



Welcome to Albert Einstein Middle School

Our mission at Albert Einstein Middle School is to prepare students to show initiative, strive for personal excellence and actively contribute to a team in order to compete and succeed in high school, college, career and life.

Einstein has an ambitious academic plan to maximize students' secondary and post-secondary options. Einstein students are expected to work hard in all disciplines and persevere to demonstrate proficiency on the Smarter Balance Assessment Consortium (SBAC) tests in Math and English Language Arts and in Science through the California Science Test (CAST).

Students attending Albert Einstein Middle School will have many opportunities to demonstrate excellence. With many activities including sports and teacher sponsored clubs, students will experience a wide variety of positive social experiences. In addition, many students will have an opportunity to participate in activities sponsored by our after school program, ASES.

Parent/Guardian partnerships are highly valued. We encourage parents/guardians to engage in students' education by participating on our PTSA, School Site Council/English Learner Advisory Committee, Back-to-School Night, Parent Informational Meetings, and/or Family Lunch Days. We also encourage families to come out for our Campus Beautification Days to garden, build, or help beautify the campus. We urge parents to stay in communication with each student's teachers by phone, email, and/or the Infinite Campus Parent Portal.

As students continue their academic journey, the relationships between staff, students, and families at Albert Einstein Middle School will solidify their ability to successfully contribute to a positive future.

ACADEMIC PROGRAM and POLICIES AND PROCEDURES

Electives:

Band
Orchestra
Advanced Art
Media
Robotics
Spanish
Journalism
Yearbook
Leadership

Activities and Clubs:

Robotics Club
Running
Mathletes
Chess Club
Theatre with STC
Men's and Women's Leadership Academy (MWLA)
Book Club
Activities Available w/After School Program
Cheerleading
Dance Squad

Student Supports:

Student Support Center
Counseling
MWLA
Tutoring

Sports

Volleyball (Early Fall)
Basketball (Fall/ Winter)
Soccer (Spring)
Track (Spring)
Softball (Spring)
Golf (Spring)

STUDENT PLANNER

Each student is issued a planner to record daily homework assignments, test schedules, grades, and should carry their planner with them everyday.

CAMPUS HOURS

The Albert Einstein Office opens at 7:30 A.M. each morning and closes at 3:30 P.M. Students are to arrive to school no earlier than 7:30 A.M, as there is no adult supervision present. Only students participating in school-sponsored activities are permitted to stay on campus after 2:45 P.M. **The Front Administration Office** handles general administrative practices, class scheduling. **Student Services/Attendance Office** handles attendance, registration, counseling, conferences, and student behavior.

EMERGENCY CARDS

Emergency cards are used to gather important information from parents or legal guardians. Parents/Guardians are to complete and submit emergency cards during the first week of school. Parents are to update emergency cards in the Attendance Office with any telephone, address, or family situation changes as they occur.

MEDICATION

Medication to be taken during the school day must be provided by the parent or legal guardian and is dispensed to the student through the Nurse/Attendance office at the designated time on the prescription. Physician and parent or legal guardian must complete the Medication in School Form. Medication in School Forms are to be renewed yearly. Medication in School Forms are available in the school nurse's office. Many physicians have the same form. Remember to request a physical at your physician's visit so the medication can begin on schedule. All medication must be delivered to the school Nurse/Attendance office staff by parent or legal guardian in the original pharmacy container and accompanied by a written request from a parent/guardian. Students are not permitted to carry prescription or non-prescription medicine. One exception is asthma inhalers prescribed by a medical provider.

IMMUNIZATION

California state law requires each student to have a current immunization status form. Exclusion is required for failure to comply with immunization status requirement.

All students are required to be immunized against Polio, DPT (Diphtheria, Pertussis and Tetanus), MMR (Measles, Mumps, Rubella- 2 shots) and Hepatitis B- 3 shots as well as current with the newly required Tdap immunization.

CHRONIC MEDICAL CONDITIONS

Please inform us if a student has a chronic medical condition such as diabetes, asthma, headaches, etc. You are encouraged to come in and or call the nurse to discuss the specific health condition so that we are aware of the special needs of the student. It is our mission to keep the students safe and healthy throughout the school year. All conversations are kept confidential.

BREAKFAST/LUNCH-CAFETERIA

Breakfast is served each morning before school and lunch is served each school day in the cafeteria. All Albert Einstein students will qualify for a free lunch. Food and drink are allowed in the cafeteria and quad area at meal time ONLY.

PROHIBITED ITEMS

The use of gambling devices: dice, playing cards, etc. is prohibited on campus. Deodorants, colognes, body sprays, lotions, and perfumes shall only be used in restrooms and locker rooms and are for individual/personal use only. Students are not permitted to share these items and/or spray them on other students. These items may never be used in the classrooms and are subject to confiscation if they are used in non-permitted areas of the school. Aerosol sprays are not permitted on campus and will be confiscated immediately. No baseball caps or bandanas of any kind are allowed on campus.

Unauthorized sales of gum or candy is prohibited on campus. Sales that are authorized for program fundraising purposes should only be sold during non-instructional times. Energy Drinks such as Rock Star or Monster will not be allowed on campus.

