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PARENT/STUDENT HANDBOOK

2023-2024

School Mission:

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.

Sacramento City Unified School District

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Albert Einstein Middle School Information

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Section I: School Information and Procedures

CAMPUS HOURS

The Albert Einstein Office opens at 7:45 A.M. each morning and closes at 3:00 P.M. Students are to arrive at school no earlier than 7:45 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, and registration. **Student Services/Attendance Office** handles attendance, counseling, conferences, and student behavior.

BELL SCHEDULES

Regular Day Schedule

1 st	8:21-9:15
2 nd	9:20 - 10:12
3 rd	10:17 - 11:09
4 th	11:14 - 12:06
<i>Lunch</i>	<i>12:06 - 12:36</i>
5 th	12:41 - 1:33
6 th	1:38 - 2:30

Thursday Schedule

1 st	8:21 – 9:05
2 nd	9:10 – 9:52
3 rd	9:57 – 10:39
4 th	10:44 – 11:26
<i>Lunch</i>	<i>11:26—11:56</i>
5 th	12:01– 12:12:43
6 th	12:48 – 1:30

Minimum Day Schedule

1 st	8:21 - 8:57
2 nd	9:02 - 9:38
3 rd	9:43 - 10:19
4 th	10:24 - 11:00
5 th	11:05 - 11:41
6 th	11:46 - 12:21

STUDENT IDs

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

The cards are free and will be issued by staff after the first Picture Day in the fall. In order to maintain safety, students may be required to show student IDs in order to attend extracurricular school events and activities.

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 for the 2023-24 school year. Food and drink are allowed in the cafeteria and quad area at meal time ONLY.

Outside food deliveries services (such as door dash or uber eats, etc.) are **not** allowed. Food delivery services are a disruption and safety concern to our campus, office, and staff. School staff will not allow food delivery services to leave food or enter campus to deliver to students due to safety. These deliveries can and will be rejected by the school site. Thank you for your cooperation with this policy.

Any off-campus food brought to students must be from a parent/guardian or designated adult as listed on the student emergency card. Parents can bring food to their child only, and can eat on campus with their student in an appropriately designated area after signing in the front office during lunch time.

DISTRICT WELLNESS POLICY (BP 5030)

Per district board policy 5030, staff, students and families are required to adhere to the guidelines listed here:

https://www.scusd.edu/sites/main/files/file-attachments/bp5030_wellness_policy_2017.pdf?1507587356

As part of these guidelines, students are **not** permitted to share food or drinks at any time while on campus given concerns regarding food allergies, disease transmission and restrictions on some children's diets. Additionally, receiving or sharing food or beverages can result in the intentional or unintentional intoxication/consumption of controlled substances. Students who both share and/or receive food are subject to administrative action/school discipline, especially in instances in which students require medical attention.

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. Once you are on campus you can **not** leave to go to 7-11, Starbucks, Dutch Bros or any other off campus location. Students who leave campus without permission or go to an area on or off campus without permission or subject to school discipline.

TRESPASSING AND VISITORS

All visitors are required to report to the main office. Students from other schools are not permitted to visit campus or classrooms during the school. Any minor who is not a student at Albert Einstein cannot be on campus unless accompanied by a parent/guardian. 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.

TRANSPORTATION & BICYCLES

Bicycles, skateboards, and scooters are acceptable means of transportation to and from Albert Einstein Middle School. Students riding bicycles to campus are required to wear bike helmets. 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 all bus rules and 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. There is greater safety in numbers.

RT BUS PASSES

Regional Transit bus routes are controlled directly by Sacramento Regional Transit. The Ryde Free RT program will offer fare-free transit for students on the entire SacRT network, including busses and light rail.. For more information, visit www.rydefreeRT.com. Bus Passes are available in the front office.

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:

ATTENDANCE PROCEDURE-Continued

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 a parent or legal guardian on the written note.

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

All unexcused absences must be cleared **within 3 weeks 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 health professional is an unexcused absence.

