

**KATHERINE L. ALBIANI MIDDLE SCHOOL**  
**Parent and Student Handbook**  
**2009 - 2010**

**Board of Education**

Jeanette J. Amavisca  
Pollyanna Cooper-LeVangie  
Priscilla S. Cox  
Pamela A. Ireys  
William H. Lugg, Jr.  
Chet Madison Sr.  
Board Trustee Area 7 TBD

**District Administrators**

Dr. Steve M. Ladd, Superintendent  
Christina Penna, Associate Superintendent of Secondary Education  
Sara Noguchi, Director of Secondary Education

**Katherine L. Albiani Middle School Administration**

Ramona Nelson, Principal  
Joyce Knight-Bennett, Vice Principal  
Patty Mason, Vice Principal

**School Secretary**

Kris Sall

**Counselors**

Nicole Brown, Lead Counselor  
Loretta Burdeaux, Guidance Counselor  
Kindra Trice, Guidance Counselor

**Director of Student Activities**

Allison Long

**Director of Athletics**

Brian Volpendesta

**Falcons**

# TABLE OF CONTENTS

History of Katherine L. Albiani .....	4
KAMS/EGUSD Directory.....	1
EGUSD Mission Statement/Core Values.....	5
Katherine L. Albani Middle School Mission Statement.....	5
<b>General Information.....</b>	<b>6</b>
Bell Schedules .....	6
Bicycles/Skateboards/Scooters .....	6
Bus Transportation .....	6
Student Conduct on Buses .....	6
Rules and Regulations .....	6
Discipline Process .....	7
Calendar Highlights and Information.....	7
Campus Courtesy .....	7
Cellular Phones & Electronic Devices .....	7
Closed Campus Policy .....	7
Food Services .....	7
Graffiti .....	7
Guest Teacher Policy .....	8
Lost and Found.....	8
Medication.....	8
Pleasant Grove/ Katherine L Albani Library .....	8
School Property .....	9
Visitors .....	9
<b>Attendance .....</b>	<b>9</b>
How to Clear Absences.....	9
Classification of Absences .....	10
Early Dismissals/"Leave of Grounds".....	10
Consequences for Truancy.....	10
SARB Process.....	10
Tardy Policies .....	10
Consequences for Tardies .....	10
Withdrawals – Transfers.....	11
Change of Address.....	11
Guidelines for Extended Absences Due to Vacation.....	11
Illness At School.....	11
<b>Counseling and Curriculum Information...</b>	<b>11</b>
Comprehensive Guidance Program .....	11
Conflict Management .....	12
Course Selection Seminars .....	12
Grade Point Average (GPA).....	12
<b>Albani Promotion Policy .....</b>	<b>12</b>
Promotion Requirements: 7 <sup>th</sup> & 8 <sup>th</sup> grade .....	12
Promotion Criteria: 7th Grade .....	13
Promotion Criteria: 8th Grade .....	13
<b>Academic Support.....</b>	<b>13</b>
Academic Code of Conduct.....	13
Plagiarism Policy.....	13
Instructional Materials...	13
Course syllabus, Class Standards and Grading Policy .....	14
Grade Reporting .....	14
Academic Acceleration .....	14
Policy and Procedures for Challenging Courses .....	14

Homework Requests .....	15
Success Strategies for Homework.....	15
Tutoring .....	15
<b>Extra Curricular and Co-Curricular Activities .....</b>	<b>15</b>
Identification Cards (ID) .....	15
Associated Student Body (ASB) .....	16
Assemblies.....	16
Clubs .....	16
Dance Policy and Permission Form.....	16
Extra-Curricular and Co-Curricular Activities Eligibility.....	16
Initial Eligibility.....	16
Continuing Eligibility.....	17
No-Activities List .....	17
Albani Student Recognition .....	17
Renaissance .....	17
8 <sup>th</sup> Grade Awards Ceremony .....	17
Albani All-Star Award .....	17
Community Services Awards.....	18
Student Leadership .....	19
Associated Student Body (ASB) Officers - Elected and Appointed.....	19
Student Store .....	19
Dress Code/Grooming Guidelines .....	19
<b>Discipline .....</b>	<b>20</b>
KAMS Essential Rules .....	21
Guidelines on Behaviors to Avoid .....	21
After School Dismissal .....	21
Campus Beautification.....	21
Detention .....	22
Public Display of Affection .....	22
Preventing Suspensions and Expulsion .....	22
Home Suspension .....	22
Expulsion .....	23
Disciplinary Appeals Process .....	23
Disciplinary Consequences for Behavioral Violation of the Code of Conduct.....	23

## KATHERINE L. ALBIANI MIDDLE SCHOOL

Katherine Albiani is a graduate of Elk Grove High School who has resided in the area since 1950. She served on the Board of Education for the Elk Grove Unified School District from 1976 to 1994, an eighteen-year period. She presently serves on the Board of the Los Rios Community College District, a position she has held since 1998.

When Ms. Albiani was on the Elk Grove Board, she was selected to serve as president three times, in 1979, 1986, and 1993. She was a key player in the passage of two bond measures for Elk Grove schools. During this time period, she also served as president of the California School Boards Association (1985) and continued to serve on the Board of Directors for an additional five years. Her other associations with education groups include the following: board member of the California College Trustee Association, member of the National Vocational Education Task Force, and member of the Western Association of Schools and Colleges (WASC) Accreditation Commission. During her four years of service with WASC, Ms. Albiani assisted with the evaluation of public schools in ten western states and was able to bring back ideas, programs, and practices for use in Elk Grove.

In 1954, Ms. Albiani was the co-founder of the Elk Grove Cooperative Preschool that still exists as the Adult Education Partnership Preschool. From that involvement with small children, Ms. Albiani has continued her community involvement with those of all ages and served as the president of the Elk Grove Senior Center. She also has been president of the Sacramento YMCA and worked to support the Sacramento Public Library.

Over the years, Ms. Albiani has received many awards and recognition including education leadership awards from the Sacramento County Board of Supervisors and the California State Senate, a Human Rights Award for Education from the city and county of Sacramento, and Distinguished Service Award from the Association of California School Administrators.

Ms. Albiani has lived in the Elk Grove area for over fifty years. She and her husband, Gil, have five children who are all graduates of Elk Grove High School. Their grandchildren presently attend Elk Grove schools. In 1984, the Albiani Family was chosen as Elk Grove Family-of-the-Year.

The Albiani family lives in the Pleasant Grove area.

## MISSION STATEMENT

Elk Grove Unified School District  
will provide a learning  
community that challenges **ALL** students  
to realize their greatest potential.

## ELK GROVE UNIFIED SCHOOL DISTRICT CORE VALUES

1. **Outcomes for Students**
  - ◆ Achievement Of Core Academic Skills
  - ◆ Confident, Effective Thinkers And Problem Solvers
  - ◆ Ethical Participants In Society
2. **Commitments About How We Operate As An Organization**
  - ◆ Supporting Continuous Improvement Of Instruction
  - ◆ Building Strong Relationships
  - ◆ Finding Solutions
3. **High Expectations For Learning For ALL Students And Staff**
  - ◆ Instructional Excellence
  - ◆ Safe, Peaceful, And Healthy Environment
  - ◆ Enriched Learning Atmosphere
  - ◆ Collaboration With Diverse Communities And Families

## Elk Grove Unified School District Guiding Principles for Middle Schools

- Focus on individual students
- Focus on on-going assessments
- Flexible schedules/movement of students for appropriate academic placement (and balanced class sizes)
- Academic program assistance for students in Far Below Basic and Basic categories

## Katherine L. Albiani Middle School Mission Statement

“Katherine L. Albiani Middle School’s mission is to ensure a safe, healthy, and dynamic learning environment that provides all levels of learners universal access to a rigorous curriculum that promotes high standards of scholarship and citizenship.”

## GENERAL INFORMATION

### REGULAR BELL SCHEDULE

<u>Period 1</u>	8:00 am – 8:58 am	58 minutes
<u>Period 2</u>	9:03 am – 10:01 am	58 minutes
<u>Period 3</u>	10:06 am – 11:11 am	65 minutes
=====		
<u>Period 4 &amp; Lunches</u>		
(Early Lunch: 11:16 am – 11:51 am)		11:56 am – 12:54 pm 58 minutes
11:16 am – 12:14 am 58 Minutes		(Late Lunch: 12:19 pm - 12:54 pm)
=====		
<u>Period 5</u>	12:59 pm – 1:57 pm	58 minutes
<u>Period 6</u>	2:02 pm – 3:00 pm	58 minutes

### LATE START --- BELL SCHEDULE

<u>Period 1</u>	9:00 am – 9:49 am	49 minutes
<u>Period 2</u>	9:54 am – 10:43 am	49 minutes
<u>Period 3</u>	10:48 am – 11:37 am	49 minutes
=====		
<u>Period 4 &amp; Lunches</u>		
(Early Lunch: 11:42 am – 12:17 pm)		11:42 am – 12:31 pm 49 minutes
12:22 pm – 1:11 pm 49 Minutes		(Late Lunch: 12:36 pm - 1:11 pm)
=====		
<u>Period 5</u>	1:16 pm – 2:05 pm	49 minutes
<u>Period 6</u>	2:10 pm – 2:59 pm	49 minutes

### BICYCLES/SKATEBOARDS/SCOOTERS

Bicycles must be parked and locked in the area designated for bicycle storage. Scooters and skateboards must be checked in at the administrative office. Students leaving the school campus on bicycles, skateboards or scooters are advised that they must come to a complete stop at the edge of the campus when entering the city streets. State law requires that students under 18 years of age wear helmets when riding bikes to and from school. Students who do not wear helmets may lose the privilege of bringing bikes, scooters and skateboards to school. Violators may be subject to a \$25 fine or more. Bicycles, skateboards, and scooters may not be ridden on the school campus at any time. **Katherine L. Albiani Middle School is not responsible for unlocked bicycles or for bicycles/ left overnight at the site.**

The Elk Grove Unified School District prohibits the use of skateboards, wheelies, roller skates, in-line skates, or similar devices on school property, including parking lots and walkways. **Violators may be prosecuted under SCC 1084 section 9.38.015 and fined up to \$250.**

### BUS TRANSPORTATION

The Elk Grove Unified School District provides bus transportation to Katherine L. Albiani Middle School for students who meet transportation criteria. In order to ensure the safety of students being transported, all students must abide by the bus conduct rules established by the Elk Grove Unified School District Transportation Department.

### STUDENT CONDUCT ON BUSES

- I. Rules and Regulations
  - A. Students are required to:
    1. Arrive at the bus stop five (5) minutes before the bus is scheduled to arrive.
    2. Use only their appropriate bus stop.
    3. When wishing to transport live animals, insects, and reptiles to or from school, arrange for them to be transported other than on the bus.
    4. Refrain from transporting hazardous or destructive objects of any kind, such as firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, skateboards or baseball bats.
    5. Respect the rights and property of others on the bus and at the bus stop.
    6. Avoid all fighting and rough play while at the bus stop, on the bus, or when getting on or off the bus.
    7. Always enter and leave the bus through the entrance door, except in emergencies.
    8. Remain seated, facing forward, with feet, legs and other objects clear of aisle while the bus is in motion.
    9. Keep all parts of the body inside the bus.
    10. Keep all windows closed unless otherwise instructed by the bus operator.
    11. Remain quiet at railroad crossings.
    12. Not use profane language, obscene gestures, or create excessive or unnecessary noise.
    13. Not damage or deface any part of the bus, tamper with the radio, controls, emergency exits or other equipment, shoot or throw any objects inside/outside or at the bus, or in any way endanger the safety of others.
    14. Help keep the bus safe and free from litter by not eating, drinking or smoking on the bus.
    15. Be courteous and respectful to the bus operator, other students and passersby.

