

Albion Middle School: School-wide Disclosure 2025-2026

SCHOOL-WIDE BEHAVIOR EXPECTATIONS: Albion Knights “Do It The Knight Way”: Respectful, Responsible, and Safe

SCHOOL HOURS

Monday-Thursday (7:55-2:50): Students can be in the building from 7:20 -3:00. Students in the building after 3PM must be under the direct supervision of an adult. We cannot provide supervision of students outside of that time.

Friday (7:55-1:10): Students can be in the building from 7:20-1:15.

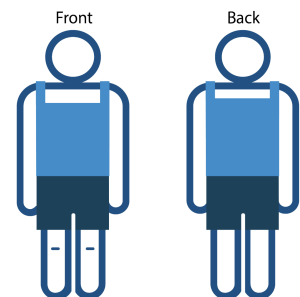
ATTENDANCE POLICY Albion will follow Canyons [Board Policy 500.35](#) for attendance. When a student is **absent** from school for one or more periods, a parent or guardian should call the Attendance Office (801-826-6710) on the day of the absence stating the reason and duration. For valid, excused absences students have the number of days absent for completion of make-up work (i.e. illness for three days allows for three days to makeup work). If a student will be out of town for two or more days, 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.

TARDIES AND TRUANCY Tardy: When a student is not on time to any one class period. **Truancy:** Middle schools in Canyons School District operate under a “closed campus” policy. Students are to remain on campus and in class throughout the school day unless they have been properly checked out by a parent or guardian. Tardies and truanies impact citizenship grades.

TO CHECK A STUDENT IN/OUT OR BRING ITEMS TO STUDENTS Albion teachers and staff strongly encourage students to attend all day, every day, including special events. **Before the student leaves 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 (12:55 on Friday) without at least 15 minutes of 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 shall dress in a manner suitable to the day’s activities consistent with the standards of health, safety, and acceptable behavior. Student clothing and accessories must not present a health or safety hazard or distraction, which would disrupt the educational mission. Student Clothing (see figure):

1. Must cover the body as outlined in the figure with a fabric that is not see through, with no viewable undergarments (bra straps excluded)
2. Shall be free from writing, images, or symbols that: are lewd, vulgar, profane, obscene, violent, or sexually suggestive. Or, that advocates, represents, or promotes racism, discrimination, violence, or hate. Or, which bear advertising, promotions, or likeness of tobacco, e-cigarettes, alcohol, or drugs or which are contrary to the education mission.



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

STUDENT BEHAVIOR CODE ([Board Policy 500.02](#)) AND **BULLYING/HARASSMENT** (Board Policy 500.02-5) Students shall be disciplined and/or suspended (in or out-of-school) for violating any of the following:

1. Any conduct that 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. For possession, control, or actual or threatened use of a real or look-alike weapon, explosive, or noxious or flammable material.
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/or disruptive behavior AND fail to report to administration.
 4. Students who initiate, promote, and/or engage in harassment, hazing, bullying, cyberbullying, abusive conduct, or retaliation activity ([Board Policy 500-02-5](#)).

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. 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. Students may not take 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 school electronic devices must be for educational or academic purposes and must be consistent with the educational objectives of Canyons School District. Any damage to student Chromebooks will result in the following fines:

Chromebook Replacement: \$225	Cracked or damaged screens: \$50	Keyboard Replacement: \$50
Damaged case (outer shell of computer): \$50	Charger Replacement: \$30	

ACADEMIC GRADING Albion students receive two grades for each class: an academic grade and a citizenship grade. Academic grades report the mastery of academic standards and citizenship grades reflect consistent demonstration of PRROS in the classroom. Academic grading consists of two main categories: **Practice** (develops and prepares for mastery) and **Assessments** (demonstrates understanding or mastery of concepts). **Practice (20%) may include:** In-class work such as independent writing, group activities, labs, etc., participation in discussion, group activities, note taking, or homework. **Assessments (80%) may include:** Essays, portfolios, projects, presentations, quizzes, and tests. **Assessment Retakes** are offered with the expectation that students will complete or do missing work and/or additional assignments to practice or relearn the concepts. Extra credit is not offered. Assessment retakes should be scheduled with teachers 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. Cheating will impact a student's citizenship grade.

CITIZENSHIP GRADING 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 grade is based on the Albion Citizenship Rubric (available on the AMS website).

If you have other questions or concerns, please contact your child's counselor or assistant principal (AP):

Last Names A-K: John Hellwig (AP)

Last Names L-Z: Alisha Wheeler (AP)

Parents/Guardians: Please review this disclosure with your student and complete the [online signature form](#) linked with this QR code.