Refusal to surrender prohibited items or comply with a school staff member's request related to the use or possession of these items may result in administrative action. Administrative action may include administrative detention(s), In-School Suspension, Out-of-School Suspension, parent/student/administrator conference, District Behavior Meeting.

EMERGENCY TELEPHONE MESSAGES

In the event of an emergency, parents/guardians can call the office and the office staff will relay the message to the student.

USE OF TELEPHONE

Telephones in the school office are not for student use except in cases of emergency and then only with permission from staff.

CELL PHONES

Students are not authorized to possess electronic devices on campus i.e.; iPods, Gameboys etc., they may be confiscated by school staff and returned only to the parent. Albert Einstein Middle School is not responsible for any stolen items of this nature.

If a student chooses to carry a cellular phone by permission from their parent, the phone is to remain OFF and out of sight at all times. Students cannot use the cell phone before school, during class time, or during lunch. Cell phones can only be used prior to the students' arrival on campus and once students have left campus. In the event, a student disrupts the learning environment with these items at school; items will be confiscated and held in the office until his/her parent picks them up. Students

needing to make a call should talk to a staff member and call from the office.

CONFISCATED ITEMS

Items confiscated from students such as cell phones, skateboards, listening devices, etc. will be kept in the office, or school safe. Depending on the item, the discipline office may require a parent to pick it up.

SCHOOL WEBSITE

Our website einstein.scusd.edu is designed to be an easily accessible source of information about the school including a school directory and information about various programs, meetings, and activities.

INTERNET USAGE and STUDENT RESPONSIBILITIES

The Board intends that the Internet and other on-line resources provided by the district be used to support the instructional program and further student learning. The Internet contains an unregulated collection of resources. The district maintains a filter for objectionable content, but the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Internet content changes dynamically and is not under district control. Parents/guardians who do not wish their children to access the Internet must submit a request in writing to the principal of any school their child attends. Acceptable Use regulations shall specify user obligations and responsibilities and shall indemnify the district for any damages. The Superintendent or designee shall establish regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the Internet that may be obscene or pornographic and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that district staff may monitor or examine all system activities to ensure proper use of the system.

Students who fail to abide by district rules shall be subject to disciplinary action, revocation of the user account and/or legal action as appropriate.

LIBRARY

HOURS: (To be posted)

EXPECTATIONS OF STUDENTS USING THE LIBRARY

1. During class time students must have an official pass to use the Library.
2. Students must present their pass to the librarian, as they enter the library.
3. Students must write the date, time and teacher on the sign sheet.
4. *Food and drinks (including water) are to be left outside the library.*
5. A quiet respectful voice is used in the library.
6. Borrowed books are returned to the bin under the counter.
7. Books, viewed in the library, are put on the re-shelving cart, near the counter.
8. Furniture, if moved, must be returned to its original position.

BOOK CHECKOUT

1. Students may check out four books for three weeks each. Books can be renewed as long as there is no hold on it. Only two books can be checked out on the same topic.
2. Reference books, marked R or Ref, are available for in library use only.
3. If you have a lost or overdue book – no book can be checked out until the issue has been resolved.

If students choose not to follow any of the above expectations their library privileges may be temporarily suspended.

COUNSELING SERVICES

Our counselors provide services in educational counseling, career counseling, and scholarships.

Parents are encouraged to make appointments by contacting the main office for any concerns or questions they may have about their son's/daughter's progress in school. In order for our students to have the best education possible, parents and the school need to work together. If a parent wishes to speak with one of their student's teachers, please leave a message with the main office. The counselor also assists in providing outside community service referrals, home visitation, facilitating Student Attendance Review Teams, and Student Success Teams (SST).

TRANSPORTATION & BICYCLES

Students riding bicycles to campus are required to wear bike helmets. Bicycles, skateboards, and scooters are acceptable means of transportation to and from Albert Einstein Middle School. Care must be taken to secure them in the bike rack on the school grounds. Each bike should be locked separately to the rack. Each bike/scooter must have its own lock. Bikes are to be walked on school grounds. Skateboards may be used as a form of transportation to and from school but students are prohibited from using them on the school campus. Skateboards and scooters must also be secured and not carried around by the student.

Students are required to use the marked crosswalks when using the major streets that surround our campus.

Students riding Regional Transit buses are required to follow bus rules and regulations pertaining to the bus stop, bus loading, conduct on the bus during trips, obeying all school regulations and rules while on bus trips, and bus safety regulations. Violations of bus regulations may result in the student receiving appropriate and prescribed disciplinary action(s), which may include being removed from the bus and/or suspended from school.

Students walking to and from school are encouraged to walk directly to school with friend(s) or family, as opposed to being alone.

RT BUS STICKER SALES

Regional Transit bus fares and routes are controlled directly by RT. Student bus stickers are sold in the school's front office for the months of October through June. Bus stickers are sold 18 days, beginning with three days prior the 1st of each month and ending on the 15th. Eligibility for discounts is based on free or reduced lunch status. District office determines both mileage requirements and free or reduced lunch status.

TRESPASSING AND VISITORS

All visitors are required to report to the main office. Student visitors are not permitted to visit campus or classrooms during the school day. Adult visitors are required to check into the office and obtain administrator approval prior to campus visit. The school has the right to deny access to school grounds and facilities.