16. Obey the request of the bus operator; give proper identification when requested.
17. When leaving the bus at other than the student's appropriate bus stop, give the bus operator a written request signed by the parent/guardian and approved by the site administrator and/or his/her designee.
18. When necessary to cross the street, always cross in front of the bus.

Students who want to ride the school bus home with another student need to have written permission from their parent and the parent of the other student. The note should be brought to the Student Services office. Office staff will verify with both parents the authenticity of the note and forward it to an administrator for approval. Administration will give the student a note to deliver to the bus driver.

## II. Discipline Process

- A. The Principal or designee is responsible for notifying the parent of all violations. The normal progression for penalties for violations of the rules and regulations on the bus are:

<b>First Violation:</b>	Warning by the administration/notification of parent.
<b>Second Violation:</b>	1-day suspension from riding bus/notification of parent.
<b>Third Violation:</b>	5-day suspension from riding bus/notification of parent.
<b>Fourth Violation:</b>	10-day suspension from riding bus/notification of parent.
<b>Fifth Violation:</b>	Permanent suspension from riding bus for the remainder of the school year/notification of parent.

In cases of severe misconduct, students may be assigned penalties more severe than provided for the normal process. All other school district rules and regulations, together with their penalties, shall apply to conduct on buses and shall be administered by the Principal or other appropriate school authorities.

## CALENDAR HIGHLIGHTS AND INFORMATION

Please check the district and school websites for school-year calendars and highlights. ([www.EGUSD.net](http://www.EGUSD.net))

## CAMPUS COURTESY

Students are asked to show respect for their peers by:

1. Keeping corridors open to traffic by walking to the right and not blocking hallways by standing in groups.
2. Passing through corridors quietly to be considerate of others in the hallways and classrooms.
3. Discarding trash in the containers provided to keep the school clean.
4. Acknowledging that a quiet, calm atmosphere is essential to learning and that nothing contributes more to this atmosphere as does being quiet which includes the following: using quiet voices, gently handling books and desks, and being silent near classrooms.

## CELLULAR PHONES, PAGERS, AND OTHER ELECTRONIC DEVICES

Per EGUSD Board of Education policy, students are permitted to use cell phones and pagers before entering and after leaving school only. **Students will not be allowed to use cell phones and pagers while on campus for calls, paging, text messaging, Internet use, calculator use, games, or transmission of photo or video images. This includes breaks, passing or lunch periods.** Students who need to call home can do so in Student Services. Cell phones and pagers should not be visible or audible at any time during the school day. **Katherine L. Albiani Middle School is not responsible for any lost, damaged, or stolen phones or other electronic devices.**

CD players, I-Pods, cameras, video cameras, radios, MP3 players, electronic toys, laser pointers or any other electronic devices or games are not permitted at school. Not only do they disrupt classes, they are often stolen or lost.

## CONSEQUENCES:

Students violating the above conditions will have the item confiscated. Parents will be notified. The device will be secured in the administrative office for parent/guardian pickup only. Repeated violations will result in Night School as well as confiscation of the device.

## CLOSED CAMPUS POLICY

The Elk Grove Unified School District has a "CLOSED CAMPUS" policy at Katherine L. Albiani Middle School. Students are expected to stay on campus once they arrive unless they have legal permission to leave. Permission to leave is obtained through the Student Services office. Teachers may not excuse students to leave campus for any reason. Students reported on another campus during the regular school day will be subject to disciplinary action.

## FOOD AND NUTRITION SERVICES

The school cafeteria is maintained as a vital part of the health program of the school. Students are asked to show respect for cafeteria staff and fellow students by:

1. Depositing all litter in wastebaskets.
2. Leaving the table and floor in a clean condition for others.
3. Respecting that all classrooms and hallways are off limits during lunch, except for students under the supervision of a teacher.
4. Not sitting on tables in the multi-purpose room and outdoor areas.
5. "Food fights" will result in a home suspension.

\*Failure to do the above may result in disciplinary action.

## GRAFFITI

Graffiti, tagging, destroying or otherwise marking on school or private property is strictly prohibited. Violators are subject to administrative disciplinary action that may include a recommendation for expulsion, as well as possible criminal charges. Parent(s)/guardian(s) and the student will be charged for any costs related to the repair and/or clean up of any damage caused by their child.

## **GUEST TEACHER POLICY**

Students are expected to welcome Guest Teachers (substitute teachers) with cooperation and respect. Students will represent KAMS with their best behavior towards those who substitute for their regular classroom teacher. Students who are not cooperative and respectful toward Guest Teachers will receive the following consequences from the classroom teacher:

- 1<sup>st</sup> Offense – 2 detentions
- 2<sup>nd</sup> Offense – Night School
- 3<sup>rd</sup> Offense – 1-day home suspension

## **LOST AND FOUND**

Students who find articles of clothing, books, wallets, backpacks, jewelry, personal items, etc. need to take them to the Student Services office or the MP Room. They will be placed in the “Lost and Found” to be reclaimed by their owners. If students have lost any items, please check in the “Lost and Found”. Small items are kept in the Student Services office. Clothing and backpacks are kept on the stage. Students are encouraged not to bring valuable possessions or large sums of money to school. **WE DO NOT ASSUME RESPONSIBILITY FOR LOST, STOLEN, OR MISSING ARTICLES ON CAMPUS: LOCKERS ARE NOT SAFES!**

## **MEDICATION**

**Students are not permitted to bring medication**, (prescription and non-prescription), **to school** without written doctor’s approval on the appropriate form. If your child must take medication at school, a parent must come in and pick up an authorization sheet to be filled out by the doctor before medication can be administered. A parent should bring the medication to the school, in its original container, with the physician’s instructions for administering the medication along with the authorization sheet. The medication and/or a reserve supply should be securely locked in the Health Office at all times. Please contact the Student Services Office staff at Albani Middle School to obtain forms and information regarding this procedure.

## **PLEASANT GROVE/ KATHERINE L. ALBIANI LIBRARY**

Library Hours:

- 7:30 A. M. to 3:20 P.M. on days with a regular school schedule. The library is available to students before school, after school and at lunch except when a class or event is scheduled in the library.
- During late-start Thursdays the library is open to all students from 7:30 to 8:00 A.M. At 8:00 students are given a choice to leave the library or stay for quiet study. If they stay, there is no entering and exiting the library from 8:00 to 8:45 A. M. The library doors are open again at 8:45 A.M. to all students.
- On minimum days, the library will be closed after school.

The library mission:

- To engage students and staff in a lifelong love of reading.
- To provide a library collection that reflects the diversity in our school, community and world.
- To provide print and non-print materials that support school curriculum, state & district standards.
- To provide access to technology and information beyond the school building.
- To teach information literacy and the methods to find, evaluate and use a variety of resources.
- To partner with teachers, school staff and parents to meet the educational needs of all students.
- To enable students to become thoughtful, critical thinkers and responsible citizens in our democratic society.

### **What can you expect from the library?**

Seating is limited: therefore the library is intended for serious students who are seeking a quiet place to study, do research and use the computers for school work. When students need help, they are encouraged to ask a library staff member.

Services we have for students:

- Provide instruction and help in the use of library information, materials and equipment.
- Provide a quiet, attractive, and useful place for study.
- Provide help for assignments and personal information needs.
- Provide fiction and informational books for school work and reading pleasure..
- Provide identification cards for new students and replacement cards for students who lose their card.
- Provide access to online databases and other library information on the library website <http://pghs.schoolloop.com/library>

Resources we have for students:

- In print: books, magazines (current and back issues), and newspapers.
- Audio books and some textbooks on CD.
- Electronic: library materials catalog, research databases, Internet connection with a district filter.
- Computer applications: word processing, database/spreadsheets, presentation software and printing services.
- Copy machine: self-serve copier for students at a fifteen-cent charge per copy.

Procedures and rules:

- Regular library book checkout period is three weeks.
- If you have an overdue book you cannot check out any library materials.
- Back issues of magazines are available at the circulation counter and may be checked out for one week.
- Lost or damaged books are the responsibility of the student who checked the book(s) out.
- ID cards are required for checking out all library books.
- Students are expected to work quietly at tables; if there is too much talking, they may be asked to leave the library.

- Students must present their ID card when signing up for computer use during lunch and before and after school.
- Computers are for school-related work and School Loop access only. Use of personal email only with staff permission and only to access saved work.

What the library staff expects of you:

- Speak quietly and behave in a manner consistent with serious study.
- During class time, have a teacher-issued pass to use the library.
- Refrain from bringing food, candy or drinks into the library.
- Check out all items you take from the library.
- Clean your work area before you leave.
- Respect the materials and equipment in the library, the library staff, and your peers.
- Follow all school and district rules and policies.

### **Textbook Policies**

Students check out textbooks for the whole year or one term, depending on the class use. Please note that students are responsible for keeping their book covered, dry, unmarked and clean and to keep them away from small children and animals in the home. Core novels that are checked out for the whole class to read are considered textbooks as well. Students are responsible for textbooks checked out in their name, and should never leave the books or their backpack unmonitored. Do not ever leave textbooks you checked out in a classroom. Most of the textbooks for the core classes cost \$60 or more to replace. Lost textbooks must be paid for if they are lost at the time they are due. Fees are charged for damaged books, including writing on book, dirt or marks, missing or damaged barcodes, broken, bent or damaged cover, torn pages, spine damage, sticky residue or water damage. If water exposure results in mold, the student must pay to have the book completely replaced due to health concerns.

Students cannot check out textbooks for the next term until payment for a lost or damaged textbook is begun. Payment plans are available; check with the library staff. If payment has been made and the textbook is found within one year of the original payment date, the payment will be refunded by district check.

**Tips for keeping your textbooks in good shape:** Do not leave your books in the classroom, at after school events or sports events. Do not share your textbook with other students. Do not carry any liquid in your backpack. Do not throw or drop your backpack when textbooks are inside. Do not mark in your textbooks (except name one time where indicated). Do not use sticky book covers or tape the cover to the book. **7-Day Rule:** Check the condition of each book you check out carefully. You may be held responsible for any prior damage that is not reported within 7 days of checkout. Report damage to a library staff member. Only a library staff member may make damage notes in a textbook.

### **SCHOOL PROPERTY**

It is everyone's responsibility to help maintain a clean and safe campus. Students are expected to assist the custodial staff in keeping the buildings clean by not throwing papers, sunflower seeds, etc., on the floors and in hallways. Writing or carving on walls, desks and chairs is destructive and is inconsiderate of the many other students who use the facilities. **Students/parents will be charged for all damages or losses that occur to school buildings, books, or equipment.**

### **VISITORS**

Parents/guardians are welcome to visit the school. Appointments are preferred so that parents/guardians may confer with teachers at a mutually convenient time. **A visitor's pass, issued in the Student Services office, is required for all visitors to Katherine L. Albiani Middle School.** Generally, we do not issue any student visitor passes. Any exception to this must have administrative approval.

Students are not to bring unauthorized guests, small children, or animals to school during school hours. All visitors must wear a visitor/volunteer badge at all times while on campus. When requested to do by school or security personnel, visitors and volunteers must show identification.

### **ATTENDANCE**

Academic success and achievement begins with a commitment to being punctual and prepared for the rigors of school. Maintaining this high standard will positively affect a student's progress and grade as well as reinforce a strong work ethic for the future. Irregular attendance will negatively affect class progress and grades. Parents/guardians, please feel free to call and check your student(s) attendance at any time.

#### **I. HOW TO CLEAR ABSENCES**

**A. ABSENCES MUST BE CALLED IN EITHER THE DAY THE STUDENT IS ABSENT OR A NOTE MUST BE SENT WHEN THEY RETURN.** Students who do not clear their absence(s) within three days will be considered truant from school.

