

Albion Middle School-wide Disclosure 2022-23

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. We cannot provide supervision of students outside of these times.

FRIDAY

- School begins at 7:50 AM and ends at 1:10 PM. Students can be in the building from 7:30-1:15

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 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 below.

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

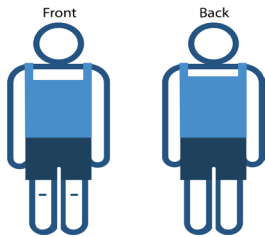
TO CHECK A STUDENT IN/OUT OR BRING ITEMS TO STUDENTS

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. **Before the student leaves the school, a parent, guardian or authorized person 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 advance notice. When checking a student out, please call at least 15 minutes ahead to avoid delay (or extended wait time). Items dropped off for students will be available between classes or at the discretion of the attendance office staff.

CANYONS DISTRICT DRESS CODE POLICY - (Board Policy 500.02)

Students who do not adhere to the dress code policy will be asked to change or call home for a change of clothing.

1. Students shall dress in a manner suitable to the day's activities consistent with the standards of health, safety, and acceptable behavior.
2. Student clothing and accessories must not present a health or safety hazard or distraction, which would disrupt the educational mission. Disruption is defined as reactions by other individuals to the clothing or adornment, which causes the teacher/administrator to lose the attention of students, to modify or cease instructional activities, or deal with student confrontations or complaints.
3. Clothing: (See figure)



- a. Must cover the body as outlined in the figure with a fabric that is not see through, with no viewable undergarments (waistbands and bra straps excluded)
 - b. Shall be free from writing, images or symbols that:
 - are lewd, vulgar, profane, obscene, violent, or sexually suggestive.
 - advocate, represent, or promote racism, discrimination, violence or hate.
 - Signifies or depicts gangs or illegal or criminal activities.
 - School officials will determine what constitutes "gang" clothing, colors, and paraphernalia after consultation with law enforcement agencies as needed.

4. The student dress code standards include, but are not limited to the following:
 - All students shall wear clean clothing.
 - Shoes shall be worn at all times to ensure personal safety and hygiene.
 - Hoods attached to jackets, shirts, or sweatshirts shall not be worn on student's heads.
 - Clothing that may draw undue attention, disrupt, or pose a health or safety issue, or interfere with the learning atmosphere, shall not be allowed.
 - Items which bear advertising, promotions and likeness of tobacco, e-cigarettes, alcohol, or drugs or which are contrary to the educational mission, shall not be allowed.
5. Personal items such as clothing, paraphernalia, jewelry, backpacks, gym bags, water bottles, etc., that have writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive will be confiscated.

STUDENT BEHAVIOR CODE - (Board Policy 500.02-3) AND HARASSMENT (Board Policy 500.02-7)

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.

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.

PERSONAL TECHNOLOGY POLICY

Students may use personal technology during lunch and passing periods. Cell phones must be kept on SILENT while in the building. Students may not use personal technology during class time unless directed by the teacher for a class learning activity. 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. Albion Middle School is not responsible for lost or stolen personal devices. Prohibited electronic device uses:

- Exploit personal information or invade personal privacy
- Disrupt and/or compromise the integrity of the educational process
- 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 or 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.

Fines will be assessed for damaged Chromebooks

- Chromebook replacement: \$225
- Cracked or damaged screen: \$50
- Keyboard replacement: \$50
- Damaged case (outer shell of computer): \$50
- Charger replacement: \$30
- Replacement of school issued carrying case: \$15

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 Citizenship grade. The academic grade reports the mastery of academic standards and the Citizenship grade reflects student consistent demonstration of PRROS in the classroom. **Academic Grading** consists of two main categories: Practice (20%) and Assessments (80%).

1. **Practice assignments that develop and prepare for mastery may include:** In-class work including independent writing, group activities, labs, etc., participation in discussion, group activities, note taking, etc. or, homework
2. **Assessments that demonstrate understanding or mastery of concepts may include:** Essays & Portfolios, projects & presentations, quizzes, and 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 and students at least a week prior about assessment dates and deadlines.

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 Citizenship grade for each class each quarter. The citizenship grade is based students following our PRROS in the classroom (a few examples are listed in the table below).



AN ALBION KNIGHT IS...

	Classroom	Hall	Commons	Media Center	School Grounds	Lunchroom	Kiva
PREPARED	Be ready to work by the bell, with materials needed for each class.	Keep locker organized and clean.	Have materials for next class before socializing.	Know your logins. Bring your assignments and supplies.	Bring materials needed for school. Be ready to attend your classes and complete work.	Bring a lunch or bring money to buy lunch.	Leave all materials in class. No gum, food, or drinks.
RESPECTFUL	Treat peers and adults with respect. Use technology appropriately. Phones silent and out of view.	Use appropriate language and actions. Use an indoor voice.	Keep hands, feet, and objects to yourself. Throw your garbage away. Use appropriate and kind language.	Use a 6-inch whisper	Throw garbage away. Keep bathrooms and other areas neat and clean.	Clean up after yourself. Use kind language with lunchroom staff.	Always listen. Applaud at appropriate times.
RESPONSIBLE	Follow classroom rules. Advocate for yourself with teachers.	Be aware of those around you. Keep intersections clear.	Keep intersections clear. Be aware of those around you.	Treat media materials appropriately.	Walk skateboards and bikes on property. Skateboards and scooters remain outside.	Clean up after yourself. Return school equipment borrowed to play outside.	Enter the Kiva quietly. Use proper audience behavior. Phones silent and out of view.
ON TIME	Be in your seat when the bell rings. Follow teacher's procedure for dismissal	As soon as the music starts, start heading to class.	As soon as the music starts, start heading to class.	Stay with class. Use library pass as directed.	Exit building promptly. Be outside when bus arrives.	Walk and be in the lunchroom by the bell. Use the restroom before the 1-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 the hall. Stop at sides, not intersection.	Walk on sides. Keep hands, feet, and objects to yourself.	Keep tables, chair, and feet on floor.	Use sidewalks and crosswalk. Line up behind red line for bus.	Be seated and ready to be excused when the 1-minute bell rings.	Walk. Use stairs. Handrails are for feet only. Feet on floor.

7/20/22

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-K

Justin Matagi, Assistant Principal
Cathy Nelson, Counselor

Last Names L-Z

Amanda Parker, Assistant Principal
Reagan Jewell, Counselor