Excessive accumulated absences will be presented to and addressed by a 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. Students who arrive late to school are to check in with the attendance office to get a tardy slip.

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. Photo I.D. will be required of all persons removing a student from school.

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 is handed their copy of the dismissal slip 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 may be taken for the student leaving campus without permission.

TARDIES

Tardiness leads to poor attendance and 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 Consequences can include Lunch Detention, parent conference, or loss of privilege.

Chronic tardiness can also lead to parent meetings and the creation of an Engagement Support Plan (ESP), School Attendance Review Team (SART) Meeting, and/or School Attendance Review Board (SARB) Meeting.

SECTION 2: Student Health

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 that needs 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. Physicians and parents or legal guardians must complete the Medication in School Form. Medication in

MEDICATION-continued

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, including aspirin, vitamins, etc. 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 from school is required for failure to comply with the immunization status requirements.

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 2 shots-Varicella (chicken pox) and 1 shot-Tdap immunization.

Find more information here:

<https://www.scusd.edu/post/school-immunizations-information-families>

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.

SECTION 3: Communication

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.

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. Parents are strongly urged not to call students directly during the school day. (see [Cell Phones](#) for specifics)

PARENT-TEACHER COMMUNICATION

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:

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:

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

Please see the full district grading policy per AR 5121 here:

https://www.scusd.edu/sites/main/files/file-attachments/ar_5121_-_evaluation_of_student_achievement_0.pdf?13701304

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

COMMUNICATION

Parents are encouraged to access information regarding their child's progress online through Infinite Campus. Log on at www.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.

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. On the Einstein web page parents can also find our [AEMS Digital Backpack](#) that has links to many important documents, forms, and school and district resources on one single webpage. Add us on Facebook [alberteinsteinmiddleschool](#) and follow us on Instagram [@alberteinsteinms_](#)

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. Unauthorized sales of home or store bought baked goods, 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 will result in administrative action. Administrative action may include administrative detention(s), In-School Suspension, Out-of-School Suspension, parent/student/administrator conference, District Behavior Hearing.

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 parents, 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.

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

INTERNET USAGE and STUDENT RESPONSIBILITIES-continued

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.

Social Media: Students are prohibited from using social media while on campus. We encourage students and families to be responsible for social media as per social media platform guidelines. Please see social media and cyberbullying info from our district website here <https://www.scusd.edu/article/cyberbullying-and-social-media-safety>

Per our district: given the power of social media to provide instant and far-reaching communication, it can be easy to “blame technology”; however, it is a social problem. **Parents and caregivers must know when it is appropriate for their child to open and use social media accounts.**

What can parents and caregivers do to protect their students on social media?

Albert Einstein Middle School has a contract with Smart Social, a social media expert providing parents with tips and expertise to navigate the social media landscape with their students.

Be on the same apps as your children. If your kids use Snapchat, Instagram, etc, set up an account, spend time on the app, have them teach you how it works, get familiar with where private messaging happens on the app, and monitor them regularly. Also be aware of “fake” accounts – many youth will have one account that they allow family to monitor and another

INTERNET USAGE and STUDENT RESPONSIBILITIES-continued

that is just for friends. You will always be the best tool for keeping your kids safe

Talk to your children and remind them that they do not need “honest” feedback from strangers

Teach your children to avoid gossiping both offline and online – even if they are “anonymous”

Discuss the dangers of anonymous apps and how they can have an impact on real life

Follow our suggestions to help your child prepare for the responsibility of being on social media:

Ages 0-13: Private

Ages 13: Have a family discussion regarding what should go public

Age 14-15: Build a personal website and post positive volunteer photos (and accomplishments/projects) online

Age 17: Colleges should be able to find a positive online footprint for your student

Minimum Age Requirements for Various Social Media Platforms:

Facebook, Twitter, Instagram, Pinterest, Tumblr, Kik, and Snapchat: 13 years old

LinkedIn: 14 years old

WhatsApp: 16 years old

Vine and Tinder: 17 years old.

