

Albion Middle School-wide Disclosure 2019-20

SCHOOL-WIDE BEHAVIOR EXPECTATIONS

Albion Knights are PRROS: Prepared, Respectful, Responsible, On Time, and Safe (*see attached rubric*)

SCHOOL HOURS

MONDAY-THURSDAY

School begins at 7:50 AM and ends at 2:50 PM

Students can be in the building from 7:20 AM - 3:00 PM Students in the building after 3:00 PM 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 AM and ends at 2:50 PM

Early student arrivals must stay in the commons until 9:10 AM Students can be in the building from 9:00 AM - 3:00 PM

CANYONS DISTRICT ATTENDANCE POLICY AND ALBION PROCEDURES

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, also see Utah Compulsory Attendance Law 53A-11-101)

When a student is **absent** from school for one or more periods, a parent or guardian should call the Attendance Office (801-826-6710) on the day of the absence stating the reason and duration. 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). The school utilizes an automated calling system to notify parents of absences. In addition, all absences are recorded on the Skyward Student system.

If a student will be out of town for three days or more, an **Educational Leave** form must be completed at least five days prior to the absence. 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.

TARDIES AND TRUANCY

Tardies occur when a student is not on time to any one class period, meaning there are six opportunities to be tardy in a typical school day. "On time" is defined as being in your seat, ready to work when it is time for class to begin.

Truancy: Middle schools in Canyons School District operate under a "closed campus" policy. Students are to remain on campus throughout the school day unless they have been properly checked out of school according to the procedures outlined above.

Students are considered truant for the following reasons:

- being absent from school for any portion of the school day (including lunch) without the consent of a parent, guardian, or school official
- leaving school without properly checking out through the attendance office
- obtaining permission to go to a certain place but not reporting there
- arriving more than 10 minutes late for a class
- leaving class without permission

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). **Before the student leaves the school, a parent or guardian must come to the Attendance Office with a photo ID to check the student out.** 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.

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)

STUDENT BEHAVIOR CODE - (Board Policy 500.2-3) AND HARASSMENT (Board Policy 500.2-7)

The following conduct is defined as dangerous or disruptive and is prohibited on school property, at school-sponsored activities and while traveling in school-funded or school-dispatched vehicles:

1. Possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material;
 - a. the actual or threatened use of a look alike weapon with intent to intimidate another person or to disrupt normal school activities;
 - b. the sale, control, or distribution of a drug or controlled substance, an imitation substance, or drug paraphernalia; or
 - c. an act involving force or threatened use of force which if committed would be a felony or class A misdemeanor
2. Frequent or flagrant willful disobedience, defiance of property authority, or disruptive behavior, including
 - a. the use of foul, profane, vulgar, or abusive language;
 - b. willful destruction or defacing of school property;
 - c. behavior or threatened behavior which poses an immediate and significant threat to the welfare or safety of other students or school personnel or to the operation of the school;
 - d. possession, control, or use of an alcoholic beverage;
 - e. behavior that threatens harm to the school property, to a person associated with the school, or property associated with the person;
 - f. or Possession of pornographic material on school property.
3. Students with prior knowledge of dangerous and disruptive behavior have the duty to report such behavior to school administration. Students that fail to report such behavior are subject to appropriate disciplinary sanctions.

The Board of Education authorizes school administrators to take appropriate action to preserve order among the students and staff and to protect school property. Acts of harassment, cyberbullying, bullying, violence, use or possession of a weapon or facsimile, criminal behavior, and gang activity in or about district schools, property, or activities are dealt with in accordance to district policy and the law.



AN ALBION KNIGHT IS...

