

**ALBANY UNIFIED SCHOOL DISTRICT**  
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Welcome students and parents to Albany Middle School. We look forward to working with you and your student during the 2014-2015 school year. The purpose of this planner and handbook is to increase communication between home and school, increase student organizational skills, and make available information pertaining to Albany Middle School policies, programs, and procedures.

**Albany Middle School Vision**

In a safe, engaging environment, each member of the AMS community strives toward excellence, acceptance of differences, exploration of ideas, and responsibility to a larger world.

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## **LEARNING ENVIRONMENT AND STUDENT SUPPORT SERVICES**

### **Behavior and Conduct Code**

Albany Middle School strives to provide a learning environment in which the needs of each of its members is respected. **Teachers have a right to teach and students have a right to learn.** AMS has high expectations of its students and every effort will be made to guide students to become responsible members of the school community.

#### **Each student will:**

- Attend school punctually and regularly.
- Obey school and classroom rules.
- Have respect for the rights and dignity of others.
- Complete assignments promptly and participate in classroom activities.
- Treat all school personnel in a respectful manner.
- Carry a hall pass when out of class.
- Respect public and private property. Take good care of furniture, books, restrooms, equipment and other facilities.
- Refrain from chewing gum while on campus.
- Eat only in assigned eating areas and dispose of all trash appropriately.
- Be intellectually honest. Cheating (providing or copying work) and forgery are unacceptable behaviors.

#### **Some further rules to follow:**

- Students may not borrow money from other students or loan money to others.
- Buying, selling or trading of any item is prohibited.
- School offices are the center of many activities. Students entering any office shall conduct themselves in a respectful manner.
- When problems cannot be solved in an appropriate way (talking it out for example), students will seek assistance from a counselor or other school staff member.
- Show courtesy and awareness of others when walking in the school hallways

and on the staircases. Keep to the right side, do not push, shove, or crowd into doorways. Make way for people to pass if you are standing in the way.

- No running in the school building or courtyard. Students may run on the blacktop and Cougar Field.
- Misbehavior by 8<sup>th</sup> grade students during the final semester may result in the loss of one or more end-of-year activities.

### **BEST - Building Positive Behavior Support in Schools.**

AMS implements the BEST program which is an integrated system of school wide, classroom management, and individual student supports designed to provide effective tactics and strategies to improve behavioral outcomes for students.

### **Counseling/Mental Health Services**

The counseling staff at Albany Middle School see themselves as an integral part of the AMS program. They are available to assist students with any school related problem, e.g. academic, social, interpersonal relationships, and crisis management. Services include individual and group counseling (support group, grief group, and conflict-resolution). Referrals are also made to outside agencies.

Teachers may allow students to see counselors during the school day if the need is urgent. Counselors are also available to meet with students before and after school and at lunch.

Parents may contact a counselor to talk about problems concerning student adjustment at school, discuss concerns they have about their children, consult about outside agencies or therapists, or make appointments for conferences. Mental health interns are available on campus during the school day to mental health services.

### **Dress Code**

Students and parents need to be aware of the importance of appropriate dress and its affect on the learning environment. While each student's mode of dress and grooming is a matter of personal style and individuality, a student's

choices may affect the educational environment. Attire can influence attitudes and behavior while at school. Therefore, dress must be within the limits of safety, cleanliness, and appropriateness. A student whose attire is not appropriate for school will be asked to change. Spare t-shirts and/or sweats may be borrowed from the school office. If students continue to violate the dress code policy, families will be contacted per our policy as described below.