Some platforms, such as YouTube, WeChat and Kik, have a minimum age required of 18, although kids aged 13-17 can sign up with parent’s permission.

LIBRARY

Hours will be posted during the opening weeks of the school year. They will also be available on the school’s website.

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 and sign in as they enter the library.
3. Food and drinks (including water) are to be left outside the library.

4. A quiet respectful voice is used in the library.
5. Borrowed books are returned to the bin under the counter.

6. Books, viewed in the library, are put on the re-shelving cart, near the counter.

7. Furniture, if moved, must be returned to its original position.

BOOK CHECKOUT

1. Students may check out up to four books for up to 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. Students who have lost or overdue books cannot check out further books until the issue has been resolved.

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

HOMEWORK

Homework is designed to be an extension of class work. Though the majority of a student’s grade will be based on in-class work and assessments, students are expected to practice skills learned in class at home. 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

Honor Awards

Eagle Honor Roll: students who have maintained a 3.5 to 3.99 GPA across both years of middle school receive an award after the promotion ceremony.

Principal Honor Roll: students who have maintained a 4.0 GPA receive a separate award after the promotion ceremony.

Perfect Attendance Award certificates are also given to students with 0 absences at the end of each quarter.

PROMOTION CEREMONY AND DANCE

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, students must meet certain citizenship and academic requirements. In alignment with our school mission: to prepare students for high school, college, career, and life, we expect students to fulfill promotion ceremony requirements similar to what awaits them in high school, college, and beyond.

Promotion Ceremony Eligibility Requirements:

- Maintain a cumulative GPA (average grade point average of all 7th and 8th grade quarter report cards) of at least a 2.0 gpa.
- Students who have a cumulative GPA of below a 2.0 at the end of the third quarter of their 8th grade year will be placed on academic probation to attend in the 8th grade promotion ceremony. The academic probation is for the 4th quarter of their 8th grade year, and in order to be eligible these students will need to get at least a 2.0 gpa of higher
- Have no suspensions the last quarter of the school year
- Students who have 5 or more total days of suspension MAY be on academic/conduct probation for the fourth quarter of their 8th grade school year.
- Report Card Citizenship Marks - receive no more than 3 N's in citizenship
- Return all books and school materials

END OF YEAR REWARD TRIPS

Satisfactory or Outstanding citizenship grades, (No 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.

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 2:30 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.

TRUANCY

Every student enrolled at Albert Einstein Middle School is required by law to attend school on a regular basis.. 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. A SARB will be conducted for cases of chronic truancy.

REQUESTS FOR STUDENT WORK

Parents may request homework for a student who will be absent 3 or more days. Parents and/or students often communicate directly with teachers or counselors via email. 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.

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 use a school issued lock. Students/families are responsible for costs to replace a school issued lock (\$10.00) if the lock is lost, damaged, or not returned at the end of the school 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 or card are accepted during orientation. After that, it will only be cash.** Socks and shoes that tie must be worn for PE. No flats, Toms, sandals, or Crocks.

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 is considered a serious offense. Trying to take credit for the work of others will result in grades of "0" and possible disciplinary consequences such as 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. The school administration will have the final say on the acceptability of questionable items of clothing. 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. Pajamas, or sleep wear are not permitted.

All headwear must be removed once inside the classroom. **NO** ski masks are allowed on campus at any time.

DRESS CODE-continued

Footwear: students must wear appropriate shoes that are safe for campus. Shoes must have a backing and be closed toes. Shoes also should not have high heels or wedges that impede walking (less than 1 inch)

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.

Clothing/attire that promotes alcohol or drug use or brands is prohibited, such as 'cookies' or 'budweiser' labels on attire.

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.

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 student 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. Be in school every day.
7. Never quit and always seek to improve.

