

# **Albion Middle School-wide Disclosure 2018-19**

## **School-wide Behavior Expectations**

**An Albion Knight is PRROS: Prepared, Respectful, Responsible, On Time, and Safe**

### **School Hours:**

#### **MONDAY-THURSDAY**

School begins at 7:50 A.M. and ends at 2:50 P.M.

Students can be in the building from 7:20 A.M. - 3:00 P.M. Students in the building after 3:00 P.M. must be under the supervision of an adult. Early arriving students will only be allowed in the foyer of the building prior to doors opening.

#### **FRIDAY**

School begins at 9:25 A.M. and ends at 2:50 P.M.

Early student arrivals must stay in the commons until 9:10 A.M. Students can be in the building from 9:00 A.M. - 3:00 P.M.

**Closed Campus:** All visitors must check in with the main office. When school is in session, parents need to stay in the main hall. A volunteer badge allows access into the building during school hours for academic purposes. Badges must be worn at all times. Applications for a volunteer badge must be completed online at least 48 hours prior to being in the school. This application includes a background check. Please plan accordingly. No student visitors during the school day.

### **Canyons District Attendance Policy**

*Frequent absences of students from the day to day classroom experiences disrupt the instructional process. The benefits of instruction, once lost, cannot be entirely regained. The process of education requires a continuity of instruction, class participation, learning experience, and study.*

(Canyons POLICY—500.35) When students are absent due to vacation release, make-up work is the sole responsibility of the student and parent, and will be provided upon request after return to school. Due to the fluid nature of classroom instruction, teachers are often not able to predict what will be assigned during the absence. Students have the number of days absent for completion of make-up work in the case of valid excused absences (i.e. illness for three days allows for three days to makeup work).

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

Albion teachers and staff would strongly prefer students to attend all day, every day, including special events. These events are carefully designed to develop school spirit, a sense of belonging, and exposure to important curricular and extracurricular activities. If a student must be checked out, only a parent, guardian, or authorized person may sign students out. If a student leaves without being signed out, it will result in a truancy violation and/or being treated as a missing child. When checking a student out, please call at least 15 minutes ahead to avoid delay (or extended wait time). No checkouts will be allowed after 2:35 p.m. without at least 15 minutes advanced notice. Items dropped off for students will be delivered between classes or at the discretion of the attendance office staff.

### **Citizenship**

To encourage behaviors and habits leading to success in school and to create a positive academic learning environment, each student will receive a citizenship grade for each class every quarter. The citizenship grade is based on the Albion Behavior Expectations. (see attached Citizenship Rubric)

### **Canyons District Dress Code Policy**

Students who do not adhere to the dress code policy will be asked to change or call home for a change of clothing. *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.* (Canyons POLICY—500.2-8)

### **Use of Personal Technology**

Students may use personal technology during lunch and passing periods. If used inappropriately, it will be confiscated and turned into the office. After a first incident, the student may pick up the confiscated items at the end of the day. After a second incident, parents are responsible for pick-up. Repeated misuse of technology will result in a parent conference. Students may not use personal technology during class time unless directed by the teacher for a class learning activity. Cell phones must be kept on SILENT while in the building. Prohibited electronic device uses:

- Exploit personal information
- Disrupt and/or compromise the integrity of the educational process
- Invade personal privacy
- Use or post videos or pictures taken on school property or during school time without the person's knowledge AND consent.

## **Use of School Technology and Materials**

Student use of electronic information must be for education, academic 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.
- No food or liquid near computers.

Online textbooks will be provided in some classes for home use. Hardcopies of those textbooks may also be checked out from the media center upon availability. Fines will be assessed for lost or damaged materials.

## **Schedule Changes**

In February, 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. We make every effort to place students into their requested classes during the registration process. Therefore, schedule changes are only made on an extremely limited basis after the Course Selection sheet has been turned in.

## **Communication**

Questions or concerns regarding your child's academics or behavior, please call or email teachers directly. All emails can be found at [albionmiddle.com](mailto:albionmiddle.com). Appointments can be scheduled 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 and monitoring students.

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

### **Last Names A-K**

Justin Matagi, Assistant Principal  
Cathy Nelson, Counselor

### **Last Names L-Z**

Sandy LeCheminant, Assistant Principal  
Tracy Morris, Counselor

## **Grading**

Achieving mastery of the standards is the most critical priority for Albion students to be prepared for the next level of education. Albion students are expected to turn in quality work, on-time, every day. This will develop strong work habits in preparation for further schooling and life. Albion's Positive Behavior Support System is used to guide and redirect students towards success. The Citizenship Rubric and grades reflect student habits and mastery of standards. Grading consists of two main categories: Practice (20%) and Assessments (80%).

1. Practice assignments that develop and prepare for mastery include:

- Classwork Completion in independent writing, group activities, labs, etc.
- Participation in discussion, group activities, note taking, etc.
- Homework.

2. Assessments that demonstrate understanding or mastery of concepts may include:

- Essays & Portfolios
- Projects & Presentations
- Quizzes & Tests

Assessment retakes are offered with the expectation that a student will complete or do missing work and/or additional assignments to practice or relearn the assessed concepts; extra credit is not offered. Assessment retakes are to be scheduled with the teacher in accordance with their individual retake policy. Teachers and administrators will work with students who cheat or plagiarize to redo practice or assessments in a more structured setting. Teachers will communicate with parents on a weekly basis about assessment dates and deadlines. Grading due dates will be posted on the school calendar.