COMMUNICATION

Parents are encouraged to access information regarding their child's progress online through Infinite Campus. Log on at *einstein.scusd.edu*. Many teachers are also using Google Classrooms which is a way to communicate with teachers and see assignments that your students are working on and/or have turned in.

PROGRESS REPORTS

Progress Reports are prepared for students approximately 4 weeks into the quarter. Progress reports are distributed for all students.

REPORT CARDS

Report cards are given every quarter or four times per year. Academic progress is shown by A, B, C, D, or F grades. All academic grades shall be determined solely by student achievement of clearly stated instructional objectives and expectations. Citizenship grades

are given for conduct, behavior, and social skills.

Scholarship grades are:

A – Very High Achievement	90%- 100%
B – High Achievement	80% - 89%
C – Moderate Achievement	70% - 79%
D – Low Achievement	60% - 69%
F – Minimum Achievement, Objectives Not Met	Below 59%

Citizenship grades are:

- O – Outstanding
- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

HOMEWORK

Homework is designed to be an extension of class work and will account for 5-10% of the student's grade. The majority of a student's grade will be based on in-class work and assessments. Students are expected to practice and to achieve mastery of a lesson objective in class. Homework will be assigned as it relates to the objectives of the course if additional practice is necessary.

HONOR ROLL

Students who make the Honor Roll will be recognized at the awards ceremony at the end of each semester. To be on the Honor Roll, a student must have 3.5 or above grade point average and have no Ds or Fs on their report card.

GRADE POINT AVERAGE

Grade point averages are computed at the end of each grade report card period. Grade points are calculated as follows:

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

PRINCIPAL'S Honor Awards

Students that have maintained a 3.5 to 3.99 GPA across both years of middle school receive a white carnation and an award after the promotion ceremony. Students that have maintained a 4.0 receive a blue carnation and an award after the promotion ceremony.

PROMOTION DANCE AND CEREMONY

Albert Einstein Middle School staff recognizes that full participation in all promotion ceremonies is a privilege to be earned. It is intended to recognize and celebrate students who have had a successful conclusion of their middle school years' experience.

In order for students to be eligible to participate in the Promotion Ceremony, Promotion Dance, and the 8th Grade Reward Trip, the following requirements must be met:

No suspension from school in the 4th quarter. No more than 5 days' suspension throughout the entire school year. No suspensions coded 48900b, 48900c, 48900d, 48900e or 48900j.

A student may have eligibility reinstated if s/he successfully participates in a school-sanctioned intervention program.

A minimum 2.0 cumulative GPA must be maintained.

Students entering the 4th Qtr with a cumulative GPA below 2.0 may have eligibility reinstated by obtaining a 2.4 GPA for the 4th Qtr.

Students may not have an F at the end of the second semester on the report card.

Students may not have a U at the end of the second semester report card.

All textbooks, school equipment, uniforms, etc. returned and/or all fines paid.

For both the promotion dance and ceremony, students are to wear appropriate dress-up attire.

Boys are to wear a collared shirt and dress slacks. Girls may wear a semi-formal summer dress. Halter tops may be worn as an undershirt with a cover up. No jeans or shorts.

END OF YEAR REWARD TRIPS

Satisfactory or Outstanding citizenship grades, (U or N) grades throughout the 3rd and 4th quarters are the criteria to be eligible to attend the reward trips. Students who do not participate must attend school that day.

Parent-Teacher Conferences

Parent-teacher conferences are arranged for parents, students, and teachers to review and outline steps to support a student to have success in his/her middle school years. To schedule a parent-teacher conference, please call (916)395-5310.

AFTER SCHOOL PROGRAM

The after-school program is an extended day enrichment and recreation program sponsored by the Sacramento City Unified School District through ASES. The program provides academic support, visual and performing arts, sports, games, trips, life skills education and much more!

ASES is open to all students between the hours of approximately 2:40 and 5:30p.m. each school day starting in September. Registration forms are located in the school offices. All school rules and regulations apply to ASES's after-school program on campus. Students that have two administrative referrals during the school day will not be allowed to attend the ASP for that day.

ATTENDANCE REQUIREMENT

Parents are required by California law to ensure that children are attending school. Regular attendance at the school is the primary responsibility of the parent/guardian and the student. Achievement in the classroom and attendance are closely related. There is no substitute for regular attendance. Classroom experiences cannot be made up.

It is important that students attend school every day and be on time, that the student follows school rules and behaves appropriately, and the student applies maximum effort each and every day in academics.

The Sacramento City Unified School District's minimum attendance goal for all students is 95% regular attendance.

ATTENDANCE PROCEDURE

Regular school attendance is a key factor in school success. Albert Einstein Middle School staff encourages students to attend school every day and be on time and be prepared for class. Each classroom teacher monitors and records all absences of students. In the event of an absence, the following procedure must be followed:

On the first day of an absence, the parent or legal guardian reports the absence by logging on to *einstein.scusd.edu*.

OR

Provide a note upon the child's return, including the following information:

First and last name of the student

The reason for absence

The day/dates absent

The signature (or name on telephone message) of parent or legal guardian on the written note.

Follow up to make sure your child has turned in the note to the Attendance Office.

Students must have a re-admit slip to return to class on the first day back to school from any absence. Students must pick up re-admit slip before school in the Attendance Office.