**B. PARENTS MAY CALL THE ATTENDANCE OFFICE OR WRITE A NOTE. NOTES ARE TO BE DELIVERED TO THE ATTENDANCE OFFICE BEFORE 7:50 A.M., DURING LUNCH, OR AFTER SCHOOL.** Include in the note: student's name, identification number, dates of absence(s), reason for absence(s), a telephone number where parent/guardian can be reached to verify the note, and parent/guardian signature.

#### **C. EXCESSIVE ABSENCES**

Students with excessive absenteeism will be reported to the School Attendance Review Board (SARB) and may be required to provide verification of illness from a doctor.

II. **CLASSIFICATION OF ABSENCES (Ed. Code 48260, 48261, 48262)**

- A. **EXCUSED:** Illness, doctor or dental appointments, death in the immediate family.
- B. **SCHOOL APPROVED:** Field trips.
- C. **VERIFIED/UNEXCUSED:** Truancy, flat tires, running out of gas, missing the bus, oversleeping, suspensions, and vacations.

III. **EARLY DISMISSALS (LEAVE OF GROUNDS)**

- A. **PARENTS ARE REQUIRED TO SHOW ID AND SIGN STUDENTS OUT WHEN PICKING THEIR CHILD UP EARLY. IN ADDITION, THEY MUST CALL ONE HOUR AHEAD OR WRITE A NOTE ASKING THAT THE STUDENT BE RELEASED FROM SCHOOL EARLY.** The note should include all of the information noted above under I. (B) AND the date and time the student needs to be excused from class and the expected date/time of return. The note must be brought to Student Services before school. If a student is unable to return by the designated time, the parent should follow-up with a call or note. **Students must have parents sign them out before a leave of grounds slip will be issued.**
- B. **STUDENTS WILL BE ISSUED A “LEAVE OF GROUNDS” slip once their parents sign them out.** A pass will be sent to the student’s class telling him/her when to report to Student Services to be picked up. If the leave of grounds is not picked up and the student leaves the school grounds, the student will be recorded as truant.
- C. **RETURNING TO CLASS.** Students must report to the Attendance Office upon return to school. Their leave of grounds will be date/time stamped, and they will return to class.
- D. **EXCESSIVE LEAVE OF GROUNDS absences.** Students with excessive leave of grounds requests will be reported to the School Attendance Review Board (SARB) and may be required to provide verification of illness from doctor.

**CONSEQUENCES FOR TRUANCY:**

Truancy is any “unexcused absence.” A truancy may be an uncleared absence.

<b>1st Truancy</b>	Night School, Parent Notification
<b>2<sup>nd</sup> Truancy</b>	Night School, Parent Notification
<b>3<sup>rd</sup> Truancy</b>	Night School, Attendance Letter #1 mailed (1st step in School Attendance Review Board, SARB, process)
<b>4th &amp; 5th Truancy (Repeat Truant)</b>	Referral to Vice Principal/Student Conference, Night School
<b>6th Truancy (Habitual Truant)</b>	Vice Principal Referral, Night School, Loss of extra-curricular activities, Attendance Letter #2 mailed (SARB)
<b>7th Truancy</b>	Night School, Attendance Letter #3 mailed/SARB hearing scheduled

According to board policy, BP 5113 (a), at the beginning of each academic year, the following parental notification is provided: School authorities may excuse any student from school to obtain confidential a medical services without the consent of the student’s parent/guardian. (Education Code 46010.1)

**TARDY POLICY**

Being tardy to class disrupts the instructional program. Students need to know the importance of not interrupting the other students in class. Students need to know the standards of behavior expected and need to accept the responsibility for their own actions. Teachers are prepared to progressively work with students, parents, and, if necessary, the administrative team for students violating the tardy policy.

The following policy regarding tardiness has been instituted at Katherine L. Albani Middle School.

1. All students are expected to be in their classroom ready to work when the bell rings.
2. Students entering the classroom after the tardy bell, with an appropriate pass signed by a school staff member, will be admitted to class without penalty.
3. The campus supervisors will conduct weekly “tardy sweeps” of the campus after the class bell rings. Students who are out on campus after the bell without an appropriate pass will be issued a detention and returned to class.
4. Student will be given a copy of the Detention/Night School notice when it is assigned. **There are no further reminders about the time and date of the consequence.** Failure to attend detention and/or repeated tardies will result in Night School.

**Students with 4 or more tardies in a quarter will be issued a Night School**

**CONSEQUENCES FOR TARDIES**

1. During the first week of each quarter, students will be warned about tardies. Starting the second week of each quarter, detentions will be issued. Not serving a detention for tardiness will result in a Night School.
2. The 4<sup>th</sup> tardy will result in the assignment of a Night School; future incidents of tardiness will result in a SARB referral and/or a Night School.

## WITHDRAWALS – TRANSFERS

Any student withdrawing or transferring from Katherine L. Albiani Middle School must report to the Student Services Office for a clearance sheet. A parent should accompany withdrawing students or the parent needs to notify the Student Services Office as to the request for withdrawal. The Drop Form must be signed and approved by the Student Services Office, all teachers, and the librarian before returning it to the Student Services Office.

**PAYMENT REMINDER:** Personal checks are not accepted after April 1<sup>st</sup> of the school year. All payments for yearbooks, PE clothes, Spirit-wear, field trips and library books must be paid with **cash** or a **money order**. No exceptions.

**RETURNED CHECK POLICY:** There will be a \$15.00 processing fee for checks returned by the bank for insufficient funds written to Katherine Albiani Middle School. If a student has an outstanding balance at the student store or library, they will not be able to participate in student activities (dance, field trips, 8<sup>th</sup> grade promotion, etc.) until the account is paid in full.

## CHANGE OF ADDRESS

Parents/guardians are to notify the Attendance Office immediately of any change of address, telephone number, or guardianship. Proof of residence, such as a utility bill (SMUD or PG&E), is required on all address changes.

## GUIDELINES FOR EXTENDED ABSENCES DUE TO VACATIONS

The Middle School Division of the Elk Grove Unified School District firmly believes that a strong home and school partnership will help our students achieve in a positive and effective academic environment. To that end, your assistance is critical in ensuring that your child misses as little school as possible. There is great academic value in a student's being present in class, in hearing the lessons and explanations of teachers, and in discussing subjects with other students. While there may be instances when extenuating circumstances require you to pull your student out of school, please make every effort to plan any family vacations during the summer or holiday breaks.

Because family vacations are defined by California Education Code as unexcused absences, teachers may elect to provide make up work for the student, although they are not required to do so. In the event that students have two or more concurrent weeks of unexcused absences, they will be dropped from their school and will need to reenroll upon their return.

**PLEASE NOTE: The EGUSD instructional calendar has changed. The end of the second quarter falls on December 18, 2009. Teachers must turn in all grades on that date before they leave for winter break. Therefore, ALL student work must be turned in on the due date established by the teacher. NO LATE work will be accepted.**

## ILLNESS AT SCHOOL

The Student Services Office staff is available during regular school hours for illness, injury, and validation of P.E. excuses. Students needing to see Student Services Office staff at Albiani must obtain a pass from their teachers. The Health Office is located in the Student Services Office area at Albiani Middle School. All health information should be updated annually. Changes in address, parent home and work phone numbers, and emergency contact names and phone numbers should be reported immediately to the Student Services office so that the school is able to make immediate contact with a parent or guardian if the student is injured or becomes ill.

Thank you for your continued support in ensuring that your student receives the best possible education.

## COUNSELING AND CURRICULUM INFORMATION

### COMPREHENSIVE GUIDANCE PROGRAM

Each of you has been assigned a counselor by last name. This counselor is available to assist you and your parents throughout the school year. They will be visiting classrooms throughout the year to give you information about credits, transcripts, and 6-Year Plans, including college and career exploration. Counselors will also provide information related to conflict management, and provide helpful ideas about having two successful years in middle school.

The KAMS counseling department is committed to providing a comprehensive guidance program aligned with the National Standards for School Counseling Programs. This includes services in the areas of Academic Achievement, Career Development and Personal/Social Development for students, parents, staff and community to support overall student achievement. A few of the focus areas are:

- |                          |                             |  |
|--------------------------|-----------------------------|--|
| *High School Preparation | *Career/College Preparation | *Monitoring Academic Progress                      |
| *Social Skills           | *Organizational Skills      | *Individual Counseling regarding adolescent issues |
| *Conflict Management     | *Anger Management           | *Group Counseling regarding adolescent issues      |
| *Peer Pressure           | *Time Management            |  |

If you would like an appointment to see your counselor for a school or personal concern or for information about programs and credits, you may go to Student Services and ask the office technicians for a "Counselor Request Form." Fill out the form and a counselor will send a pass for you as soon as possible. If your parent/guardian would like to talk with your counselor, they may email or call (916) 686-5210. If the counselor is not available, parents may leave a message. Due to heavy counselor caseloads, please allow up to 48 hours to receive a return phone call. Thank you for your patience!

**CONFLICT MANAGEMENT**

Learning to get along, working well with others, and problem-solving skills are taught to middle school students in order to promote a safe campus environment. We use the conflict management process in order to help students establish appropriate personal boundaries, cope with peer pressure, and develop agreements with others to reduce the negative feelings that arise from differences, conflicts, or misunderstandings. Students can request conflict management help through counselors, or they may be referred by staff members. Through this process, students make agreements that will solve the identified problem. When problems cannot be resolved, students will be referred to an administrator for disciplinary review and/or consequences.

**COURSE SELECTION AND PLANNING**

In the spring quarter, KAMS counselors will be meeting with 7<sup>th</sup> grade students for completion of 8<sup>th</sup> Grade Course Request Forms; PGHS counselors will be meeting with 8th graders to review 9<sup>th</sup> grade registration and Course Request Forms. Middle school promotion and high school enrollment/graduation requirements, as well as college admission and career/post-secondary information will be reviewed throughout the year.

**GRADE POINT AVERAGE (GPA)**

Grade points are awarded for each letter grade earned by class. Grade points are used to determine a student’s GPA. Grade points are issued as follows:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

The only exception to this is Honors Science which receives one additional grade point for an A, B, or C per district protocol.

- A = 5 points
- B = 4 points
- C = 3 points
- D = 1 point
- F = 0 points

Teacher/Office Aides are graded with a pass/fail not letter grades. Teacher/Office Aide does receive credits on report card and transcript but no grade points, meaning that it does not impact their GPA.

**ALBIANI PROMOTION POLICY**

Students earn credits by passing classes with grades of A, B, C, or D. Students earn 2.5 credits for each class passed per quarter/term for a total of 60 credits earned at the end of the school year. Credit deficient students will be notified by their counselor to attend after school programs and/or summer school.

**PROMOTION REQUIREMENTS:**

**Students can earn a total of 120 credits for the two years they attend Katherine L. Albiani Middle School.**

Credits Earned Each Quarter

Grade	Course	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.	Total
7 <sup>th</sup>	English*	2.5	2.5	2.5	2.5	10
	Math*	2.5	2.5	2.5	2.5	10
	Science	2.5	2.5	2.5	2.5	10
	Social Sci.	2.5	2.5	2.5	2.5	10
	PE	2.5	2.5	2.5	2.5	10
	Elective	2.5	2.5	2.5	2.5	10
<b>Qtr.</b>	<b>Total</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	
					<b>7<sup>th</sup> Grade Year Total</b>	<b>60</b>
Grade	Course	1 <sup>st</sup> Qtr.	2 <sup>nd</sup> Qtr.	3 <sup>rd</sup> Qtr.	4 <sup>th</sup> Qtr.	Total
8 <sup>th</sup>	English*	2.5	2.5	2.5	2.5	10
	Math*	2.5	2.5	2.5	2.5	10
	Science	2.5	2.5	2.5	2.5	10
	Social Sci.	2.5	2.5	2.5	2.5	10
	PE	2.5	2.5	2.5	2.5	10
	Elective	2.5	2.5	2.5	2.5	10
<b>Qtr.</b>	<b>Total</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	
					<b>8<sup>th</sup> Grade Year Total</b>	<b>60</b>
					<b>7<sup>th</sup> &amp; 8<sup>th</sup> Grade Total</b>	<b>120</b>

\*Students will be scheduled to earn 15 credits each quarter. The above table of classes is ONLY a sample schedule and may vary based on student need.

