



# **Albion Middle School Code**

2015-2016

School-wide Standards and Expectations



## **United Focus:**

Everyday in this class I can ...

- write complete sentences, which begin with a capital letter, contain a subject and a verb, and include end punctuation.
- decipher and summarize the important parts of text and verbal instruction.
- read and be able to discuss the content of nonfiction informational text.
- explain the school rules, and know what is expected of me in all areas of the building.

## **Teacher Expectations:**

- Establish classroom procedures that support a positive learning climate.
- Teach and support learning objectives that align with Canyons School District and the common core.
- Grade students' work consistently, give feedback on student work quickly, and post grades to Skyward weekly.

## **Student Expectations:**

- Actively participate in all classes and give his/her best effort everyday, follow all school rules and adult directives.
- Attend class everyday, every period and be on time.
- Complete work on time, with fidelity and with the highest quality, work that is not yet quality will be returned.
- Voice any concerns with adults and peers in a respectful manner and ask for help when needed.

## **School-wide Behavior Rules:**

A Knight is...

- Prepared
- Respectful
- Responsible
- On Time
- Safe

## **Closed Campus:**

Anyone visiting the school must check in with the main office. Parents need to stay in the main hall when school is in session. A Volunteer badge allows you access into the building during school hours for academic purposes. Badges must be worn at all times. An application and approval for a volunteer badge can be completed online within 24-72 hours. This application includes a background check. Please plan accordingly.

## **Attendance:**

Activities, discussions, simulations, and presentations take place every day and cannot be duplicated. It is our goal to have every student in school on time everyday. The highest educational achievement comes through class discussion, assignments, projects, tests and participation. Being at school, on time, everyday is vital to academic success. A parent/guardian may call the school to notify us that a child is coming late. Doctor notes (dentist, orthodontist or any other valid medical reason) will excuse the tardiness/absence. Without a note the tardy or absence may be excused as a guardian excusal within 24 hours.

## **Truancy:**

Truancy will result in an automatic unsatisfactory "U" in citizenship. Because learning is our top priority, students who are truant are expected to collect and complete missed work.

## **To Check a Student In/Out or Bring Items to Students:**

Please call at least 15 minutes ahead when checking a student out, otherwise there may be up to a 15-minute wait to allow time to get the student. No checkouts will be allowed after 2:40 pm without at least 15 minutes advanced notice. A parent, guardian, or authorized person must come into the office and sign out students when taking them off school grounds. If a student leaves without being signed out, it will result in a truancy violation and/or be treated as a missing child. Items dropped off for students will be delivered during class breaks or at the discretion of the attendance office staff.

## **Citizenship:**

To encourage behaviors and habits that lead to success in school and in life, and to create a positive academic learning environment that encourages sharing of ideas, each student will receive a citizenship grade from each teacher every trimester. The citizenship grade is based on the Albion Code of Conduct: A Knight is... Prepared, Respectful, Responsible, On Time, & Safe. Misbehavior in any of the aforementioned categories might result in a citizenship grade of unsatisfactory "U".

**Dress Code:**

Students shall not wear clothes that are mutilated, cut off, or immodest. (e.g., short shorts, mini skirts, bare midriffs, halter-tops, spaghetti straps, tank shirts, or similar clothing). Clothing shall cover the midriff, underwear, backs, and cleavage at all times. Skirts, dresses and shorts must be at least mid-thigh length or longer when seated. Items which bear advertising, promotions, and likeness of tobacco, alcohol, or drugs or which are contrary to the educational mission, shall not be allowed. Hats of any kind are not allowed within the building except as part of an approved activity.

**Late Work:**

The student is responsible to collect and complete all missed or late assignments. The teacher reserves the right to give an alternative assignment if the original assignment has been corrected in class. All work is due 5 school days before midterm and 5 school days before the end of the term in order to receive full credit. Teachers will be updating Skyward once a week. Work turned in late may take two weeks to be posted to Skyward. Please check Skyward once a week and check the missing assignment report for all missing work.

**Backpacks vs. Cinch Sacks:**

Backpacks may be used to bring school items to and from school but must remain in students' lockers. Cinch sacks may be worn to carry your items to and from class. Cinch sacks should contain notebooks, folders and writing tools. Textbooks will be provided for classroom use. Online textbooks will be provided for home use. Textbooks may also be checked out from the media center.