	Classroom	Hall	Commons	Media Center	School Grounds	Lunchroom	Kiva
PREPARED	Be ready to work by the bell. Follow teacher's procedure for dismissal.	Keep locker organized and clean.	Have materials for next class before socializing.	Know your log-ins. Bring your assignments and supplies.	Backpacks are appropriate for bringing materials to and from home.	Bring a lunch or have money to buy lunch.	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 and 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.	Use 6-inch whisper.	Throw garbage away in garbage can.	Take your turn in the lunch line. Stay at your table or go outside.	Enter the kiva quietly. Use proper audience behavior. Phones silent and out of view.
RESPONSIBLE	Be 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.	Treat media materials appropriately.	Walk skateboards and bikes on school property. Skateboards and scooters remain outside	Clean up after yourself. Return trays.	Always listen. Applaud at appropriate times.
ON TIME	In the classroom by the end of the bell.	Be moving to class when <i>jaws</i> music starts.	Be moving to class when <i>jaws</i> music starts.	Stay with class. Use library passes as directed.	Exit building promptly. Be outside when bus arrives.	Walk and be in lunchroom by the end of the bell. Use restroom before the 5-minute bell.	Stay with class. Follow teacher when dismissed.
SAFE	If it is not yours, don't touch it. Keep desk, chair, and feet on floor.	Walk on the right side of hall. Stop at sides, not intersections. Use cinch sacks only.	Walk on sides. Keep hands to self.	Keep tables, chair, and feet on floor. Use wheelie chairs appropriately.	Use sidewalks and crosswalks. Line up behind red line for bus.	Be seated and ready to be excused when the 5-minute bell rings.	Walk. Use stairs. Handrails are for hands only. Feet on floor.

6/20/17

PERSONAL TECHNOLOGY POLICY

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. Albion Middle School is not responsible for lost or stolen personal devices. 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.

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. 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.

ACADEMIC GRADING

Albion students receive two grades for each class: an academic grade and a Work Habits/Citizenship grade. The academic grade reports the mastery of academic standards and the Work Habits/Citizenship grade reflects student learning skills. **Academic 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.

WORK HABITS/CITIZENSHIP GRADING

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. To hold students accountable for developing behaviors and habits leading to success in school and to create a positive academic learning environment, each student will receive a Work Habits/Citizenship grade for each class each quarter. The grade is based on the Albion Work Habits / Citizenship Rubric.

Report cards and midterm progress reports are posted on Skyward. An email notification will be sent to parents and guardians. You will need your login information for Skyward to access these reports. If you do not have your login information, please contact the Main Office at (801) 826-6700 where they can assist you.

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

Last Names A-L

Justin Matagi, Assistant Principal


Cathy Nelson, Counselor

Last Names L-Z

Sandy LeCheminant, Assistant Principal

Reagan Jewell, Counselor

Work Habits / Citizenship Grading Rubric

	Honors	Satisfactory	Needs Improvement	Unsatisfactory
PREPARED (READY TO LEARN)	98%-100% of classwork the student completes and submits on time, including make-up work after being absent.	90% - 97% of classwork the student completes and submits on time, including make-up work after being absent.	80% - 89% of classwork the student completes and submits on time, including make-up work after being absent.	Less than 80% of classwork the student completes and submits on time, including make-up work after being absent.
RESPECTFUL	<p>Student treats others with respect, both peers and adults.</p> <p>Student uses appropriate language skills in class (what you say, how you say it, and, where and when you say it).</p>		<p>Student usually treats others with respect, but has needed several reminders.</p> <p>Student may not consistently use appropriate language skills in class (what you say, how you say it, and, where and when you say it).</p>	<p>Student does not treat others with respect, either peers and/or adults.</p> <p>Student does not use appropriate language skills in class (what you say, how you say it, and, where and when you say it).</p>
RESPONSIBLE	Student works well with others by sharing ideas and workload and addressing conflict appropriately.		Student usually works well with others by sharing ideas and workload and/or addressing conflict appropriately, but has needed several reminders.	Student does not work well with others by sharing ideas and workload and/or addressing conflict appropriately.
ON TIME	Student arrives to class with materials on time, every day.	Student arrives to class on time, prepared with materials for class with 1-2 tardies.	Student has 3 tardies.	Student has 4 or more tardies.
SAFE	<p>Student is able to remain on-task throughout class activities without teacher redirection.</p> <p>Student is emotionally self-regulated; the student is able to adjust to their surroundings using appropriate social skills.</p>		<p>Student needs reminders to remain on-task.</p> <p>Student may not be emotionally self-regulated; the student is unable to adjust to their surroundings using appropriate social skills.</p>	<p>Student requires daily teacher redirection throughout class.</p> <p>Student is not emotionally self-regulated; the student is unable to adjust to their surroundings using appropriate social skills.</p>
TOTAL POINTS	_____ x 3	_____ x 2	_____ x 1	_____ x 0

GRADING KEY

14-15 points = H

8-14 = S

5-7 = N

0-4 = U