Positive Behavior:

1. Refrain from Disruptive or Dangerous Behavior. Refrain from yelling, screaming, shouting, whistling, any body contact, play-fighting, and running in the halls. Students who

engage in mutual physical fighting will be immediately suspended and put on a behavior contract.

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 and show respect for the cultural and ethnic differences of staff and other students.
9. Help to keep our campus clean, especially the restrooms. Others see this as a measure of the pride we take in our school.
10. Avoid Personal Display of Affection- Students are discouraged from hugging, kissing, and prolonged physical contact with any of their peers while on school grounds.
11. Avoid Gang/Gang-type affiliations- Students are discouraged from any gang affiliation and exhibiting the formal identifiers of gangs. Clothing colors, style, peer group choice, markings, language and other identifiers related to gangs are prohibited.

LUNCHTIME RULES

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.

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.

SCOPE OF SCHOOL AUTHORITY PER ED CODE

A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

- (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a

pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily

SCOPE OF SCHOOL AUTHORITY PER ED CODE-continued

injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

Videotaping/Picture Taking & Web/Social Media Posting

It is prohibited for students to take pictures of school staff or other students without prior approval. Students are prohibited from using cell phones, digital cam, video cam or other picture and sound capturing devices to capture pictures or sounds of staff or students on campus or while participating in a school sponsored activity.

Unauthorized posting or distributing of staff or student pictures or information on websites, personal webpage, Social Media or any other public forum is prohibited even when the posting is done off-campus.

If the action involves a school member and it has the potential to disrupt or cause harm on campus, the school administration can and will discipline the student(s). If you see or know that a student is doing this, please report to the administration.

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) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) 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 unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, 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) Stole 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, vape pens, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.

- (j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
 - (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--an imitation firearm is a 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 specified acts of sexual assault or committed sexual battery.
 - (o) Harassed, threatened or intimidated a pupil who is a complaining witness.
 - (p) Unlawfully offered, arranged, negotiated to sell, or sold the prescription drug Soma.
 - (q) Engaged in, or attempted to engage in, hazing.
 - (r) Bullying by any means including electronic act toward a pupil or group of pupils.
 - (t) Aided or abetted the infliction or attempted infliction of physical injury to another person.
- SECTION 48900.2 (Grades 4-12): Committed sexual harassment, inappropriate touching, as defined by Education Code Section 212.5.
- SECTION 48900.3 (Grades 4-12): Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Educational Code Section 233
- SECTION 48900.4 (Grades 4-12): Intentionally engaged in harassment, threats or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.
- SECTION 48900.7 (Grades K-12): Made terrorist threats against school officials or school property, or both.

EXAMPLES OF MAJOR VIOLATIONS

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 a 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 HARASSMENT-continued

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 incidents very seriously 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. Additionally, parents or family members may be subject to a withdrawal of consent.

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 comply 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 Signal (in order to clear the buildings e.g. gas leak): 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.