- Shorts may be worn, but shorts and skirts that are too short, are not acceptable. **The bottom hem of shorts must reach the tip of one's thumbs when arms are held at one's side. The bottom hem of skirts or dresses must reach the end of one's fingertips.**
- Clothing must not have holes that would attract attention or cause distraction.
- Markings or insignia on clothing or the body, or items of clothing must not be obscene, suggestive, show gang affiliation, inappropriate language, or advocate disruptive behavior.
- Clothing must not advertise or promote alcohol, tobacco, or drugs.
- Sagging is not permitted. The waistband of the pants must be above the hipbones. Underwear may not show.
- Low cut tops, tube tops, tops that show bare midriff or see through tops are not to be worn. Undergarment straps must not be visible.
- No hats or hoods may be worn in class.
- Pajamas and slippers are not to be worn to school.
- Sunglasses (unless for a medical reason), spiked jewelry, costumes, and other such items are not appropriate in class and are considered nuisance items.

Albany Middle School reserves the right to allow or disallow certain apparel and/or accessories deemed inappropriate. The judgment of school staff will be final.

There is a binder in the office where dress code violations are logged.

- 1<sup>st</sup> time- warning to the student and student changes his/her clothing

- 2<sup>nd</sup> time- student signs dress code agreement and they changes his/her clothing
- 3<sup>rd</sup> time- parent is called and student changes clothing
- 4<sup>th</sup> time- meeting is held with parent and student

## Grading

Albany Middle School students are given a letter grade in each subject area.

Mark Key:

- A Excellent achievement
- B Good or above average achievement
- C Average achievement
- D Poor or barely passing
- F Unsatisfactory effort / failing

The Middle School year is divided into four quarters or grading periods. Report cards are generated after each quarter and posted on Aeries as well as mailed home.

## P.E. Uniforms

Albany Middle School students are required to wear an appropriate P.E. uniform as described below. Students who are not dressed in the uniforms described below will receive a "nonsuit", which will negatively affect their grade. To help prevent uniforms from being lost or stolen, last names and first initial must be printed on all clothing. Students may not loan or give their uniform to another student. These clothes must be designated as P.E. clothing only.

- Shirt or Sweatshirt: AMS Physical Education shirt or sweatshirt; or plain, solid gold shirt or plain, solid gold sweatshirt.
- Shorts or Sweatpants: AMS Physical Education shorts or sweatpants; or plain, solid black shorts or plain, solid black sweatpants. The length of shorts must comply with the school dress code.
- Shoes: Laced athletic shoes.
- Socks: Socks are required. White athletic socks are recommended. No nylons or tights.

AMS Physical Education uniforms can be purchased through the Physical Education department or from a retailer of your choice.

### **Prepared and Ready to Learn**

Students need to come to school ready to learn. They need a good night's sleep and a nutritious breakfast. Middle school students still need guidance about eating and bedtimes.

### **Student Drop-Off/Pick-up**

To avoid congestion in the mornings and afternoons, we suggest that you designate a drop-off and pick-up point a short walk away from the school. Key Route and Masonic are two streets that might be good meeting places. Students should use the crosswalks. DO NOT let students off in the middle of the street, and DO NOT let your child jaywalk. We have had many near misses where students almost got hit by passing cars. Due to a mitigation agreement with the neighbors, parents must NOT turn north onto Spokane from Brighton, nor use the staff parking lot as a meeting place. Please do not use the cul-de-sac as a turn-around. Thank you for your cooperation.

### **Student Planner**

Each student at Albany Middle School needs a planner. We ask each family to contribute a donation of \$5.00 for the planner to offset our costs. This can be paid at Orientation Day or in the office after school starts. The planner can be used as a communication tool. Students should write assignments and due dates in the planner and parents can check the planner to see that the student is doing assignments. There is a Parent/Teacher comments section, which can be utilized on an as-needed basis.

### **Substitute Teachers**

A substitute teacher deserves the highest courtesy and cooperation from students at all times. Students will receive a referral to the vice-principal for any misbehavior with a substitute teacher.

## **COMMUNICATION & COMMUNITY**

### **Aeries Student / Parent Portal**

Aeries features a parent communication module called the Aeries Parent Portal which is a student reporting tool for AUSD teachers. It hosts teacher reporting features like "Gradebook" which allow teachers to submit grades and progress reports directly online, making a student's grades and assignments viewable for both students and parents. Aeries Parent Portal also allows parents to view student attendance records. Aeries is not updated daily. We recommend checking Aeries weekly to monitor your child's progress. To set up an account go to the portal. Click on the Aeries Portal link on the AMS web site or paste the URL, <http://ams.ausdk12.org>, into your browser.

