showing up to meetings.

Home visits are to be documented in the schools office.

### **Parent Teacher Conference Requirements**

Parent- Teacher Conferences must be held every benchmark period for students performing at C- or below.

Parent- Teacher Conferences must be data based and have documented goals.

Teachers must keep track of parent conferences and reference these dates when moving towards retention.

Memos of Parent- Teacher Conference dates must be sent to the school community.

### **SST Requirements**

All schools must have a SST coordinator for the school.

AIMS approved forms must be used.

SSTs must occur for all under- performing students.

At least one SST must be held prior to referral for SpEd services.

SST goals must be tracked for improvement.

Teachers must attend SSTs.

## **Student Recovery Plan**

Student receiving a C- or below or are performing at a percentage equivalent to a C- or below will be retained.

Students not meeting the attendance mark will be retained.

Data will be used to prove that retention is justified.

The Heads have final determination on retentions, and must follow the AIMS requirements.

Parents do have the right to appeal to the Superintendent, however she will only meet with the parents with the Head present.

Preliminary list of retentions must be sent to operations no later than March 1st.

Final list of retentions must be sent to operations no later than June 7th.

Students may be retained more than once if they do not meet performance marks.

Students facing a second retention must go through SpEd assessments.

## **Diversity and Inclusion**

### **Clubs and Organization Requirement**

All clubs and organizations need to be approved by the Head, and have an adult sponsor.

All activities must be approved by the Head.

Behavior or academic performance shall be the only things that will prohibit a student from participating in a club or organization.

### **Restorative Justice Requirements**

Restorative Justice Saturday School must happen at a minimum of one Saturday a month.

## **Enrichment**

### **Class Weekend Excursions Requirement**

Class weekend excursions are encouraged as a way to build community.  
More than one adult must be present on excursions.  
Parents must give written approval for their child to attend.  
Approval must be given by the Head for excursions to occur.

### **Field Trip Requirements**

All classes must participate in at least one field trip a year.  
Field trips must be related to a specific learning objective.  
AIMS field trip forms must be used and the Heads must give approval prior to the trip occurring.

Field trips must receive approval and be paid for in no less than 30 days prior to the trip.  
Teachers and site clerical are responsible for placing Purchase Orders, sending permission slips, and booking all travel and admission.  
Teachers may not prepay for field trips.

### **Sports Requirements**

Leaders, teachers and staff are strongly encouraged to attend sporting events.  
Attendance shows that you are truly invested in AIMS.  
There must be one Head present at home games.  
AIMS gear or colors should be worn to games.

## **Extended Year**

### **Extended Year Requirement**

Extended Year is not an option for students, teachers, or administrators. It is the official start of the school year.



## **Observation, Feedback, and Evaluation Requirements**

Teachers must be given the opportunity to know how they are performing in a formative way. AIMS goal is to help our teachers become masters of their craft.

- Goal setting meetings will be held with teachers at the beginning of each school year.
- Teachers will do self evaluations.
- Student and parent feedback is invited via the use of bi-annual surveys.
- Teachers will be observed and given feedback regularly.
- Teachers receive at least 2 Formal and 1 Informal classroom observations per year.
- Teachers will be given a summative evaluation at the end of the year.
- Heads are expected to be in classroom doing walk-through observations daily.