**Cell Phone Use:**

Cell phones, smart phones & tablets are an invaluable tool and are welcome at school for educational purposes. Devices must be on silent, on desks where they are clearly visible or left in cinch sack or locker. In class phones can be used under the direction of the teacher or school personnel. Cell phones should never be used for texting, phone calls or group chats during instructional time. Using electronics to harass/bully, take photos, or post/text inappropriate things can result in disciplinary action by the school.

**Computer Use:**

Student use of electronic information must be used for education, research and must be consistent with the educational objectives of Canyons School District.

- Use computers only for teacher directed educational activities.
- Report broken equipment to an adult immediately.
- Report inappropriate use of computers or technology immediately.
- Shut down the computers at the end of the day.
- In mobile lab, plug in computer and place in the correct slot.
- No food or liquid near computers.

**Schedule Changes:**

In February of each year, students are able to select their requested classes for the upcoming school year. Once the Course Selection sheets are turned in, we build our master schedule and hire teachers based on the requested classes. Therefore, schedule changes **will not** be made after the Course Selection sheet has been turned in. It is vital students choose their classes wisely, including the alternative requests, when they fill out their Course Selection sheet. We make every effort to place students into their requested classes during the registration process.

**Communication**

If you have questions or concerns about behaviors or academics please call or email teachers directly. Appointments can be made before or after school and during team preps when time allows. Please do not approach teachers during school hours without a scheduled appointment as teachers are teaching.

**Grading:**

Grades are based on an accumulation of total points from assessments, assignments, and participation. Points are converted to a percentage and letter grades are assigned according to the grading scale.

**If you have other concerns please contact your child's assistant principal or school counselor.**

**Last Names A-K**

Scott Jameson, Assistant Principal  
Cathy Nelson, Counselor

**Last Names L-Z**

Camie Lloyd, Assistant Principal  
Nicole Freed, Counselor

<b>Grading Scale</b>	
<b>A</b>	<b>93 – 100</b>
<b>A-</b>	<b>90 – 92</b>
<b>B+</b>	<b>87 – 89</b>
<b>B</b>	<b>83 – 86</b>
<b>B-</b>	<b>80 – 82</b>
<b>C+</b>	<b>77 – 79</b>
<b>C</b>	<b>73 – 76</b>
<b>C-</b>	<b>70 – 72</b>
<b>D+</b>	<b>67 – 69</b>
<b>D</b>	<b>63 – 66</b>
<b>D-</b>	<b>60 – 62</b>
<b>F</b>	<b>59 and below</b>





# AN ALBION KNIGHT IS...

	Classroom	Hall	Commons	Library	Bus	Entering and Exiting Building	Lunchroom	Kiva
PREPARED	Be ready to work at the end of the bell. Remain seated until the teacher dismisses you.	Quickly and safely access lockers.	Have materials for next class before socializing.	Know your logins. Bring your assignments and needed supplies.	Have all your things. Exit building as soon as possible.	Have all of your belongings with you. Backpacks are appropriate for bringing materials to and from home only.	Have a lunch or have money to buy lunch. Have correct change for vending machines.	Leave all materials in class. No gum, food, or drinks.
RESPECTFUL	Treat peers and adults the way you want to be treated. Use technology appropriately. Phones silent on desk or out of view.	Use appropriate language and actions. Use indoor voice.	Socialize in the center. Throw garbage away in garbage cans. Be kind to others.	Treat media materials appropriately. Use "library" voices. Respect others' rights to learn and teacher's right to teach.	Follow instructions given by driver and other adults immediately. Use clean language.	Throw garbage away in garbage can. Keep rocks in rock beds.	Take your turn in the lunch line. Stay at your table or go outside.	Enter the kiva quietly. Proper audience behavior. Wait to be excused by an adult. Phones silent and out of view.
RESPONSIBLE	On time, prepared with materials needed for each class. Use appropriate behavior.	Be aware of those around you.	Keep intersections clear. Be aware of those around you.	Complete assignments on time. Give your best effort. Stay on task.	Keep bus clean. Line up behind the line when the bus arrives. Take all items when exiting.	Walk skateboards and bikes on school property.	Leave nothing on the table or floor. Sit with legs under the table. Keep food in your mouth, on your tray, or in the trash.	Always listen. Applaud at appropriate times.
ON TIME	In the classroom by the end of the bell.	When <i>Jaws</i> music starts, start walking to class.	When <i>Jaws</i> music starts, start walking to class.	Stay with class. Be in the library by the end of the bell. Teacher dismisses you, not the bell.	Out of school and in bus quickly.	Walk quickly when leaving the building. Be waiting outside for the bus when it arrives.	Walk and be in lunchroom by the end of the bell.	Walk quietly. Stay with teacher in assigned seating area.
SAFE	If it is not yours, don't touch it. Keep desk, chair, and feet on floor. Cinch sacks only.	Walk on the right side of hall. Stop at sides, not intersections. Use cinch sacks only.	Walk on sides. Keep hands to self. Steps are for sitting ONLY.	Keep tables, chair, and feet on floor. Use wheelie chairs appropriately. Make good choices.	Stay seated. Look both ways. Be careful when boarding or exiting, regardless of where bus stops.	Use sidewalks and crosswalks.	Be seated and ready to be excused when 5-minute bell rings. Stay in designated areas.	Walk. Use stairs. Handrails are for hands only. Feet on floor.