IN YEARS PAST, CREDIT DEFICIENT STUDENTS HAVE HAD THE OPPORTUNITY TO ATTEND AFTER SCHOOL OR SUMMER SCHOOL CLASSES TO EARN EXTRA CREDITS. DUE TO RECENT BUDGET DECREASES TO EDUCATION, **AFTER**

**SCHOOL CLASSES WILL NOT BE OFFERED DURING THE 2009-2010 SCHOOL YEAR. FURTHER, THERE WILL BE NO SUMMER SCHOOL CLASSES IN 2010.**

**PROMOTION CRITERIA: 7<sup>TH</sup> GRADE**

- Seventh-grade students who earn a minimum of **40 credits (or more)** will **promote to the 8<sup>th</sup>** grade in May.
- **Students who do not accumulate 40 credits will be reviewed by the Retention Committee for determination of academic placement for the next school year. Except in the most extenuating circumstances (i.e., long term illness documented by a doctor), students with less than 40 credits will be retained.**

**PROMOTION CRITERIA: 8<sup>TH</sup> GRADE**

- Eighth-grade students who earn a minimum of **100 credits** in May (total 7<sup>th</sup> and 8<sup>th</sup> grade) will promote to the 9<sup>th</sup> grade. These same students **can participate in the May Promotion Ceremony**  
**IF:**
  - They have no more than one academic “F” during the 4<sup>th</sup> grading quarter.
  - They have no more than one citizenship “U” during the 4<sup>th</sup> grading quarter.
  - They have no more than one incident resulting in home suspension during the 4<sup>th</sup> grading quarter and NO suspensions during the last week of school.
  - They have no home suspensions for discipline problems while away on a field trip supervised by Albiani staff members
  - They have no outstanding library fines including lost or unreturned books from any school in the Elk Grove School District.
- Eighth-grade students who earn **90 - 100 credits** (total 7<sup>th</sup> and 8<sup>th</sup> grade) will promote to the 9<sup>th</sup> grade **BUT WILL NOT participate in the promotion ceremony.**
- **Students who do not accumulate 90 credits will be reviewed by the Retention Committee for determination of academic placement for the next school year. Except in the most extenuating circumstances (i.e., long term illness documented by a doctor), students with less than 90 credits will be retained.**

**ACADEMIC SUPPORT**

**ACADEMIC CODE OF CONDUCT**

The staff at Katherine L. Albiani Middle School expects the highest standards of honesty, integrity and responsibility from all students. To protect everyone’s right to a fair and meaningful education, the school has adopted an Academic Code of Conduct.

- A student who exhibits any behavior, which in the judgment of the teacher/administration indicates dishonesty while taking an examination or quiz, will receive a zero for the exam/test, assignment to detention, Night School, and/or home suspension. The exam/test may not be made up.
- A student who copies an assignment from another student will receive a zero for that assignment, assignment to detention, Night School, and/ or home suspension. The student who allows an assignment to be copied shall also receive the same consequence. The assignment may not be made up.
- A student who, for the purpose of cheating on an examination, enters a classroom carrying evidence of premeditation –such as aids or unauthorized notes—will receive a zero for that exam, assignment to detention, Night School, and/or home suspension. The exam may not be made up.
- A student who is apprehended for taking, without permission, another student’s written assignment or project for personal use or academic credit will receive a zero for that assignment, assignment to detention, Night School, and/or home suspension, and will be further disciplined under provisions for theft in the student discipline policy. The assignment may not be made up.
- A student who displays unethical behavior and/or is involved in any other activity for the purpose of cheating, altering, or falsifying records, removing or copying of any materials (student, teacher, or other), will be disciplined as follows:
  - a. A student enrolled in the course in which the infraction occurred will receive a grade of “F” or zero for the assignment/ examination for which the infraction takes place.
  - b. A student NOT enrolled in a course, however, who is involved in such an infraction, will be disciplined in accordance with the student discipline policy.

**PLAGIARISM:**

**A student who plagiarizes any print or online material will receive a zero for that assignment, Night School, and/or home suspension.** This includes passages with minor changes, cutting and pasting information from several sources to make up your paper, using the words or ideas you found in another source without giving credit to the source, not giving the correct information about the source, and/or copying such a large amount of ideas or words from sources that it makes up the majority of your work. **The assignment may not be made up.**

**INSTRUCTIONAL MATERIALS**

Elk Grove Unified School District engages in a careful review process for all of our instructional materials, textbooks, and novels. Our review process is important because we want to ensure that your children have the best possible instructional tools.

Your child’s teacher should share information about classroom textbooks and pieces of literature with you. They should let you know in particular about any sensitive or potentially objectionable portions of the materials. This will allow you ample time to review the materials prior to their use.

If you are concerned or have questions about the books, please call your child's teacher, Principal, or the Curriculum/Professional Learning Department at the Education Center. We would like to have the opportunity to discuss these concerns with you. If, after this discussion, your concerns have not been relieved, you have the right to request an alternative assignment or book. If you have any further questions, please don't hesitate to call Curriculum/Professional Learning at 686-7757.

**COURSE SYLLABUS, CLASS STANDARDS AND GRADING POLICY**

During the first week of the quarter, all students will receive a class expectations sheet/course syllabus in each class. Class standards, homework expectations, grading policy, course requirements and instructional sequence or outline will be reviewed. All courses will have homework expectations.

Grades are earned on an ABCDF scale. Grades are based on a combination of Classwork, homework, and examinations. Questions or disputes regarding grades should be directed to the classroom teacher or counselor. If talking to the teacher does not resolve your concern, please contact administration.

**GRADE REPORTING**

There will be four grading periods per term: Two Progress Reports (C, D and F grades only), one Quarter Grade, and one Term Grade (Transcript Grades). Parents should receive grade report cards within 5 - 7 business days after the mailing date indicated:

**GRADE REPORTING SCHEDULE  
2009-2010**

**TERM 1: 8/17/09 – 12/18/09**

**Distribution**

<b>Progress Report</b>	THUR. SEP 17 (GIVEN TO STUDENT)
<b>Quarter Report</b>	THUR. OCT 15 (MAILED HOME)
<b>Progress Report</b>	THUR. NOV19 (GIVEN TO STUDENT)
<b>Report Card</b>	TUES. DEC 22 (MAILED HOME)

**TERM 2: 12/21/09 – 6/03/10**

<b>Progress Report</b>	FRI. FEB 12 (GIVEN TO STUDENT)
<b>Quarter Report</b>	THUR. MAR18 (MAILED HOME)
<b>Progress Report</b>	THUR. APR 22 (GIVEN TO STUDENT)
<b>Report Card</b>	THUR. JUNE 4 (MAILED HOME)

**ACADEMIC ACCELERATION**

Albani Middle School students who accept the challenge of enrolling in a high school level course may petition for high school credit at the completion of the course.

Albani students must meet the following work performance expectations as follows:

- **TRAVEL TO HIGH SCHOOL:** Will walk directly to/from Pleasant Grove High classroom.
- **ATTENDANCE:** Students need to attend class 95% (85/90 days per term).
- **PUNCTUALITY:** Parent notes do NOT excuse 1<sup>st</sup> period tardies.
- **HOMEWORK:**
  - (1) Complete homework when assigned.
  - (2) Do not expect make-up/extended deadlines, or extra credit.
  - (3) Homework is daily and may be assigned on the weekend.
  - (4) Take responsibility to identify homework when absent.
- **PROJECTS:** Completed and turned in on-time.
- **BEHAVIOR:** No home suspensions. No "U" in citizenship and no classroom disruptions.
- **OVERALL GRADE:** "C" or better.

Albani Middle School students may be reassigned to middle school level course(s) in the event that the middle school student does not meet any of the above work performance expectations. A decision to move a student to another class and the date of that move will be made by an Administrator with teacher recommendation. Parents will be notified.

**POLICY AND PROCEDURE FOR CHALLENGING COURSES**

a. **Policy - Board Policy 6155, adopted: October 29, 1984**

**Challenging Courses by Examination**

The school board recognizes the occasional need to allow students to take examinations that assist in the proper placement of students in the courses of study normally part of the high school curriculum. Students may receive credit by demonstrating competency through examinations and/or performance.

**b. Procedure**

**WHY:** The Elk Grove Unified School District makes high school challenge tests available in order to help students make the best use of their time in high school.

Some students enter the district with background in specific areas, but their transcripts do not clearly show this. Other students may be so knowledgeable in a required subject that they wish to pass the course by examination and take a more advanced course instead. Still others may wish to pass the test in order to take an elective in another area.

**HOW:** There are some limitations:

1. Students may challenge an academic course that is the next course in a required sequence.
2. Students may challenge a specific course only once.
3. Students may not use a challenge test to make up a course they have failed.
4. Students may not challenge physical education or driver education courses.
5. Only grades of "A" or "B" on challenge tests count in the grade point average and fulfill graduation requirements.
6. If students do pass a challenge test with an over-all grade of "A" or "B", the grade is entered on their transcripts.

**WHAT:**

1. All challenge tests include objective and essay sections based on course objectives or on supplementary reading. If appropriate, tests may also include an oral interview, a practical demonstration, or an experiment. Students must pass the objective section before going on to other sections of the test.
2. Overall test grades are determined by averaging together scores on all parts of the test. To score well, students must demonstrate that they have in-depth understanding of the subject. Consequently, the minimum passing score for a challenge exam is the median score earned on this test by students who passed the regular course with a B.
3. Challenge tests are administered at a central location in the district. All challenge exams are prepared and graded by a district-wide committee under the direction of the Curriculum Specialist. This ensures a district-wide standard for all challenge tests.

**HOMEWORK REQUESTS**

The following is the procedure for homework requests for students:

1. Students who are absent one or two days will receive their homework upon their return to school, or they may contact their teachers using School Loop.
2. Students who are absent for three or more days should contact their teachers using School Loop mail to request homework. If families do not have access to School Loop, a message for the teacher may be left at the Student Services Office.
3. Homework will be ready for pick up as arranged by the teacher after school until 3:30 in the Student Services Office.
4. **Students will have one day to complete homework for each day of absence.**
5. Homework for unexcused absences, (i.e. vacation) is at the discretion of the teacher, (See page 11 Extended Absence).

**NOTE:** We have an on-line calendar available for students and parents. This calendar will include homework assignments for all classes. This on-line calendar can be accessed at [www.ams.schoolloop.com](http://www.ams.schoolloop.com).

**SUCCESS STRATEGIES FOR HOMEWORK**

There is no such thing as, "I don't have any homework!" Students should spend approximately 2-2 ½ hours on homework on school nights. Organizing backpacks and binders should be an integral part of homework time every night. Each subject, including nightly reading and studying for tests, should be completed during nightly homework sessions.

**TUTORING**

The primary responsibility for academic success lies with the student; however, Katherine L. Albiani Middle School does offer tutoring programs for students who need extra help. Students are encouraged to talk to their subject area teachers as soon as they feel they need assistance in understanding course work, studying for tests, and in completing assignments. Students may also see their counselor for additional strategies and support. These individuals can help them to access available tutoring opportunities.

**EXTRA CURRICULAR AND CO-CURRICULAR ACTIVITIES**

**IDENTIFICATION CARDS (ID)**

Albiani Middle School will issue an ID card to each student at the beginning of the year which must be carried at all times. ID cards are required to check out textbooks and library materials, purchase event tickets, and for admittance to all school dances and other school

events. Staff members may ask you to show your ID card at any time. If you lose your ID card replacements may be purchased in the Library for \$5.00.