### **Albany Middle School Website**

AMS maintains a web site where news and other items of interest are posted including the Daily Announcements, the weekly Cobra Clarion, our school calendar, a link to the Aeries Parent Portal, a staff directory, and links to other AUSD sites. We encourage you to visit and learn more about our school community. We are continually updating and modifying the web site in hopes of making it an effective and useful tool for our school community. The URL for the web site is <http://ams.ausdk12.org>

### **Back-to-School Night**

In September each year, Albany Middle School has a Back-to-School Night for parents (adults only). During the evening, parents follow their child's class schedule. Teachers review the curriculum and class requirements. This is a great event for finding out about the AMS experience. We hope to see everyone there.

### **Cobra Clarion/AMS eTree**

The principal posts a weekly newsletter on our web site that is also sent out through the AMS eTree. To subscribe to our eTree send an email to :

[AlbanyMiddleSchool-subscribe@yahoogroups.com](mailto:AlbanyMiddleSchool-subscribe@yahoogroups.com).

Paper copies are available in the office.

## **Open House**

In the spring, Albany Middle School hosts an Open House. Parents, students, and community members are invited to come see what AMS students have accomplished during the year.

## **PTA (Parent Teacher Association)**

The PTA meets once a month. All parents are welcome and encouraged to attend the PTA meetings. The PTA raises money for programs and assists the school with activities. Participation in the PTA provides parents an excellent opportunity to stay current with school activities and actively participate in the process of meeting the varied needs of AMS students, including a number of volunteer activities.

## **Parent Volunteers**

There are a number of opportunities for parents to volunteer in the classroom, around the school, on field trips, and with extracurricular activities. Parent volunteer forms are available in the office.

## **School Site Council**

The Site Council is an elected body made up of parents, students, teachers, and other staff. Their primary responsibility is to oversee the School Plan. Meetings are held approximately once a month. All interested parents are encouraged to attend.

## **Telephone/Voicemail**

Individual teachers can be reached by calling 558-3600 and then dialing the teacher's voicemail extension. There is an extension address book that you can access if you do not know the teacher's extension. There is also a staff directory on the AMS web site.

## **DISCIPLINE**

### **Disciplinary Procedures**

To encourage the success of our students, school staff and parents must work together to support appropriate behavior at school. Students need the adults in their lives to set clear guidelines and follow through with fair and consistent consequences for misbehavior.

When a student is involved in some form of misbehavior, a review of the incident will occur. The student's previous behavior record will be taken into consideration when determining appropriate consequences for misbehavior. Parents may be called depending on the individual circumstances.

**Level 1** The first level of discipline is usually within the classroom. Teachers may assign detention, call parents, or withdraw classroom privileges, including being excluded from class field trips. (Depending upon severity of misbehavior, a higher-level consequence may be assigned immediately.)

**Level 2** If misbehavior continues or is severe, the teacher will make a disciplinary referral to the administration. Disciplinary referrals become a matter of school record. Depending upon the offense, consequences usually include noontime detention, class suspension, or loss of school activity privileges.

**Level 3** Severe or continued misbehavior will result in one or more of the following interventions: In-school suspension; Suspension from school; Student Behavior Contract.

State education code also mandates a suspension and expulsion recommendation for specified serious offenses including but not limited to causing physical injury to another person, extortion, theft, possession, use or sale of alcohol or other drugs, or bringing a weapon to school, etc.

### **Harassment Policy**

Harassment, often referred to as bullying, is defined as repeated, unwanted behavior toward an individual. It can be physical, verbal, emotional, or sexual. Cyberbullying and cyberthreats are also considered harassment. This includes sending offensive or harassing messages or pictures, spreading nasty rumors on social networking sites such as Facebook, Twitter, or Instagram, or through text messages, disclosing someone's intimate personal information, excluding someone from an online group, or using the Internet to intimidate. Students have the right to attend school in a safe and non-threatening environment.