# ALBION CITIZENSHIP GRADE RUBRIC



	<b>Actions in the Classroom</b>	<b>Individual Accountability</b>	<b>Working with Peers/Adults</b>
<b>H</b>  <b>Honors</b>	<ul style="list-style-type: none"> <li>Always provides positive leadership</li> <li>Always takes part in class activities</li> <li>Always has materials for class</li> <li>Never talks out in class inappropriately</li> <li>Never uses profanity</li> </ul>	<ul style="list-style-type: none"> <li>Always practices a high degree of self-control</li> <li>Always stays on task without monitoring</li> <li>Always on time to class (no tardies)</li> <li>Always makes up absent work</li> <li>Assignments always submitted on time</li> </ul>	<ul style="list-style-type: none"> <li>Always volunteers to help others</li> <li>Always works well with others</li> <li>Always treats others with respect</li> <li>Always contributes equally in group work</li> </ul>
<b>S</b>  <b>Satisfactory</b>	<ul style="list-style-type: none"> <li>Usually provides positive leadership</li> <li>Usually takes part in class activities</li> <li>Usually has materials for class</li> <li>Rarely talks out in class inappropriately</li> <li>Never uses profanity</li> </ul>	<ul style="list-style-type: none"> <li>Usually practices a high degree of self-control</li> <li>Usually stays on task without monitoring</li> <li>Usually on time to class (up to 2 tardies)</li> <li>Usually turns in work (up to 1 missing assignment)</li> <li>Usually turns in assignments on time (up to 3 late assignments)</li> </ul>	<ul style="list-style-type: none"> <li>Usually helps others if asked by teacher</li> <li>Usually works well with others</li> <li>Usually treats others with respect</li> <li>Usually contributes equally in group work</li> </ul>
<b>N</b>  <b>Needs Improvement</b>	<ul style="list-style-type: none"> <li>Rarely provides positive leadership</li> <li>Rarely takes part in class activities</li> <li>Rarely has materials for class</li> <li>Often talks out in class inappropriately</li> <li>Occasionally uses profanity</li> </ul>	<ul style="list-style-type: none"> <li>Rarely practices a high degree of self-control</li> <li>Rarely stays on task without monitoring</li> <li>3 tardies</li> <li>2 missing assignments</li> <li>4 late assignments</li> <li>1 - 2 think times</li> </ul>	<ul style="list-style-type: none"> <li>Rarely helps others if asked by teacher</li> <li>Rarely works well with others</li> <li>Rarely treats others with respect</li> <li>Rarely contributes equally in group work</li> </ul>
<b>U</b>  <b>Unsatisfactory</b>	<ul style="list-style-type: none"> <li>Never provides positive leadership</li> <li>Never takes part in class activities</li> <li>Never has materials for class</li> <li>Usually talks out in class inappropriately</li> <li>Usually uses profanity</li> </ul>	<ul style="list-style-type: none"> <li>Never practices a high degree of self-control</li> <li>Never stays on task without monitoring</li> <li>4 or more tardies</li> <li>3 or more missing assignments</li> <li>5 or more late assignments</li> <li>1 or more office referrals</li> <li>1 or more documented truancies</li> </ul>	<ul style="list-style-type: none"> <li>Never helps others if asked by teacher</li> <li>Never works well with others</li> <li>Never treats others with respect</li> <li>Never contributes equally in group work</li> </ul>