**ASSOCIATED STUDENT BODY (ASB)**

Albani Middle School students can purchase an ASB sticker for \$12. The ASB sticker will give reduced admission prices for class events, school dances, band, choir, dance, and drama performances. If a student loses his/her I.D. card with the Student Body sticker on it, the cost to replace the sticker is \$5.

ACTIVITY	LEVEL	WITH ASB STICKER	W/O ASB STICKER
Home Basketball & Volleyball	Albani MS	\$0	\$1.00
Albani Regular Dances	Albani MS	Approx. \$3.00	Approx. \$5.00
Band, Choir, Dance, & Drama Productions	Albani MS	Approx. \$3.00	Approx. \$5.00

**PLAY-OFF EXCEPTIONS:** During play-offs, students will not be able to use their ASB cards. Students will have to pay full admission to play-off games.

**ASSEMBLIES**

Assemblies are a part of the school program. They help promote school spirit, develop leadership and talent, and give the student body good entertainment with educational value. Student conduct is of the greatest importance in assemblies and rallies. The success of these activities depends, to a great extent, upon the manner in which students support the programs and the students and/or guests with them.

**Students will be expected to support the performers, to always respond in a positive manner and support and encourage the other students in the audience.** Students are expected to enter the room quietly, single file and sit in designated areas with their teacher

**Rules of Conduct:**

1. Courtesy and respect will be shown at all times to anyone appearing before the student body.
2. Enter the building quietly with their teacher.
3. No talking once the program has begun.
4. Students are to remain seated until dismissed by the teacher or administrator.
5. Inappropriate behavior during an assembly will result in immediate removal, disciplinary consequences and the loss of participation in future assemblies.

**CLUBS**

The club program is designed to make available as many different interests and activities as possible to meet the need of the student body. All clubs meet at times convenient to their members. With the help of an advisor, the plans, the activities, and the functions of each club are decided upon and carried out by the members and their elected officers. The success of each activity depends upon the loyalty and work of the club’s members and capabilities of its officers. A club is only as good as its members make it.

Clubs and organizations are approved and chartered by Student Council. Only chartered organizations with a faculty advisor are eligible for activity sponsorships, fundraisers, fund requests or official school sanction. The club ‘sign up’ process will take place during the lunch times of the second week of school.

**DANCE POLICY AND PERMISSION FORM**

The dance permission form and a list of requirements and expectations will be included in your first day packet. Attendance at school dances requires that both the student and the student’s parent or legal guardian sign the dance permission form and return the completed form to your third period teacher. KAMS dances will be held from 3:15 pm – 5:15 pm (excluding the 8<sup>th</sup> grade promotion dance which is 5:00 pm – 7:00 pm).

**Extra-Curricular and Co-Curricular Activities Eligibility (Excluding assemblies and rallies during the school day)**

All students who wish to participate in extra-curricular, co-curricular and athletics activities must:

1. Have earned a 2.0 grade average with no U’s or F’s in their overall district 7-12 program for the grading period prior to their participation and for each succeeding grading period during participation.
2. Meet standards of satisfactory citizenship. (No U’s)
3. Have a satisfactory attendance record as defined by Board Policy.

In addition to the eligibility rules listed above, the Associated Student Body president shall maintain at least a 3.0 grade point average. For the purpose of clarification, the following terms will be used to determine academic eligibility:

1. Grades of Progress: (Progress Reports) Data processor generated grades assigned to a student, but not officially recorded on a transcript.
2. Grades of Record: (Final Report Cards) Data processor generated grades assigned to a student and officially recorded on the student’s transcript at the end of the term/semester.

**Eligibility**

All students who wish to participate in athletic, co-curricular and/or extra-curricular activities must have earned a minimum 2.0 GPA with no U’s or F’s based on grades of record for the grading period immediately prior to their participation. Credits earned will be a factor in computing GPA’s.

### Continuing Eligibility

Any student who wishes to continue participating in athletic, extra-curricular and/or co-curricular activities remains eligible if:

1. On any grade of record the student has maintained a minimum 2.0 grade point average with no U's or F's.
2. If the student has a grade of "F" or "U" on the mid-quarter grade of progress or term grade of record, the student is ineligible beginning the Monday after grades are published. They will remain ineligible until the next mid-quarter progress grade or the term grade of record.

**PLEASE NOTE:**

**Students on the No-Activities List will not be allowed to participate in extra-curricular and co-curricular activities!**

### NO-ACTIVITIES LIST

A "No-Activities List" is kept at Katherine L. Albani Middle School to reinforce our expectations that all students behave responsibly. To participate in school-sponsored activities at Albani, a student must:

- Maintain a 2.0 GPA (semester and/or progress report with no "F" grades).
- Maintain satisfactory citizenship (no "U" grades).
- Meet behavior eligibility criteria (no un-served detentions, Night Schools or Home Suspensions during the week of the activity).
- Not have an overdue library book, lost textbook, or any unpaid fees.

**A student may not participate in any school activities, including sports activities, when placed on the No-Activities List.**

If student does not meet the academic or citizenship criteria for participation in school-sponsored activities, his/her name will be placed on the No-Activities List during that quarter and will remain on the list until the conclusion of the quarter and the improvement of his/her academics and/or citizenship.

If a student's behavior warrants disciplinary consequences such as a Night School or home suspension, his/her name will be placed on the No- Activities List during the quarter that the infraction occurs and will remain on the list until the consequence has been served. Students cannot have any unserved detentions, Night School, or home suspensions during the week of the activity.

Students who owe fines or materials to the library are placed on the No- Activities List. Library fines must be paid to clear a student from the list.

### ALBIANI STUDENT RECOGNITION

#### RENAISSANCE

A nationally recognized incentive program for students is an active part of campus life. Each quarter 7<sup>th</sup> and 8<sup>th</sup> grade students are given rewards, luncheons, ice cream socials, food coupons, store discounts, special assemblies and t-shirts for the following criteria:

<u>Gold</u>	<u>Red</u>	<u>White</u>	<u>Blue</u>
4.0+ GPA	3.5+ GPA	3.0+ GPA	0.5+ GPA Improvement

Other assemblies, breakfast and trips will also be offered. **Eligible students will receive a personal invitation to participate.**

#### 8<sup>th</sup> GRADE AWARDS CEREMONY

An 8<sup>th</sup> grade awards ceremony is held during the evening to recognize the academic accomplishments of our 8<sup>th</sup> grade promoting students. Each department selects students who have performed at an exemplary level both socially and academically. The following awards are presented:

- Department Awards
- Perfect Attendance for both 7<sup>th</sup> and 8<sup>th</sup> grades
- Presidential Awards
- 3.5 cumulative GPA and above 7<sup>th</sup> grade through 3<sup>rd</sup> quarter 8<sup>th</sup> grade, and proficient/advanced CST scores in English and/or math both year
- 4.0 cumulative GPA through 3<sup>rd</sup> quarter 8<sup>th</sup> grade
- Making a Difference Award
- Perseverance Award
- Leadership Student of the Year
- Community Service Awards

#### ALBIANI ALL-STAR AWARD

The Albani "All-Star" is the highest and most prestigious award students can earn while at Katherine L. Albani Middle School. Hours of service begin from the first day of school of the 7<sup>th</sup> grade year continuing through 8<sup>th</sup> grade. In order to earn an Albani "All-Star" students must:

- have exhibited excellent citizenship both inside and outside of school
- maintain a 2.5 GPA with no F's or U's
- not be on any "No Activity List"

If you are interested in working toward earning your Albani "All-Star" these are the steps to follow:

1. Gain prior approval from your guardians and your current classroom teachers.
2. Acquire a Katherine Albiani teacher sponsor.
3. Attend a minimum of three Albiani "All-Star" meetings prior to your award assembly.
4. Complete a petition for each of the seven areas on which you have spent the required time. Petitions should be turned in during meetings, only three petitions accepted at a time.
5. After all seven petitions have been reviewed and approved; you will be added to the list of possible candidates for the Albiani "All-Star" upcoming assemble. You will then be required to write an essay and obtain letters of recommendation from your current teachers.

Description of areas for star awards:

AREA 1: School Service

- A. Helping teachers at Albiani outside of class time
- B. General school service (performed outside of regular class time)
- C. Helping at another school in the Elk Grove Unified School District

AREA 2: Scholastic Achievement

- A. Honor Roll for one semester (a 3.0 "B" average)
- B. Straight A's in an academic class for the entire year
- C. Renaissance Card (Gold, Red, White)

AREA 3: Class Achievement

- A. Special Department Award – Presidential Physical Fitness Awards, departmental awards
- B. A certificate received in a district level competition: Science Fairs, etc.
- C. Class Awards: Improvement Award, Student of the Semester, Student of the Month

AREA 4: Leadership

- A. Student Government Officer, Peer Leader, Conflict Manager, WEB Leader
- B. School club officer

AREA 5: ARTS

- A. Music, band, chorus, private music lessons, art or photography classes
- B. Drama (i.e., Elk Grove Theater, Sacramento Theater)
- C. Dance
- D. Oral Language Fair Performance
- E. Exhibiting projects/crafts at the Western Festival, State Fair, County Fair, etc.
- F. Sign Language Classes
- G. Community club or organization officer

AREA 6: Club Participation

- A. Active member of a club (i.e., Club Live, MESA, Scouts, any of the clubs on campus) – must represent 16 hours of active participation
- B. Competing school group (i.e., Academic Olympics)

AREA 7: Athletics

- A. Active participation in any sport that represents at least 16 hours of involvement (includes Cheerleading, Dance, Karate, etc.)

AREA 8: Community Service/Personal Achievement

- A. Non-profit organizations: Scouts, Campfire, Heart Association, March of Dimes, etc.
- B. 4-H Club Work: community service component.
- C. Life support certificates: Life Saving, CPR, First Aid. Babysitting that performs a service: nursery help, etc.
- D. Athletic Managers
- E. Religious Training Classes

You may NOT double any area. **YOU MUST EARN YOUR STARS IN SEVEN OUT OF THE EIGHT AREAS.** Each petition must reflect 16 or more hours of service completed.

**COMMUNITY SERVICE AWARDS**

Students who participate in a large number of community service hours have an opportunity to earn special awards. The completion of 25 hours or more earns students a Governor's Community Service Award and the completion of 50 or more hours can earn a President's Service Award. The volunteer hours can be from June 2009 to March 2010. The types of community service accepted are limited to those activities that serve the wellbeing of the larger community or helping those in with serious needs, so be sure to check the official form posted on the webpage or contact Mrs. Rosenblum in the library with questions.

**STUDENT LEADERSHIP**

Incoming 7<sup>th</sup> graders will be offered Student Leadership as an elective course for the last half of the school year; applications will be available to those who are interested mid-year. 8<sup>th</sup> graders have already completed an application, had teacher recommendations, and went through an interview process. Participation in Student Leadership is limited to only those students who went through the process and were selected. Students must maintain a 2.0 GPA with no "F's" or "U's" in citizenship. Students must not get any suspensions, referrals or Night School. Your enrollment in the school Leadership class means you are willing to devote time and energy to the student activities and

student/staff recognition programs of KAMS. More than simply giving of your time and talents, you are here to learn skills that will allow you to become a more efficient organizer and leader.

### **ASSOCIATED STUDENT BODY (ASB) OFFICERS - ELECTED AND APPOINTED**

The following requirements are for the Elected and Appointed Associated Student Body (ASB) Officers of Albiani Middle School:

1. Fulfill the following service hours:
  - 6 hours school service per semester (committee, decorations, etc.)
  - 6 hours ASB officer meetings per semester
2. Commit to the Katherine L. Albiani Leadership Code of Ethics and Dress Code.
3. Attend Student Orientation Program in the summer.