Einstein Middle School PBIS

Positive Behavioral Interventions and Supports



Einstein **PRIDE** is



Einstein Middle School PRIDE

AREA	<u>P</u>ersonal <u>R</u>esponsibility	<u>R</u>espect	<u>I</u>ntegrity	<u>D</u>igital Citizenship	<u>E</u>xcellence in all you do
Hallways and Transitions	<ul style="list-style-type: none"> • I will keep my hands, feet, and objects to myself • I will be aware of my surroundings and avoid walking through red door circles • I will walk in a straight line facing forward • I will speak in a voice level 	<ul style="list-style-type: none"> • I will follow all adult directions • I will communicate respectfully in all interactions • I will use positive words when talking to others • I will give personal space to others 	<ul style="list-style-type: none"> • I will be accountable for my actions • I will avoid missing class time by being in my seat when the bell rings • I will manage my time appropriately 	<ul style="list-style-type: none"> • I will keep my phone and other personal electronic devices in my backpack and out of sight • I will keep my chromebook in my backpack when not in use to avoid damaging it 	<ul style="list-style-type: none"> • I will try to do my best at all times • I will help others who might need assistance • I will seek adult help if needed to solve problems • I will prioritize my learning
Lunchtime and blacktop/quad	<ul style="list-style-type: none"> • I will keep my hands, feet, and objects to myself • I will speak in a voice level • I will be aware of my surroundings and avoid walking through red door circles 	<ul style="list-style-type: none"> • I will follow all adult directions • I will communicate respectfully in all interactions • I will be kind and courteous to others • I will share the space and playground equipment • I will include all peers 	<ul style="list-style-type: none"> • I will be accountable for my actions • I will avoid missing class time by being in my seat when the bell rings • I will stay away from drama or conflict with peers • I will keep the campus clean and orderly 	<ul style="list-style-type: none"> • I will keep my phone and other personal electronic devices in my backpack and out of sight • I will stay engaged with friends, and avoid screen time • I will keep my chromebook in my backpack when not in use to avoid damaging it. • I will keep logins, passwords and personal information private 	<ul style="list-style-type: none"> • I will do my best at all times • I will help others who might need assistance • I will seek adult help if needed to solve problems • I will prioritize my learning

Einstein Middle School PRIDE

AREA	<u>P</u> ersonal Responsibility	<u>R</u> espect	<u>I</u> ntegrity	<u>D</u> igital Citizenship	<u>E</u> xcellence in all you do
Library	<ul style="list-style-type: none"> • I will keep my hands, feet, and objects to myself • I will keep food and drinks outside • I will return unwanted books to the cart for the Librarian to reshelve • I will clean up the work area before leaving • I will speak in a voice level 	<ul style="list-style-type: none"> • I will follow all adult directions • I will communicate respectfully in all interactions • I will value school property and treat the collection with respect • I will respect the property of my peers 	<ul style="list-style-type: none"> • I will be accountable for my actions • I will avoid missing class time • I will return books on time • I will treat books and all other school property with care 	<ul style="list-style-type: none"> • I will keep my phone and other personal electronic devices in my backpack and out of sight • I will keep my chromebook in my backpack when not in use to avoid damaging it • I will keep logins, passwords and personal information private 	<ul style="list-style-type: none"> • I will do my best at all times • I will help others who might need assistance • I will seek adult help if needed to solve problems • I will prioritize my learning • I will stay focused on the task I am here to complete
Computers/on-line	<ul style="list-style-type: none"> • I will keep my hands, feet, and objects to myself • I will come to class with my Chromebook charged • I will take care of my computer • I will only work on MY computer • I will bring my charger and Chromebook to school daily • I will use a voice level 0-1 • I will be mindful of personal space and body language 	<ul style="list-style-type: none"> • I will follow all adult directions • I will communicate respectfully in all interactions • I will log on and off the computer when asked by an adult • I will avoid eating and drinking while using my Chromebook • I will be respectful of myself and others online 	<ul style="list-style-type: none"> • I will be accountable for my actions • I will avoid missing class time • I will always cite sources of pictures and information used • I will always THINK before posting (Is it True? Helpful? Necessary? Kind?) • I will avoid using inappropriate sites • I will follow guidelines of academic honesty 	<ul style="list-style-type: none"> • I will keep my phone and other personal electronic devices in my backpack and out of sight • I will keep my chromebook in my backpack when not in use to avoid damaging it • I will keep logins, passwords and personal information private • I will only use assigned websites • I will be knowledgeable that 	<ul style="list-style-type: none"> • I will try to do my best at all times • I will help others who might need assistance • I will maintain a positive attitude and prioritize my learning • I will behave appropriately when using technology • I will seek adult help if needed to solve problems • I will prioritize my learning