State law permits the following reasons for excused absences:

Illness

Dental or medical appointments

Death in immediate family

Authorized religious holidays

Subpoena to court

Quarantine

School-sponsored activity

All other absences are **unexcused**. Students will not be allowed to make up missed work for unexcused absences and receive credit.

All unexcused absences must be cleared **within 24 hours of the student's return to school** by parents or legal guardian with the Attendance Office.

After 10 absences, any absence that is not verified by a physician is an unexcused absence. Excessive accumulated absences will be addressed and presented to Student Attendance Review Board (SARB).

Report cards print total tardies and absences per class period as accumulated throughout the year. For excused absences, it is the responsibility of the student to complete make-up work equal to the number of days the student missed.

Perfect Attendance Award Certificates are given to students with zero absences at the end of each quarter.

Students who arrive late to school are to check in with the attendance office. The attendance office staff will adjust your attendance from truant to tardy.

TRUANCY

Every student attending Albert Einstein Middle School is required by law to attend school. Students under the age of 18 absent from school without parent/legal guardian knowledge are considered truant. Cases of truancy are required by California law to be reported to the appropriate statutory authorities. SARB will be contacted for cases of chronic truancy. Truant students will serve community service and receive academic interventions when caught.

EARLY DISMISSAL

Students who need to leave school during the day must follow the proper procedures:

- a. Parents must come to the Attendance Office to sign out a student for an early dismissal. Students will be taken out of class once the parent has signed the early dismissal form. No exceptions.
- b. A written request or telephone call to the Attendance Office from the parent or legal guardian will be honored upon appropriate

verification for the early dismissal. An early dismissal slip is issued to the student at the time of the dismissal. The student comes to the Attendance Office and signs out prior to leaving campus.

c. If the student returns to the campus the same day, the student checks back into the Attendance Office.

d. Failure to comply with established procedures to notify the office for the absence will result in an unexcused absence and appropriate disciplinary action taken for the student leaving campus without permission.

REQUESTS FOR STUDENT WORK

Parents may request homework for a student who will be absent 3 or more days. If a student is to be out for an extended absence, the parent should contact the Attendance Office as soon as possible with information about the length of absence, reason, and request for work. The Attendance Office staff will complete "homework request" forms and place them in appropriate teacher's mailboxes. Teachers will respond by 3:00 p.m. the next workday providing the appropriate homework assignment to cover the absent days.

Furthermore, homework for absent students can be accessed through the School Homework List that is emailed home each night, through teacher-maintained websites and Google Classroom.

TARDIES

Tardiness will not be tolerated. Tardiness is a disruption to the educational process. You are considered tardy if you are not in your seat in the classroom at the time the bell rings.

Tardy Consequence – Lunch Detention

Standard Student Behaviors:

CLOSED CAMPUS

Albert Einstein Middle School is a closed campus. Students may not leave the campus

without being signed out in the office by a parent or legal guardian. Students are required to stay on campus from the time of their arrival until they leave to go home.

STUDENT IDs

Student IDs help students log onto computers, get lunch and check out books. Student IDs may also be required to attend dances.

SPORTS EQUIPMENT

The use of sports equipment (basketballs, soccer balls, footballs, etc) is strictly reserved for the blacktop area, grass areas and basketball courts. Students must carry sports equipment on campus, in hallways, classrooms, and all building areas. Sports equipment will be confiscated if sports equipment is not used in the appropriate, designated areas.

LOST AND FOUND

Lost items should be reported to teacher(s) immediately and/or to the office. Do not bring large sums of money or other valuables to school. All personal belongings should be labeled. Found items are to be given to the teacher, office staff, or administrator. Personal belongings and money left in classrooms, gym lockers, on athletic fields, in the quad, on the basketball court, or elsewhere on the campus are the responsibility of the student. **The staff of Albert Einstein is not responsible for damaged, lost or stolen property.**

PHYSICAL EDUCATION LOCKERS

Follow the physical education teacher's directions on securing and locking all personal belongings. In order to more effectively secure the locker rooms, students are required to rent a school issued lock for a fee of \$5.00 (all money obtained is used to maintain locks, lockers, and PE equipment) for the academic year. In this manner, teachers have access to the locker in case of emergency and students are assured access to a high quality, secure lock. Each student is responsible for their own lock, locker,

locker security and closure. **The school is not responsible for losses or damages due to theft.**

PHYSICAL EDUCATION (PE) UNIFORM

California requires physical education of all students. Students must dress in the Albert Einstein PE uniform for class. Required shorts and T-shirts are purchased through the PE Department. **Only cash, cashier's check or money orders are accepted.** Socks and shoes that tie must be worn for PE. No flats or Toms.

TEXTBOOKS, MUSIC INSTRUMENTS, TEAM UNIFORMS, SCHOOL EQUIPMENT & MATERIALS

Teachers will issue students textbooks, instruments, uniforms, equipment, and materials. Students are responsible for care and return of items issued.

Students are to write names, room number, period, and date inside of all textbooks issued so that if the textbook is misplaced, the item can be returned to the student. Any item issued to the student and not returned in proper condition or is lost: the student will be assessed a fine for the condition or lost item.