### **STUDENT STORE**

The Student Store at Albiani is open during lunch. The store has a variety of food and school supplies for the students and clothing and spirit items for students, staff, parents, and the community. The profits from the store go into the school's Associated Student Body accounts and are used to support the clubs and Associated Student Body activities. The money goes directly back to the student body. Student Store Managers are available by phone either before or after lunchtime and are only on campus part-time. Signing ups and paying for field trips will take place in the student store as well.

**PAYMENT REMINDER:** Personal checks are not accepted after April 1<sup>st</sup> of the school year. All payments for yearbooks, PE clothes, Spirit-wear, field trips and library books must be paid with **cash** or a **money order**. No exceptions.

**RETURNED CHECK POLICY:** There will be a \$15.00 processing fee for checks returned by the bank for insufficient funds written to Katherine Albiani Middle School. If a student has an outstanding balance at the student store or library, they will not be able to participate in student activities (dance, field trips, 8<sup>th</sup> grade promotion, etc.) until the account is paid in full.

### **DRESS CODE/GROOMING GUIDELINES**

Parents or guardians have the primary responsibility for appropriate standards of dress and grooming. Additionally, the Elk Grove Unified School District has the responsibility to establish and maintain appropriate standards of dress and grooming that support a positive, appropriate, and safe learning and teaching environment.

The purpose of a dress and grooming code is to facilitate education, not to inhibit any person's taste in attire or appearance. Students should be clean and neatly dressed in a manner that will be decent, not hazardous to the health and safety of the students, and not disruptive or distracting from the educational program of the school.

In addition, no articles of clothing or school materials, including hats, backpacks, book covers, and binders, may have pictures, printing, or writing that is gang affiliated, crude, vulgar, profane, sexually suggestive, racially, ethnically, or religiously intolerant, that promotes violence, the use of drugs and/or alcohol, or which in the opinion of the Katherine L. Albiani Middle School administration, is disruptive to the learning environment.

The school reserves the right to determine and enforce this dress code and to determine what constitutes a violation. Clothing shall sufficiently conceal undergarments at all times. Appropriate footwear must be worn at all times. Specifically, the students at Katherine L. Albiani Middle School are expected to abide by the following dress code:

1. **TOPS, SHIRTS, BLOUSES:**
  - No exposed midriff. The midriff should remain covered when arms are raised above the head.
  - **No spaghetti straps or tank tops.**
  - No tube tops, halters, bare shoulders, one-shoulder tops, see-through or fish net fabrics, or "cleavage" exposed.
2. **PANTS, SHORTS, SKIRTS:**
  - Skirt and short length need to be mid thigh when seated. NO short shorts.
  - Waistbands must not be below the hip bone. NO sagging.
  - No pajamas.
  - No ripped clothing or cut-offs.
3. **HEADWEAR**
  - Caps and visors must be worn bib forward while on campus to offer the maximum protection from the sun.
  - Baseball caps and visors must be free from writing and/or images that may disrupt the school environment.
  - No grooming items may be worn in the hair. This includes hair rollers, shower caps, picks, combs, 'do rags', bandanas, and skull caps.
  - Students are prohibited from wearing hats, hoods, or 'beanies' indoors. Students may wear head coverings required in observance of their religion and/or for medical reasons approved by administration.
4. **FOOTWEAR**
  - No flip flops/thongs, spiked heels, steel toe shoes, house slippers/mesh slip on slippers or "wheelies". Sandals with a strap that goes behind the heel are okay.
5. **SPIRIT WEAR**
  - Dress code must be followed.

- Approved school spirit uniforms are exempt from dress code violations.

**6. SUNGLASSES**

- Must be removed outdoors upon request
- Must be removed while indoors at all times

**7. JEWELRY AND ACCESSORIES**

- Apparel and jewelry, accessories, body markings, backpacks and binders must be free of writing, pictures, stickers or any insignia which promote violence or **disruptive behavior**, appear to be crude, vulgar, profane, sexually suggestive, or which advocate racial, ethnic, or religious prejudice, or use of drugs or alcohol, or gangs.
- No jewelry/accessories that can be considered/used as a weapon.

**8. School staff may impose specific dress requirements to accommodate the special needs of certain sports and/or classes.**

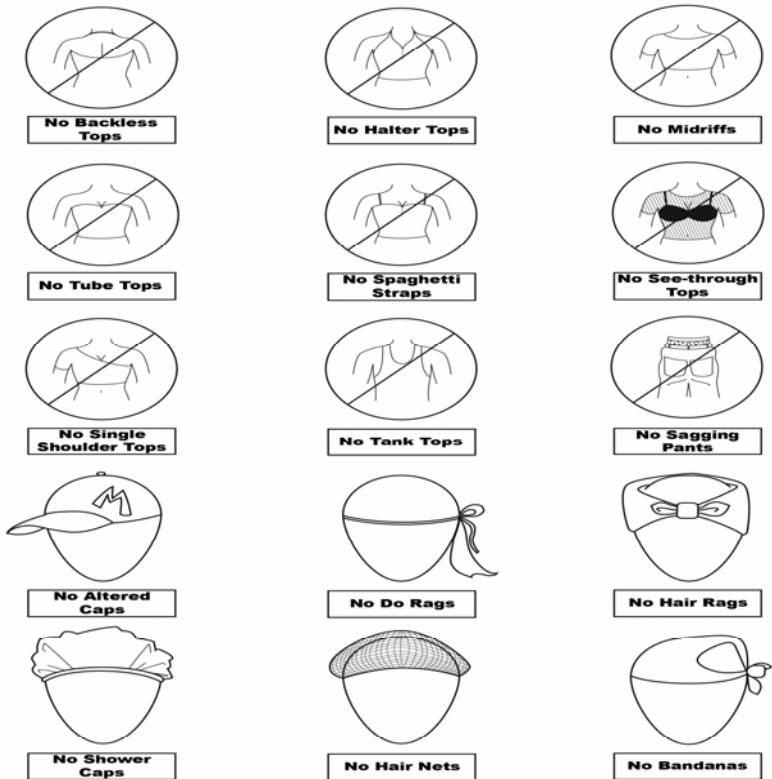
**Consequences:**

1. Student has the opportunity to put on a different top (coat or shirt), or call home for a change of clothes, (warning).
2. Student will be issued a detention and sent to the office for loaner clothes or a call home for a change of clothes/shoes.
3. Student will be issued a Night School and sent to the office for loaner clothes or a call home for a change of clothes/shoes.
4. Student will be issued one day Home Suspension.

**NOTE:**

It is important to recognize that the dress code changes as new information is gathered as to specific meanings or if disruption on campus occurs because of a specific symbol, color combination, logo, etc. Parents and students will be made aware of these changes as they occur; compliance with them is essential. The school reserves the right to determine and enforce this dress code and to establish what constitutes a violation.

**DRESS CODE PROHIBITED CLOTHING ILLUSTRATIONS**



**DISCIPLINE**

Good citizenship and respectful behavior is expected of all students at Katherine L. Albani Middle School. KAMS recognizes that the best discipline is self-imposed and requires that students take responsibility for their actions. When issues of behavior do arise, however, the staff at Katherine L. Albani Middle School encourages cooperation between the home and school concerning students' discipline.

The most important purpose of discipline policies and procedures at Katherine L. Albani Middle School is to create a safe and comfortable teaching and learning environment. Unfortunately, a few students may fail to follow the school's rules of conduct. The following is a list of consequences that may be utilized:

1. Teacher Warning
2. Teacher phone call home

3. Buddy Class (if a student is removed from a buddy class, they will receive 1 day home suspension)
4. Detention/ Campus Beautification
5. No-Activity list, (Loss of all privileges for school-related activities for a period of time.)
6. Night School (NS)
7. Home suspension for one to five days
8. Expulsion from the Elk Grove Unified School District

Parents will be notified by phone and/or in writing of all cases whenever the student is removed from the classroom for disciplinary problems. Parents are encouraged to contact either their student's teacher or counselor regarding their child's behavior and/or academic status each term.

**Katherine L. Albiani Middle School Essential Rules. . .**

Be Responsible

1. Follow the dress code.
2. Use your inside voices at all times (inside and outside the classroom).
3. Clean up after yourself (especially after eating and before leaving the classroom).
4. Respect yourself, others, and property.
  - ✦ No fighting!
  - ✦ No Profanity!
  - ✦ No Bullying!
  - ✦ Communicate respectfully (words, tone, body language, and gestures).

**Guidelines on Behaviors to Avoid:**

**Guideline #1:**

The following items will not be allowed at school for any reason.

- Toys:** Electronic games of any kind, I-Pods, MP3 players, walkmans, stuffed animals or similar items, audiocassettes or CD players/DVD players.
- Inappropriate Literature:** Slam books, non-school related magazines, audiocassettes, iPODS, and CD's.
- Gum:** No gum of any kind, for any reason, period.
- White-Out:** Students are to keep their personal white-out at home at all times.

**Guideline #2** The following student behavior will not be allowed or tolerated on campus at any time, for any reason:

- Littering on Campus:** Student Store items purchased, not cleaning up after themselves at lunch or breakfast.
- Food Fights:** Due to the escalating incidents of "food fights" during the lunch period, it is necessary to increase the consequences for such behavior. Food being thrown at other students creates a safety concern for everyone, i.e. people are at risk of being hit with food items; people are at risk of slipping and falling on the food which lands on the floor. **Students who participate in food fights will be home suspended.**

**Wearing Hats in Office, Classroom or Multi-Purpose:** Hats may be confiscated.

**Guideline #3**

The following student behavior will not be allowed or tolerated on campus at any time for any reason.

- |  |                               |                |
|--|-------------------------------|----------------|
| *Running, cutting in line, pushing         | *Being in out-of-bounds areas | *Foul Language |
| *Verbal abuse to other students            | *Pencil Fighting              | *Horse playing |
| * Mechanical pencils used to shoot staples |                               | *Harassment    |

**AFTER-SCHOOL DISMISSAL**

1. Students are to line up single file at their bus route line immediately after being released from class.
2. Students walking home must leave school campus immediately if not involved in a school activity; i.e., athletic club, leadership, etc.
3. Students waiting for rides must wait at the pickup/drop off area in front of the school where cars are entering the front parking lot of the campus. Students must go directly to this area. Students waiting for rides must be in this area within five minutes of being released from class.

**Students who violate any of these behavior GUIDELINES and do not adhere to the dismissal procedures will face the following consequences:**

- |   |  |
|---|--|
| <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Violations</b> | Assignment to detention/ campus beautification |
| <b>3<sup>rd</sup> Violation</b>                       | Night School (NS)                              |
| <b>4<sup>th</sup> Violation</b>                       | Home Suspension                                |

**CAMPUS BEAUTIFICATION**

With parental approval, this is an alternative form of discipline for minor infractions and in lieu of detention or other disciplinary action, as determined by an administrator. Students will work with our custodial staff, generally after school, to assist in keeping the school grounds clean. Dates and times are mutually agreed upon with parents and administration.

## **DETENTION**

Detention will be assigned for Thursday mornings before school, or Monday through Friday during lunch time to be served with the teacher. Students **MUST** arrive on time. Late students will not receive credit for detention served. Failure to serve detention will result in Night School. Teachers may choose to issue their own lunch detentions in their rooms.

### **During Detention, students are expected to follow these rules:**

*No talking.	*No Disruption of class; i.e. inappropriate questions.
*Stay on-task.	*No bathroom breaks.
*Take out work and/or reading materials.	*One warning for violation of rules (possible seat change).
*Keep head up and sit forward.	*Night School for not completing detention.

**NOTE: Students may not participate in any extra-curricular activities while assigned to detention or on campus suspension.**

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection are not appropriate to a school setting and are therefore not allowed. Inappropriate displays of affection shall be defined as kissing, petting, prolonged hugging, and/or hugging in a suggestive manner with body touching, rubbing etc. Students violating the display of affection policy may be issued one warning or detention with parent notification. Repeat violations may result in Night School.