Einstein Middle School PRIDE

AREA	<u>P</u> ersonal Responsibility	<u>R</u> espect	<u>I</u> ntegrity	<u>D</u> igital Citizenship	<u>E</u> xcellence in all you do
		<ul style="list-style-type: none"> I will keep my computer volume low I will handle my device with care 	regarding plagiarism <ul style="list-style-type: none"> I will report inappropriate content 	what I put on the internet can be shared or captured	
Restrooms	<ul style="list-style-type: none"> I will keep my hands, feet, and objects to myself I will get permission to use the restroom and bring a pass during class I will use the toilet quickly and quietly I will flush the toilet I will wash my hands I will speak in a voice level I will be mindful of personal space and body language 	<ul style="list-style-type: none"> I will follow all adult directions I will communicate respectfully in all interactions I will respect others' privacy I will keep the restroom graffiti free I will clean up after myself and the next person I will only use what I need I will only enter stalls if they are empty 	<ul style="list-style-type: none"> I will be accountable for my actions I will avoid missing learning time to go to the bathroom whenever possible I will use the bathroom during passing period when possible I will avoid conflict and drama I will keep the campus clean and orderly 	<ul style="list-style-type: none"> I will keep my phone and other personal electronic devices in my backpack and out of sight I will keep my chromebook in my backpack when not in use to avoid damaging it. I will participate in appropriate use of technology 	<ul style="list-style-type: none"> I will try to do my best at all times I will help others who might need assistance I will seek adult help if needed to solve problems I will prioritize my learning I will manage my time appropriately I will be kind and courteous to others
Cafeteria & Student Store	<ul style="list-style-type: none"> I will keep my hands, feet, and objects to myself I will be aware of my surroundings and walk appropriately I will know my student ID number for the 	<ul style="list-style-type: none"> I will follow all adult directions I will keep my hands, feet, and objects to myself I will enter and exit through the appropriate doors 	<ul style="list-style-type: none"> I will be accountable for my actions I will avoid missing class time I will stay in line in the order I came in I will only be in the 	<ul style="list-style-type: none"> I will keep my phone and other personal electronic devices in my backpack and out of sight I will keep my chromebook in my backpack when not 	<ul style="list-style-type: none"> I will do my best at all times I will help others who might need assistance I will seek adult help if needed to solve problems I will prioritize my learning

Einstein Middle School PRIDE

AREA	<u>P</u> ersonal Responsibility	<u>R</u> espect	<u>I</u> ntegrity	<u>D</u> igital Citizenship	<u>E</u> xcellence in all you do
	<ul style="list-style-type: none"> cafeteria. I will throw away all my garbage, containers, and wrappers I will speak in a voice level 	<ul style="list-style-type: none"> I will line-up in the designated line areas I will be mindful of personal space and body language 	<ul style="list-style-type: none"> cafeteria line if I am getting a meal I will manage my time appropriately 	<ul style="list-style-type: none"> in use to avoid damaging it I will keep logins, passwords and personal information private I will keep my chromebook away from food and beverages 	
Main Office and Attendance	<ul style="list-style-type: none"> I will keep my hands, feet, and objects to myself I will promptly return to my classroom or destination I will be aware of my surroundings and walk appropriately I will speak in a voice level 	<ul style="list-style-type: none"> I will follow all adult directions I will communicate respectfully in all interactions I will wait patiently until staff can assist me I will use positive words I will promptly complete any paperwork 	<ul style="list-style-type: none"> I will be accountable for my actions I will avoid missing class time to go to the office whenever possible I will enter only if I have a pass or an urgent need. I will immediately sign-in or report to the office appropriately I will manage my time appropriately 	<ul style="list-style-type: none"> I will keep my phone and other personal electronic devices in my backpack and out of sight I will keep my chromebook in my backpack when not in use to avoid damaging it I will know my student ID number, and student google username and password 	<ul style="list-style-type: none"> I will try to do my best at all times I will help others who might need assistance I will seek adult help if needed to solve problems I will prioritize my learning
Arrival, dismissal, buses and areas in the community	<ul style="list-style-type: none"> I will keep my hands, feet, and objects to myself I will be alert and use the crosswalk when crossing the street 	<ul style="list-style-type: none"> I will follow all adult directions I will communicate respectfully in all interactions I will use positive 	<ul style="list-style-type: none"> I will be accountable for my actions I will avoid missing class time I will set a good 	<ul style="list-style-type: none"> When I arrive I will turn off and put my phone away I will keep my phone away until I am on my way off 	<ul style="list-style-type: none"> I will be on time to school I will try to do my best at all times I will help others who might need assistance I will seek adult help if