YEARBOOK

Einstein's student yearbook staff produces a high quality memorable book each year. **Only cash, cashier's check or money order will be accepted for the purchase of a yearbook.**

ACADEMIC HONESTY

Cheating or plagiarism will not be tolerated. Trying to take credit for the work of others will result in disciplinary consequences and may result in a grade of U (unsatisfactory) for citizenship.

DRESS CODE

Dress Code at Albert Einstein Middle School emphasizes academic achievement, self-pride, young adulthood, and healthy dress and grooming. Dress code on school grounds

includes all classrooms, restrooms, blacktop, quad area, cafeteria, parking lot, grass areas, and sidewalks that surround the school grounds. The purpose of the dress code is to communicate to students and parents what is and is not considered appropriate in order to reduce missed class time when students have to change their clothing. Any clothing deemed inappropriate or disruptive by the school administrators will not be tolerated. If you are unsure, do not wear it!

Clothes, and other items which are considered inappropriate and distracting, are listed below:

Shirts or pants exposing the midriff, bras or cleavage: tube tops, halter-tops, spaghetti straps, mesh tops, fishnet stockings, low-cut shirts, short shorts, large or excessive holes in pants will not be permitted.

No excessive wearing of **any one color, especially, but not limited to red and blue** clothing and **shoes**.

Clothing containing offensive messages is prohibited.

All clothes are to be worn properly on the body.

Draping of clothing over the shoulder or anywhere else on the body is not permitted.

No wearing of gloves on campus during non-winter months.

Pajamas, or sleep wear are not permitted.

Bandanas, wave caps, headbands, baseball caps, beanies – are not permitted on campus.

Cold-weather beanie caps may be worn outside during cold winter months only, and never inside the classroom.

Hoods need to be off during non-winter months, and must be off beginning the first bell at 8:16 a.m. Hoods may not be worn in the classroom at any time.

Mouth grills/pieces may not be worn.

Non-prescription sunglasses are not permitted.

Bare feet, slippers, slides, and flip-flops are not permitted.

Sagging pants (pants sagging below the waist) are not permitted.

Long chains of any type are not permitted.

Inappropriate pants/shorts (holes, rips) or skirts (Skirts/Shorts length: if you place your hands directly on the side of your body, the pair of shorts or skirt should be no shorter than the end of your fingertips) are not permitted.

Inappropriate jewelry and/or other inappropriate and distracting items are not permitted.

Body writing or writing on clothes is not permitted.

The dress code is enforced without exception.

Students failing to comply will be sent to the Assistant Principal's office and will be given the option to change into P.E. clothes, call home for a change of clothing or remain in the Assistant Principal's office until a change of clothes is provided. In some cases, students may be authorized to go home and return to school. Repeated violations will result in further disciplinary consequences.

BEHAVIOR/DISCIPLINE POLICY

Albert Einstein has an educational responsibility to promote a positive understanding of discipline and emotional control. There are four distinct guidelines making up the policy framework: To ensure a safe environment for all Albert Einstein students and staff.

To establish a school environment where the activities of the students and adults are orderly and promote a climate of cooperation and mutual respect.

To develop an understanding of the need for discipline throughout a developed society.

To develop the student's understanding of and ability to maintain self-discipline in a group and organized environment.

Albert Einstein Middle School believes the best discipline is self-imposed and that each student should learn to assume responsibility for his/her own actions. Our goal is to enhance each student's awareness of his/her personal responsibility by providing an orderly and predictable set of guidelines so each student can choose the course of action, which is in his/her

best personal interest. Parents/Guardians are considered "Partners" in promoting and supporting a rich and rigorous academic program, as well as maintaining a respectful and orderly school environment.

DISCIPLINE POLICIES

The Board of Education of the Sacramento City Unified School District publishes a handbook, 'Student Behavior Policies and Procedures', which is updated annually. This handbook is sent home with your son/daughter in the first week of school. **Please review the policies and procedures with your son/daughter sign and return the last page of the handbook.**

All students at Albert Einstein Middle School are entitled to an education in a positive environment that is safe and conducive to learning. Our staff is committed to providing a supportive atmosphere where each student can attain his/her maximum potential. It is our intent to address all aspects of the child; emotional, social, academic, behavioral and ethical. Please refer to the SCUSD "Standards of Behavior" handbook for a complete outline of the district discipline policies.

With regard to behavior, high standards are emphasized and expected. These standards apply not only while students are on campus and in the classroom, but while going to and from school, and at any school sponsored function.

To provide a positive educational atmosphere, the following expectations have been established. Failure to comply with these expectations will result in a written referral from staff members to administration and appropriate action will be taken.

STUDENT RESPONSIBILITIES

Academic Growth:

1. Be prepared to start working when the bell rings.
2. Be prepared for class by having appropriate texts and other materials (binder, pen, pencil).
3. Participate in class activities.
4. Follow class procedures.

5. Complete class and homework assignments.
6. Meet proficiency standards.
7. Progress toward promotional requirements.
8. Be in school every day.
9. Never quit and always seek to improve.

Good Attendance:

1. Be prompt to school and to every class.
2. Never leave a classroom without permission of the teacher.
3. Never leave campus without permission.