## **PREVENTING SUSPENSION AND EXPULSION**

As stated previously in this handbook, Katherine L. Albiani Middle School will not tolerate any student causing physical injury to another person, bringing a weapon to school, or selling drugs. Any of these actions will result in the student being expelled from the school district. Other serious violations of the school rules such as chronically disrupting classes or defying school authorities can also lead to expulsion.

Students and parents are advised that in order to maintain a safe, violence-free environment, **no student is allowed to hit another student—for any reason. Students who hit other students will be suspended from school.** If a student is hit by another student, he/she should immediately leave the area and seek help from a teacher or other staff member.

To avoid suspension or expulsion, students should:

- Stay away from people who make them angry.
- Ignore or walk away from challenges to fight.
- Practice strategies to calm down.
- Seek help from teachers, campus supervisors, counselors, or administrators.
- Ask for Conflict Management.
- Talk to their parents about any problems they're having at school.

## **HOME SUSPENSION**

When a student violates the Katherine L. Albiani Middle School discipline code and commits an offense listed in Sections 48900 or 48915 of the California Education Code, he/she is subject to suspension from school for a period of one to five days. When suspended, the student is not allowed to be on or about any campus of the Elk Grove Unified School District for any reason. This includes school-sponsored events. Students may be suspended from school for any of the following infractions:

### **California Education Code Section 48900**

- (a1) Caused, attempted to cause, or threatened to cause physical injury to another person
  - (a2) Willfully used force or violence upon the person of another, except in self-defense
  - (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object
  - (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance (as defined in Section 11053 of the Health and Safety Code), an alcoholic beverage, or any intoxicant of any kind
  - (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant
  - (e) Committed or attempted to commit robbery or extortion
  - (f) Caused or attempted to cause damage to school property or private property
  - (g) Stolen or attempted to steal school property or private property
  - (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel
  - (i) Committed an obscene act or engaged in habitual profanity or vulgarity
  - (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia
  - (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties
  - (l) Knowingly received stolen school property or private property
  - (m) Possessed an imitation firearm (replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm)
  - (n) Committed or attempted to commit a sexual assault or battery
  - (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both
  - (q) Aided or abetted in the infliction or attempted infliction of physical injury to another person, but does not authorize expulsion until juvenile court proceedings are completed and juvenile has been convicted
- (.2) Students in grades 4 through 12: engaged in sexual harassment against school personnel or other pupils

- (.3) Students in grades 4 through 12: caused, attempted to cause, threatened to cause or participated in an act of hate violence
- (.4) Students in grades 4 through 12: intentionally engaged in harassment, threats or intimidation which is (a) directed against one or more students; (b) severe and pervasive; and (c) has the actual and expected effect of materially disrupting classes, creating substantial disorder, and creates an intimidating or hostile education environment
- (.7) Terrorist threats against school officials or school property, or both

**EXPULSION**

For extremely serious violations of the California Education Code, students may be expelled from Katherine L. Albiani Middle School and the Elk Grove Unified School District for a period up to one year. The law requires the administration at Katherine L. Albiani Middle School to **recommend expulsion** for students under the following circumstances outlined in the **California Education Code, Section 48915:**

- (a) **Mandatory Recommendation for Expulsion:** (1) causing serious physical injury to another person, except in self-defense; (2) possession of any knife, or other dangerous object of no reasonable use to the pupil at school; (3) unlawful possession of any controlled substance except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis; (4) robbery or extortion; and/or (5) assault or battery upon a school employee.

In addition, the following violations, outlined in the **California Education Code, Section 48915 (c), require a student’s expulsion** from Katherine L. Albiani Middle School and the Elk Grove Unified School District:

- (c) **Mandatory Expulsion Requirement:** (1) possessing, selling, or otherwise furnishing a firearm (verified by an employee of a school district); (2) brandishing a knife at another person; (3) unlawfully **selling** a controlled substance; and (4) committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900; and/or (5) possession of an explosive.

Any unauthorized person who electronically adds, alters, damages, deletes, or destroys any data, including grades, attendance and/or discipline history, or who knowingly allows another person to engage in such conduct, is subject to suspension, expulsion, and arrest. (E.C. 48900 (f), E.C. 48900 (g), and Penal Code 502.)

Based upon the severity of a single event, or upon a student’s behavioral history, the Katherine L. Albiani Middle School administration may also recommend expulsion for offenses outlined in the California Education Code Section 48900.

**DISCIPLINARY APPEALS PROCESS**

Students’ parents may appeal a disciplinary action by submitting a Request for Disciplinary Appeal form to the school principal. These forms are available from vice principals or from the school secretary. Appeals should be made within one school day of the issuance of the disciplinary action. A consequence of home suspension is not delayed due to a pending appeal.

**DISCIPLINARY CONSEQUENCES FOR BEHAVIORAL VIOLATIONS OF THE CODE OF CONDUCT**

The following disciplinary consequences may be assigned to students who violate the student discipline policy while on school grounds or at a school sponsored activity, while going to and from school, or while going to, or coming from a school sponsored activity. Consequences will be determined by the severity of the offense.

NOTE: Any repeated violations of the education code 48900 may result in consequences up to and including a recommendation for expulsion.

No	Violation	Minimum consequence(s)	Maximum consequence(s)
1	<b>Arson</b> ( <i>E.C. 48900f</i> )	5 days home suspension, recommendation for expulsion, police report	5 days home suspension, recommendation for expulsion, police report, arrest
2	<b>Assault/Fighting/Hazing</b> ( <i>E.C. 32050, 48900a1 a2, 48915a</i> ) ( <i>P.C. 240, 242</i> ) Threatening or causing physical injury to another person except in self defense.  Mutual combat-fight between two students  Assault/Battery upon a student  Assault/Battery upon school personnel  Threatening or attempting to incite a fight or riot ( <i>E.C.48900a,k</i> )	3 days home suspension, recommendation for expulsion, police report, arrest  3 days home suspension  5 days home suspension, police report, recommendation for expulsion  5 days home suspension, recommendation for expulsion, police report, arrest  1-3 days home suspension	5 days home suspension, recommendation for expulsion, police report, arrest  5 days home suspension, recommendation for expulsion  5 days home suspension, recommendation for expulsion, police report, arrest  5 days home suspension, recommendation for expulsion, police report arrest  5 days home suspension. Recommendation for expulsion, police report, arrest

	<p>Aided or abetted in the infliction or attempted infliction of physical injury to another student (<i>E.C.48900s</i>)</p> <p>Threatening or attempting to cause harm (<i>E.C. 48900a</i>)</p> <p>Hazing (<i>E.C. 48900q</i>)</p>	<p>1-4 days home suspension</p> <p>Conflict Management, parent notification, Night School, 1-3 days at home suspension</p> <p>Conflict Management, parent notification, Night School, 1-3 days at home suspension</p>	<p>5 days home suspension</p> <p>4-5 days home suspension, recommendation for expulsion</p> <p>4-5 days home suspension, recommendation for expulsion</p>
3	<p><b>Attendance</b></p> <p>Absent from school more than one day without a valid excuse, truant three or more times per school year. (<i>E. C. 48260, 48261, 48262</i>)</p> <p>Double lunch (<i>E.C. 48900k</i>)</p> <p>Failure to remain in class/designated area or entering a building that is unsupervised (<i>E.C. 48900k</i>)</p> <p>Failure to remain on campus during the school day (<i>E.C. 48900k</i>)</p> <p>Failure to report to the designated area while on a pass (<i>E.C. 48900k</i>)</p>	<p>Night School</p> <p>Detention or Night School</p> <p>Detention or Night School</p> <p>Detention/Campus Beautification, Night School</p> <p>Detention/Campus Beautification</p>	<p>Night School, referral to Student Attendance Review Board or 1-5 days home suspension</p> <p>1-5 days home suspension</p> <p>1-5 days home suspension</p> <p>1-5 days home suspension</p> <p>1-5 days home suspension</p>
4	<p><b>Cheating/Forgery/ Plagiarism (See page-13)</b></p> <ul style="list-style-type: none"> <li>Cheating /Plagiarism (<i>E.C. 48900k</i>)</li> <li>Changing a grade in a teacher's computer</li> <li>Forgery or falsification of signature or voice (<i>E.C. 48900k</i>)</li> </ul>	<p>Receive a failing grade on assignment/test, teacher notifies parents</p> <p>Night School, 1-2 days homes suspension</p> <p>Night School 1-2 days home suspension</p>	<p>1-3 days home suspension</p> <p>3-5 days home suspension</p> <p>3-5 days home suspension</p>
5	<p><b>Computer Hacking/ Inappropriate Access</b> (<i>E.C. 48900k</i>)</p>	<p>Loss of computer privileges/ Night School, 1-3 days home suspension</p>	<p>5 days home suspension, police report, restitution, recommendation for expulsion, and arrest</p>
6	<p><b>Damage</b></p> <ul style="list-style-type: none"> <li>Caused or attempted to cause damage to private property (<i>E.C. 48900f</i>)</li> <li>Caused or attempted to cause damage to school property (<i>E.C. 48900f</i>)</li> </ul>	<p>Minor - Notify parent, Detention, or Night School, and Restitution, 1-2 days home suspension</p> <p>Minor - Notify parent, Campus Beautification, Detention, Night School, and Restitution, 1-2 days home suspension</p>	<p>Major -3-5 days home suspension, police report, restitution, recommendation for expulsion, and arrest</p> <p>Major - 5 days home suspension, police report, restitution, recommendation for expulsion, and arrest</p>
7	<p><b>Dress Code</b></p> <ul style="list-style-type: none"> <li>Unacceptable behavior or clothing (<i>E.C.48900k</i>)</li> <li>Inappropriate appearance per dress code policy and guidelines</li> <li>Vulgarity displayed on clothing</li> </ul>	<p>Conference, notify parent, send home to change or correct appearance</p> <p>Ask student to change clothing either at school or home. Parent notification detention</p> <p>Ask student to change clothing either at school or home. Parent notification detention</p>	<p>Night School</p> <p>Night School</p> <p>Night School</p>
8	<p><b>Drugs</b></p> <ul style="list-style-type: none"> <li>Offered, arranged or negotiated to sell any drug paraphernalia (<i>E.C.48900j</i>)</li> </ul>	<p>5 days home suspension, confiscation, recommendation for expulsion, police report</p>	<p>5 days home suspension, confiscation, recommendation for expulsion, police report, arrest</p>