Einstein Middle School PRIDE

AREA	<u>P</u> ersonal Responsibility	<u>R</u> espect	<u>I</u> ntegrity	<u>D</u> igital Citizenship	<u>E</u> xcellence in all you do
(Tafoya/Holmes/Garner)	<ul style="list-style-type: none"> I will follow all street and pedestrian rules and laws I will follow school and home expectations for directly returning home/arriving to school I will speak in a voice level 	<p>words when talking with others</p> <ul style="list-style-type: none"> I will stay in student areas only I will be mindful of personal space and body language 	<p>example</p> <ul style="list-style-type: none"> I will be respectful to the members of the community and others property I will manage my time appropriately 	<p>campus</p> <ul style="list-style-type: none"> I will know my student ID number, and student google username and password 	<p>needed to solve problems</p> <ul style="list-style-type: none"> I will prioritize my learning
Assembly (indoor/outdoor) (Leas)	<ul style="list-style-type: none"> I will keep my hands, feet, and objects to myself I will use a level # voice I will be aware of my surroundings and walk appropriately I will be mindful of personal space and body language 	<ul style="list-style-type: none"> I will follow all adult directions I will communicate respectfully in all interactions I will stay with my class I will respond immediately to staff signals for attention 	<ul style="list-style-type: none"> I will be accountable for my actions I will avoid missing class time I will listen to the speaker appropriately and avoid causing interruptions 	<ul style="list-style-type: none"> I will keep my phone and other personal electronic devices in my backpack and out of sight I will keep my chromebook in my backpack when not in use to avoid damaging it 	<ul style="list-style-type: none"> I will try to do my best at all times I will help others who might need assistance I will seek adult help if needed to solve problems I will prioritize my learning I will manage my time appropriately
Locker Room (Whitten)	<ul style="list-style-type: none"> I will keep my hands, feet, and objects to myself I will lock up all my belongings in my locker. I will dress in PE clothes that meet the requirements for a PE uniform. 	<ul style="list-style-type: none"> I will follow all adult directions I will communicate respectfully in all interactions I will respect the property of others I will use appropriate language 	<ul style="list-style-type: none"> I will speak up if I see or hear something that doesn't feel right. I will hussle and stay focused while changing and getting out to class. I will respect my classmate's 	<ul style="list-style-type: none"> I will make sure my electronics are out of sight before entering the locker room. I will keep my electronics in my backpack or locked in my locker at all times. 	<ul style="list-style-type: none"> I will try to do my best at all times I will help others who might need assistance I will seek adult help if needed to solve problems I will prioritize my learning I will manage my time appropriately

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	<ul style="list-style-type: none"> • I will be aware of my surroundings and walk appropriately • I will communicate with my teacher if I am not feeling well or need help. • I will speak in a voice level 	<ul style="list-style-type: none"> • I will be mindful of personal space and body language • I will stay by my locker to let others have their personal space. 	<p>differences.</p> <ul style="list-style-type: none"> • I will be accountable for my actions • I will be friendly to my classmates in the locker room, and in PE class. • I will respect the privacy of others 		
Student Store	<ul style="list-style-type: none"> • I will keep my hands, feet, and objects to myself • I will walk in quietly. • I will stand in line patiently and quietly until it is my turn to order. • I will read the white board to know what items are currently unavailable and other information. • I will have my order and money ready when it is my turn. • I will keep any food I have from outside put away. 	<ul style="list-style-type: none"> • I will follow all adult directions • I will communicate respectfully in all interactions • I will properly dispose of trash • I will keep hands to self • I will be kind and courteous • I will share the space • I will be mindful of personal space and body language 	<ul style="list-style-type: none"> • I will speak up if I see or hear something that doesn't feel right. • I will set a good example. • I will be accountable for my actions 	<ul style="list-style-type: none"> • I will keep my phone and other personal electronic devices in my backpack and out of sight • I will keep my chromebook in my backpack when not in use to avoid damaging it • I will know my student ID number, and student google username and password 	<ul style="list-style-type: none"> • I will try to do my best at all times • I will help others who might need assistance • I will seek adult help if needed to solve problems • I will prioritize my learning • I will manage my time appropriately