Positive Behavior:

1. Demonstrate cooperation and be responsible at all times on campus.
2. Show respect through words, gestures, and actions to all staff members, school guests, substitute teachers and other students.
3. Know and carry out the rules and regulations of the school district and our school.
4. Use proper behavior and channels of communication to resolve conflicts.
5. Respect school property and the property of staff and other students.
6. Use acceptable language.
7. Show concern for the welfare of the school, staff and other students.
8. Have pride in your work and the work of others.
9. Have and show respect for the cultural and ethnic differences of staff and other students.
10. Keep the restrooms clean.

ALBERT EINSTEIN SCHOOL CLIMATE

Albert Einstein Middle School is a community of learners who work together to create a positive, productive, safe environment. Student behavior should reflect the standards of good citizenship expected by members of a democratic society. Students are expected to respect constituted authority, laws, school policies and regulations, assume responsibility for their education and behavior, and maintain high standards of courtesy, decency and morality, respect real and personal property, and exhibit pride in their work and achievement.

School authority applies on campus, at all school-sponsored activities, and to and from school.

SUMMARY OF EXPECTATIONS

Demonstrate Appropriate Classroom / Campus Behavior – All students are expected to conduct themselves appropriately in class and on campus. Students are expected to use appropriate language with no profanity, slurs, or derogatory comments. Appropriate conduct is expected while walking in the hallways with no body contact or rough housing, low volume voices, and always setting a positive example for others.

Refrain from Disruptive or Dangerous Behavior

–Students must not engage in inappropriate and/or dangerous behavior. Students must refrain from yelling, screaming, shouting, whistling, any body contact, horseplay and running in the halls. **Students who engage in mutual physical fighting will be immediately suspended and put on a behavior contract.**

Maintain Standards of Academic Honesty –

Albert Einstein Middle School is committed to encouraging students to assume responsibility for their own ethical behavior and to foster ethical behavior in others. In pursuit of this ideal, the Albert Einstein staff acknowledges that being a person of integrity is sometimes difficult. Therefore, academic honesty is a shared responsibility among students, parents and school staff. Academic dishonesty includes, but is not limited to: Copying or claiming credit for work which is not your own; allowing others to copy or claim credit for your work; having in view notes or other unauthorized material during a test; giving or receiving answers when not appropriate.

Avoid Personal Display of Affection- Students are discouraged from hugging, kissing, and prolonged physical contact with any of their peers while on school grounds.

Avoid Gang/Gang-type affiliations- Students are discouraged from any gang affiliation and exhibiting the formal identifiers of gang pre-validation. Clothing colors, style, peer group choice, markings, language and other identifiers related to gangs are prohibited.

CAFETERIA/STUDENT STORE AND LUNCH BEHAVIOR

Students may bring their lunch to school, buy all or part of their lunch in the cafeteria, or make a purchase at the snack bar or student store. The cafeteria serves as a large indoor eating area for our student body.

Students are responsible for keeping our campus litter-free during lunch and abiding by the following rules:

Students are to **stay on campus** during lunch.

Students are not to run and bump each other at any time during lunch.

Students are to adhere to the ‘Off-Limits’ areas during lunch.

All sporting activities must be performed on the designated play courts/fields and not in the quad area.

Students must have a pass to a class/library to be in the halls during lunch.

Students may not cut in line, or save spaces or buy food for each other.

Food must be consumed in the cafeteria, the quad area, or other designated areas, and not on the play courts/play fields.

When finished eating in the cafeteria, students are to clear their table of litter, and exit the cafeteria.

Standing in the aisles, saving space at tables for others, and making item purchases for others is not permitted.

Off limit areas for students during lunch include the front of the school, the parking lot and all hallways, including the second floor. Students visiting classrooms and/or the library must have an appropriate pass. In the back of the school, students must stay within a reasonable distance to adult supervision. Students are not allowed to

venture off to remote or unsupervised areas of the campus fields.

MINOR VIOLATIONS

Violations of a minor but annoying nature that disrupt the educational atmosphere of the classroom or campus, such as, but not limited to violating class rules and/or disruptive behaviors on campus may be reason for a behavior referral. These violations will be handled at the classroom level first. An accumulation of minor violations constitutes a major violation and will result in a referral to the Assistant Principal for additional consequences.

EXAMPLES OF MINOR VIOLATIONS

Inappropriate class behavior.
Tampering with property of the school district or others.
Being present in an unauthorized area.
Loitering in restrooms or on campus without an apparent lawful purpose
School dress code violation.
Other violations of rules and procedures pertaining to students.

SCHOOL DETENTION

A teacher may keep a student during lunchtime or after school for counseling or discipline. If a student fails to serve a teacher detention, he/she will be referred to the Assistant Principal. Discipline detention, assigned by the Assistant Principal and/or Principal, will be used in an effort to prevent students from continuing inappropriate behavior. Detention can be assigned at lunch or after school.

MAJOR VIOLATIONS (Suspendable offenses based on Ed Code: 48900)

Major violations are those violations that are severe enough to require an administrator's immediate attention. Students who have been suspended from school may not be allowed to attend any extracurricular school events. This includes sport competition, dances and field trips.

EXAMPLES OF MAJOR VIOLATIONS

(Penalty will vary depending on type of violation.)

a.1 Fighting- caused, attempted to cause, or threatened to cause physical injury to another person.

a.2 Battery-willfully used force....