	<ul style="list-style-type: none"> <li>Offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (<i>E.C. 48900(p)</i>)</li> <li>Offered, arranged, negotiated to sell, deliver or furnish alcohol and/or drugs (<i>E.C. 48900d, 48915a.3</i>)</li> <li>Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look alike substance intended to represent drugs, alcohol, or an intoxicant of any kind (<i>E.C.48900d</i>)</li> <li>Possession of drug paraphernalia (<i>E.C.48900j</i>)</li> <li>Possession, use of, or under the influence of an alcoholic beverage, drug or controlled substance (<i>E.C.48900c</i>)</li> <li>Unlawful possession of any drug except for the first offense of possession of not more than one ounce of marijuana (<i>E.C.48900c, 48915a, AB 966</i>)</li> <li>Unlawfully selling a drug (<i>E.C.48900d 48915a.3</i>)</li> </ul>	<p>5 days home suspension, confiscation, recommendation for expulsion, police report</p> <p>5 days home suspension, confiscation, recommendation for expulsion, police report</p> <p>5 days home suspension, confiscation, recommendation for expulsion, police report</p> <p>3-5 days home suspension, confiscation, conference with student and parent to sign Substance Abuse Contract</p> <p>3 days home suspension,</p> <p>5 days home suspension, recommendation for expulsion, police report</p> <p>5 days home suspension, recommendation for expulsion, police report</p>	<p>5 days home suspension, confiscation, recommendation for expulsion, police report, arrest</p> <p>5 days home suspension, confiscation, recommendation for expulsion, police report, arrest</p> <p>5 days home suspension, confiscation, recommendation for expulsion, police report, arrest</p> <p>5 days home suspension, confiscation, recommendation for expulsion, police report, arrest</p> <p>5 days home suspension, recommendation for expulsion, police report, arrest</p> <p>5 days home suspension, recommendation for expulsion, police report, arrest</p> <p>5 days home suspension, recommendation for expulsion, police report, arrest</p>
9	<b>Explosives</b> Possession, use and/or sale of explosives or fireworks ( <i>E.C.48900b 48915a,b, AB 966</i> )	1-5 days home suspension, confiscation	5 days home suspension, confiscation, recommendation for expulsion, police report, arrest
10	<b>Gambling</b> Gambling ( <i>E.C. 48900k</i> )	Minor - Notify parent, Detention, or Night School	Major or repeated - 5 days home suspension, police report, restitution, recommendation for expulsion, and arrest
11	<b>Hate Violence</b> Students in grades 4-12 may be suspended or recommended for expulsion for causing, threatening or attempting to cause, or participating in an act of hate violence defined as willfully interfering with or threatening another person's personal or property rights because of race, ethnicity, national origin, religion or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence. ( <i>E.C.48900.3</i> )	3 day home suspension	5 days home suspension, pending possible recommendation for expulsion
12	<b>Inappropriate Objects</b> Possession of the following articles is not allowed at school: ( <i>E.C.48900k</i> ) <ul style="list-style-type: none"> <li>Any items inappropriate to a school setting as determined by administration</li> <li>Articles denoting gang affiliation</li> <li>Audio/video equipment, cameras</li> </ul>	Confiscate, notify parent, return item to parent/guardian, Night School, detention, or 1 day home suspension	1 - 5 days home suspension. Automatic 5 day home suspension for repeat violation

	<ul style="list-style-type: none"> <li>• Box cutter, razor, pins, clubs</li> <li>• Cellular phones used during school day</li> <li>• Chains/wallet chains</li> <li>• Gambling objects - dice, cards, taro cards, dominoes</li> <li>• Electronic games</li> <li>• Laser Pointer</li> <li>• Lighters/matches</li> <li>• Knives attached to key chain</li> <li>• Oversized markers</li> <li>• Pacifiers</li> <li>• Pagers</li> <li>• Pepper Spray</li> <li>• Permanent markers</li> <li>• “Poppers”</li> <li>• Rollerblades</li> <li>• Ropes</li> <li>• Skateboards</li> <li>• Scooters</li> <li>• Slam Books</li> <li>• Spikes</li> <li>• Spray paint</li> <li>• Stink Bombs</li> <li>• Water balloons</li> <li>• Water pistols</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>ANY ITEMS INAPPROPRIATE TO A SCHOOL SETTING</p>		
13	<p><b>Indecent Exposure</b> Indecent Exposure (<i>E.C. 48900k</i>)</p>	5 days home suspension	5 days home suspension, recommendation for expulsion
14	<p><b>Intimidation</b> Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. (<i>E.C. 48900o</i>)</p>	5 day home suspension	5 days home suspension, recommendation for expulsion, police report
15	<p><b>Littering</b></p> <ul style="list-style-type: none"> <li>• Littering (<i>E.C. 48900k</i>)</li> <li>• Not cleaning up after oneself</li> <li>• “Food Fight”</li> </ul>	<p>Detention, campus beautification</p> <p>Detention, campus beautification</p> <p>1 day home suspension</p>	<p>Night School</p> <p>Night School</p> <p>1 – 3 days home suspension</p>
16	<p><b>Loitering</b></p> <ul style="list-style-type: none"> <li>• Loitering violation – visits to parking lot are not allowed. (<i>E.C. 48900k</i>)</li> <li>• Failure to leave the campus within 20 minutes of dismissal unless participating in a supervised activity.</li> <li>• On another school campus</li> </ul>	<p>Notify parent, detention</p> <p>Notify parent, detention, Night School</p> <p>Night School, 1 day home suspension</p>	<p>1 day home suspension</p> <p>1 day home suspension</p> <p>5 days home suspension</p>
17	<p><b>Profanity/Vulgarity</b></p> <ul style="list-style-type: none"> <li>• Possession of demeaning, obscene, or racial materials and/or drawings (<i>E.C.48900i</i>)</li> </ul>	Warning, detention/campus beautification, Night School	3 days home suspension

	<ul style="list-style-type: none"> <li>Swearing, writing, gestures and/or the use of obscene language, directed towards another student</li> <li>Swearing, writing, gestures and/or the use of obscene language directed towards staff member</li> </ul>	<p>Teacher detention, Night School</p> <p>1-3 days home suspension</p>	<p>5 days home suspension</p> <p>5 days home suspension, recommendation for expulsion</p>
18	<b>Robbery</b> <ul style="list-style-type: none"> <li>Committed or attempted to commit robbery or extortion (<i>E.C. 48900e, 48915a.4</i>)</li> </ul>	5 days home suspension, recommendation for expulsion, police report	5 days home suspension, recommendation for expulsion, police report, arrest
19	<b>Sexual Assault</b> <ul style="list-style-type: none"> <li>Sexual assault or sexual battery, committed or attempted to commit (<i>E.C. 48900n</i>)</li> </ul>	5 days home suspension, recommendation for expulsion, police report	5 days home suspension, recommendation for expulsion, police report, arrest
20	<b>Sexual Harassment</b> <ul style="list-style-type: none"> <li>Sexual harassment includes but is not limited to unwelcome sexual advances, request for sexual favors, and/or other visual, verbal, or physical conduct of a sexual nature (<i>E.C.48900.2, 216.6</i>)</li> </ul>	1-4 days home suspension, conference, notify parent, Sexual Harassment handbook reviewed by student and parent, possible review by EGUSD Legal Compliance Department	5 days home suspension, recommendation for expulsion, police report
21	<b>Theft</b> <ul style="list-style-type: none"> <li>Knowingly receiving stolen school or private property (<i>E.C. 48900l</i>)</li> <li>Theft/stealing or attempting to steal school property or private property; using peer's ID number for food services purchases (<i>E.C.48900g</i>)</li> </ul>	<p>1-3 days home suspension</p> <p>1-3 days home suspension</p>	<p>5 days home suspension, pending possible recommendation for expulsion, police report</p> <p>5 days home suspension, pending possible recommendation for expulsion, police report, arrest</p>
22	<b>Tardy</b>	Teacher warns student	Detention, Night School, SARB Referral
23	<b>Threat</b> <ul style="list-style-type: none"> <li>Threatening or attempting to cause harm (<i>E.C.48900a</i>)</li> <li>To a student</li> <li>To a school employee</li> <li>Terrorist threats against school officials and/or property (<i>E.C. 48900.4</i>)</li> </ul>	<p>Conflict Management, parent notification, Night School, 1 – 3 days home suspension</p> <p>5 days home suspension</p> <p>5 days home suspension</p>	<p>5 days home suspension</p> <p>5 days home suspension, recommendation for expulsion, police report, arrest</p> <p>5 days home suspension, recommendation for expulsion, police report, arrest</p>
24	<b>Tobacco</b> <ul style="list-style-type: none"> <li>Possessed tobacco or nicotine products (<i>E.C.48900h</i>)</li> <li>Smoking or chewing tobacco or nicotine products (<i>E.C.48900h</i>)</li> </ul>	<p>Confiscation, parent notification, and Night School</p> <p>Confiscation, parent notification, and Night School</p>	<p>Repeat violation 1-3 days home suspension</p> <p>Repeat violations 1-5 days home suspension, police citation</p>
25	<b>Truancy</b>	Night School	Night School, SARB Referral
26	<b>Weapons</b> <ul style="list-style-type: none"> <li>Brandishing a knife (<i>E.C. 48900b, 48915a, b, c</i>)</li> <li>Possession of a weapon (knife, gun, sharp object, club, makeshift item, stun gun, chain) or any object that could inflict injury (<i>E.C.48900b, 48915a,b, AB966</i>)</li> <li>Possession of an imitation firearm, look-alike gun, that is substantially similar in physical properties to an existing firearm as to lead a</li> </ul>	<p>5 days home suspension, confiscation, recommendation for expulsion, police report</p> <p>5 days home suspension, recommendation for expulsion, confiscation, police report</p> <p>5 days home suspension, confiscation, recommendation for expulsion, police report</p>	<p>5 days home suspension, recommendation for expulsion, police report, arrest</p> <p>5 days home suspension, confiscation, recommendation for expulsion, police report, arrest</p> <p>5 days home suspension, recommendation for expulsion, arrest</p>

	<p>reasonable person to conclude the replica is a firearm (<i>E.C.48900m</i>)</p> <ul style="list-style-type: none"> <li>• Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil (<i>E.C.48900b, 48915a</i>)</li> <li>• Possessing, selling or otherwise furnishing a firearm (<i>E.C.48900b, 48915c</i>)</li> </ul>	<p>5 days home suspension, confiscation, recommendation for expulsion, police report</p> <p>5 days home suspension, confiscation recommendation for expulsion, police report, arrest</p>	<p>5 days home suspension, recommendation for expulsion, arrest</p> <p>5 days home suspension, confiscation, recommendation for expulsion, police report, arrest</p>
27	<p><b>Willful Defiance</b></p> <ul style="list-style-type: none"> <li>• Failure to follow staff directive/disruptive behavior (<i>E.C. 48900k</i>)</li> <li>• Food fights (<i>E.C. 48900k</i>)</li> <li>• Willful defiance of school rules and/or school staff (<i>E.C. 48900k</i>)</li> <li>• Disruptive behavior in Buddy Class (<i>E.C. 48900k</i>)</li> <li>• Failure to correctly identify self to staff member (<i>E.C. 48900k</i>)</li> <li>• Spitting (<i>E.C. 48900k</i>)</li> <li>• Failure to serve detention (<i>E.C. 48900k</i>)</li> <li>• Failure to serve Night School (<i>E.C. 48900k</i>)</li> <li>• No book/class materials (<i>E.C. 48900k</i>)</li> <li>• Non-suit for PE (<i>E.C. 48900k</i>)</li> <li>• On campus, or at school sponsored event, while on home suspension (<i>E.C.48900k</i>)</li> <li>• Public displays of affection (<i>E.C. 48900k</i>)</li> <li>• Instigating or inciting a fight (<i>48900k</i>)</li> <li>• “Play” fighting: willfully pretending to be engaged in mutual combat (<i>48900k</i>)</li> </ul>	<p>Detention/Campus Beautification, Night School</p> <p>1 day home suspension</p> <p>Detention/Campus Beautification, Night School, 1- 5 days home suspension</p> <p>1 day home suspension</p> <p>Detention, Night School, 1 day home suspension</p> <p>Warning, Detention/Campus Beautification</p> <p>Night School</p> <p>Home suspension</p> <p>Detention/Campus Beautification</p> <p>Teacher Warns, Detention</p> <p>1-3 days home suspension</p> <p>Notify parent, Night School</p> <p>1-5 days home suspension</p> <p>Warning, detention, campus beautification, Night School,</p>	<p>Repeat violations 1-5 days home suspension, recommendation for expulsion</p> <p>Repeat violations 2-5 days home suspension</p> <p>Repeat violations 3-5 days home suspension, recommendation for expulsion</p> <p>3-5 days home suspension, recommendation for expulsion</p> <p>2 days home suspension</p> <p>Night School</p> <p>1-3 days home suspension</p> <p>5 days home suspension</p> <p>Night School</p> <p>Night School</p> <p>Additional extension of home suspension to maximum days possible, recommendation for expulsion</p> <p>1-5 days home suspension for repeat violators and/or severe incidents</p> <p>5 days home suspension, recommendation for expulsion</p> <p>5 days home suspension</p>