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Climate Office	<ul style="list-style-type: none"> ● I will keep my hands, feet, and objects to myself ● I will interact appropriately with all students and staff. ● I will manage my time appropriately 	<ul style="list-style-type: none"> ● I will follow all adult directions ● I will communicate respectfully in all interactions ● I will be mindful of personal space and body language 	<ul style="list-style-type: none"> ● I will be accountable for my actions ● I will respect the privacy of others ● I will be honest and truthful 	<ul style="list-style-type: none"> ● I will keep my phone and other personal electronic devices in my backpack and out of sight ● I will keep my chromebook in my backpack when not in use to avoid damaging it ● I will know my student ID number, and student google username and password 	<ul style="list-style-type: none"> ● I will try to do my best at all times ● I will help others who might need assistance ● I will seek adult help if needed to solve ● I will prioritize my learning time
Support Center/Counseling Office	<ul style="list-style-type: none"> ● I will be self aware of my behavior and speech while in the SSC spaces ● I will be responsible for communicating my needs ● I will keep my hands, feet, and objects to myself ● I will be mindful of personal space and body language 	<ul style="list-style-type: none"> ● I will follow all adult directions ● I will communicate respectfully in all interactions ● I will share the space ● I will return fidget items/ center supplies to their place ● I will follow community agreements set in place for clubs, after school programs, and drop-in groups 	<ul style="list-style-type: none"> ● I will speak up if I see or hear something that doesn't feel right ● I will advocate for my needs and for the needs of others ● I will be honest in making referrals and requesting to see SSC staff for support ● I will respect the privacy of others ● I will be accountable for my actions 	<ul style="list-style-type: none"> ● I will keep my phone and other personal electronic devices in my backpack and out of sight ● I will keep my chromebook in my backpack when not in use to avoid damaging it I will make online referrals for myself or others in times of need ● I will be respectful and interact in positive manners on the SSC Google Classroom 	<ul style="list-style-type: none"> ● I will respect the differences of others ● I will try to do my best at all times ● I will help others who might need assistance ● I will seek adult help if needed to solve problems ● I will prioritize my learning time

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		<ul style="list-style-type: none"> • I will honor preferred names and pronouns 		<ul style="list-style-type: none"> • I will know my student ID number, and student google username and password 	
ASES/After School	<ul style="list-style-type: none"> • I will keep my hands, feet, and objects to myself • I will be mindful of personal space and body language • I will be responsible for communicating my need 	<ul style="list-style-type: none"> • I will follow all adult directions • I will communicate respectfully in all interactions • I will follow community agreements set in place for clubs, after school programs, and drop-in groups 	<ul style="list-style-type: none"> • I will be accountable for my actions 	<ul style="list-style-type: none"> • I will keep my phone and other personal electronic devices in my backpack and out of sight • I will keep my chromebook in my backpack when not in use to avoid damaging it • I will make online referrals for myself or others in times of need 	<ul style="list-style-type: none"> • I will try to do my best at all times • I will help others who might need assistance • I will seek adult help if needed to solve problems • I will prioritize my learning time

Student Handbook Signature Page

I have read and understand the rules outlined in Albert Einstein's 2023-24 Student Handbook.

Student Name (Printed): _____

Student Signature: _____

Date: _____

Guardian Name (Printed): _____

Guardian Signature: _____

Date: _____