Engaging in fighting of any kind or assault and battery upon another person or aiding or abetting the infliction or attempted infliction of injury upon another person

Causing, attempting to cause, or threatening to cause physical injury to another person

Possession, use, sale or otherwise furnishing, or being under the influence of alcohol, drugs, or a controlled substance.

Theft or possession of stolen property-restitution will be required.

Stole, attempted to steal, or possession of school or private property.

Caused or attempted to cause damage to school property or private property.

Committed an obscene act or engaged in habitual profanity or vulgarity.

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.

Threatening, intimidating, bullying and menacing any other person. Threatening or intimidating school personnel may result in a recommendation for expulsion on the first offense, and requires mandatory notification of law enforcement agencies.

Overt act of defiance, disrespect or disobedience either in language or in actions against school personnel, or refusing to comply with the reasonable requests or order of school personnel.

Possession of an imitation firearm.

Sexual assault/battery.

Sexual Harassment.

Hazing or attempted hazing of another student.

Insulting or abusing school personnel.

Willful disruption of the school, or interfering with the peaceful conduct of the activities of the school.

Committing any act that injures, degrades, or disgraces any other person attending the school, this includes harassment or slurs for sexual, racial, religious, or other reasons.

Leaving the school campus without authorization.

Failure to identify oneself or giving false information to school personnel.

Fire-setting or attempted fire setting including the activation of false alarms or tampering with emergency equipment.

Making a statement which threatens to cause great bodily harm including death or threatens to cause substantial property damage.

Cheating, copying, or plagiarizing.

Forgery, or altering school passes, re-admits, or other school correspondence.

Gambling.

FORMAL SUSPENSION

It is the policy of Albert Einstein Middle School that suspension is imposed only after other means of correction have failed, or there is a blatant violation of California Education Code 48900. The exception is when the administration determines that the student's presence in school would constitute a threat to the welfare and safety of other students or severely disrupts the educational process of the school.

ACCUMULATED MAJOR VIOLATIONS/DISTRICT BEHAVIOR HEARING

An accumulation of major behavior referrals that require school suspension will result in an automatic referral to the District Hearing Office at the District for final interventions and possible involuntary transfer to another school.

EXPULSION

Expulsion proceedings are reserved for the most serious infractions and are in accordance with

Education Code Section 48900 and Section 48915. A student who is expelled is prevented from attending any school in the Sacramento City Unified School District up to a full school year. The Board of Education must directly approve of the expulsion.

Causes for mandatory recommended expulsions

Sale, possession, or furnishing of a firearm

Brandishing a knife at another person

Selling a controlled substance

Sexual assault or sexual battery

Possession of explosives

NON-DISCRIMINATION

The Sacramento City Unified School District and Albert Einstein Middle School are fully committed in all of their activities, policies, programs, and procedures to provide equal opportunity for all students and employees to avoid discrimination against a person regardless of race, sex, religion, color, national origin, disability, marital status, or age.

TITLE IX REGULATION

In compliance with the Title IX of education amendments of 1972, the Sacramento City Unified School District and Albert Einstein Middle School do not discriminate on the basis of sex in the admission of students to school programs, in their education programs or activities or in the recruitment and employment of personnel.

SEXUAL HARASSMENT

The Sacramento City Unified School District strongly condemns, opposes, and prohibits sexual harassment of students whether verbal or physical, by anyone. Any student who engages in sexual harassment of anyone in or from Sacramento City Unified School District will be subject to discipline, up to and including expulsion. Definition: "Sexual harassment" means unwelcome sexual advances, requests for

sexual favors, or other verbal, visual, or physical conduct of a sexual nature.

Types of conduct which are prohibited at Albert Einstein which may constitute sexual harassment include but are not limited to:

Unwelcome sexual flirtations or propositions

Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions

Graphic verbal comments about an individual's body, or overly personal conversations

Sexual jokes, notes, stories, drawings, pictures or gestures

Spreading sexual rumors

Touching an individual's body or clothes in a sexual way

Purposefully cornering or blocking normal movements

Displaying sexually suggestive objects

ANTI-SLUR POLICY

Albert Einstein takes very seriously incidents when students make remarks (slurs) against other students, families, staff members or members of the community.

A "slur" is speech, for example epithets, threats, verbal abuse, use of profanity or derogatory comments that make reference to a real or perceived ethnicity, national origin, immigrant status, religious belief, gender or sexual orientation, age disability, political affiliation, manner of speech or any other physical or cultural characteristics.

A slur also includes spreading rumors, jokes, notes, drawings, pictures or gestures that make reference to a real or perceived ethnicity, national origin, immigrant status, religious belief, gender sexual orientation, age disability, political affiliation, and manner of speech or any other physical or cultural characteristics.

Any student who directs a slur towards any other student at school or within school jurisdiction and is reported to the school for making the slur is subject to disciplinary action.

ANTI-BULLYING POLICY

In accordance with previously stated Albert Einstein policies, students are expected to attend school without any fear of bullying or intimidation. Students who are found to be in violation of this are subject to appropriate school discipline.

Bullying is a form of aggression, hurtful behavior, which is persistent and unprovoked. It involves an abuse of personal power. It may take various forms, including physical, verbal and emotional abuse.

Any student who "bullies" any other student at school or within school jurisdiction and is reported to the school will be disciplined to the furthest extent possible.

While the laws are still vague concerning the issue of **cyber-bullying**, the school reserves the right to investigate and discipline any student who uses this venue of harassment that leads to the emotional and physical harm of another student(s), specifically when the harassment causes a disruption in the educational process for that student and others. This may include cyber-bullying that occurs off campus, but creates an educational disturbance on campus. Cyber bullying is not limited to the internet and can also be transmitted through electronic devices, more specifically, the cell phone, through text, audio, and photo communication.

PARENT/GUARDIAN LIABILITY

Education Code Section 48904 - Parents or guardians are liable for any willful conduct of their minor children which results in injury to another pupil or to school district personnel, or for any willful cutting or defacing of any school property belonging to a school district employee, or for any property belonging to the school district and loaned to the minor student and willfully not returned. Such liability shall not exceed \$10,000. Following due process procedures, the school district may withhold the

grades, diploma, or transcripts of the pupil responsible until such damages are paid or until completion of a voluntary work program in lieu of payment of damages.

NOTICE OF SCHOOL DISRUPTION BY PARENT OR VISITOR

Any parent, guardian or other person who insults, abuses, or otherwise threatens a school employee or disrupts school activities is in violation of Education Code 44811 and Penal Code 71, 240, 242 and must leave the school grounds immediately. Parents, guardians, or other persons may be restricted from campus due to disruptive behavior. Failure to comply with such a directive will result in immediate contact made to the Sacramento County Sheriff, with possible arrest.

PARENT COMPLAINT PROCEDURE

Federal law requires the school district and county office to adopt and notify parents and guardians of the Districts complaint procedures for state and federal educational programs, including the opportunity to appeal to the state department. The Act requires the school district to investigate and seek to resolve complaints at the local level and to follow uniform complaint procedures pursuant to state regulations when addressing complaints alleging unlawful discrimination for failure to comply with the law in adult basic education, consolidated categorical aid program, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

The Governing Board has adopted a complaint procedure for programs and services covered by this act and a compliance officer has been appointed to process claims, investigate, and compliance with the law. A copy of the Uniform Complaint Procedure, available at all schools and offices and may be obtained from the District office, (916) 643-7400.

EMERGENCY PROCEDURES

Your teachers will be instructing you and will regularly review with you what to do in the event of any emergency. It is essential that when directed, students obey directions promptly and follow the instructions of the teacher or staff member. Students are required to remain quiet and attentive in order to receive necessary instructions. In any emergency, stay calm and always wait for instructions from an adult. Students are not to leave school during an emergency without approval by an adult.

Fire Drill: Signal: Repeating Bell

Students: are to remain quiet, walk with their teacher and remain in the designated area until the teacher instructs you.

Line up Location: Line up according to the posted diagram in the classroom and teacher directions.

All Clear Signal: Six short bell rings and/or All-Call. The teacher will dismiss students to return to the classroom.

Evacuation (in order to clear the buildings e.g. gas leak): Signal: Repeated Series of Bells
Students are to remain quiet, walk with their teacher and remain in the designated area until the teacher instructs you.

Line up Location The same order as the posted diagram in the classroom (Similar to Fire Alarm). The teacher will dismiss students to return to the classroom

All Clear Signal Six short bell rings and/or administrative All-Call

Lockdown: Signal: ADMIN CALL

Students are to remain inside their rooms until instructed by their teachers. If outside and on campus students will be directed to come inside the **closest room** by a staff member.

Location Stay in your room and wait for an all-clear signal by administration and SRO.

All Clear Signal Six short bell rings, and/or All-Call. The teacher will dismiss students to return to the classroom if necessary.

**Sacramento City Unified School District Annual Parent and Student Rights
Notification and Standards of Behavior Acknowledgment Form**

This form must be signed by the parents and student to acknowledge you have read and reviewed the contents of the district's handbook. Several items in the handbook are summaries of Board of Education policies and administrative procedures.

Distance Learning Discipline Policy

Do not stop the lesson...Give a consequence and keep teaching

- 1st time: Warning
- 2nd time: Mute Student/ call home from teacher
- 3rd time: - Block Student for the remainder of the lesson
 - Referral to Assistant Principal
 - Call home from teacher and call home from admin

Severe Disruption: Same as 3rd time due to distance learning but the consequence will

Digital Citizenship Contract Agreement

Respect Yourself

I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images I post online. I will not post personal information about my life, experiences, or relationships.

Protect Yourself

I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any inappropriate behavior directed at me. I will protect passwords, accounts and resources.

Respect Others

I will show respect to others. I will not use electronic mediums to bully or harass other people. I will show respect for other people in my choice of web sites. I will not visit sites that are inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas, nor post images or information of others.

Protect Others

I will protect others by reporting abuse, not forwarding inappropriate materials or communications, and not visiting sites that are inappropriate.

Protect Intellectual Property

I will request to use software and media others produce. I will use free and open source alternatives. I will only use purchased software, music and media. I will act with integrity.

Student Handbook and Digital Citizenship Signature Page

I have read and understand the rules outlined in Albert Einstein's 2020-21 Student Handbook and Digital Citizenship Page.

Student Signature (Typed): _____

Date: _____

Guardian Signature(Typed): _____

Date: _____