If any student feels that he/she is being bothered or harassed, that student should let a trusted adult know about it. Such a report will be taken very seriously and the offending student will be told that the behavior needs to stop immediately. If the behavior does not stop, a harassment contract will be drawn up and signed by the harassing student, his/her parent, and an administrator describing consequences for repeated offenses.

### **Sexual Harassment Policy**

Albany Unified School District's sexual harassment policy in part states: "The Board of Education recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. The Board shall not tolerate the sexual harassment of any student by any other student or any district employee."

If a student feels sexually harassed, that student should tell a trusted adult, such as their teacher, a counselor, or administrator. School personnel will pursue the situation with the goal of stopping the harassment and punishing the perpetrator as appropriate.

## **POLICIES AND PROCEDURES**

### **Attendance**

Regular and timely attendance is essential to school success. Please have your student in school unless he/she is ill. Students need to be present consistently in order to benefit from their education. The California Department of Education provides ADA only for those students who attend school. We ask families to please bring students to school before and/or after medical appointments if at all possible.

To excuse your student's absence, you may do one of the following:

- Call before 10 a.m. on the day of the absence and each subsequent day the student is absent or
- When a student returns after an absence he/she should go to the office with a note to explain absence.
- Students returning from medical appointments are required to sign in at the office and present a note from the doctor.

### **Bikes, Roller Blades, Scooters, and Skateboards**

Bikes, roller blades, scooters and skateboards are not to be ridden or stood upon on school premises at any time, including before and after school, during school time, or on weekends. Students must lock up bikes, roller blades, or skateboards during the school day. Students must not bring items to school that can't be safely stored.

### **Cheating Policy**

Cheating includes, but is not limited to the following: Giving or copying work from others, plagiarism (not giving credit for sources, including the internet), looking at restricted materials during a test, getting or giving answers from other students during a test or before taking a test.

Any student involved in cheating in any form will receive a 'zero' for the assignment and a phone call home. A second offense of cheating will result in a disciplinary referral in addition to losing credit and a phone call home.

### **Closed Campus**

Albany Middle School is a closed campus. To ensure safety, students must remain on campus at all times, unless specifically excused by a parent. If a student must leave before the end of the school day, s/he must sign out in the office prior to leaving. Once students arrive at school, they are to remain until leaving for home at the end of the school day. The front of the school and the area west of the gym (near the BART tracks) are off-limits to students during lunch and breaks.

### **Emergency Forms**

Emergency Forms, available online through the Aeries Parent Portal, must be completed at the beginning of each school year and kept up-to-date and accurate throughout the school year. Incomplete or inaccurate data could endanger a student if an emergency occurs. **Parents are required to update information anytime there is a change of residency.**

## **Extended Trips**

Family trips should be arranged during summer and other school breaks. Extended absences will affect a student's academic progress and grades. Alternative assignments while on trips do not fully take the place of daily attendance and participation in class. If an extended absence is unavoidable, parents must notify the office and the teachers at least two weeks prior to the student's departure. Independent study should be arranged for absences of five days or more. Please notify the office and ask for an Independent Study form.

## **Illness at School**

Students who are ill or have a fever should not be sent to school. If illness or fever develops at school, we will call a parent for pick-up. Students who feel ill may rest in the office for up to ten minutes and then must go back to class or call a parent for pick-up. Students leaving school must have permission and must sign out from the office.

## **Immunizations**

Incoming 7<sup>th</sup>/8<sup>th</sup> graders must provide verification of a whooping cough (Tdap) booster shot. Incoming 7<sup>th</sup> graders are required by state law to have all of the Hepatitis B and MMR injections. Incoming 7<sup>th</sup>/8<sup>th</sup> graders will not be permitted to start school without verification being provided to the school office that the student has completed these immunizations.

## **Leaving School Early**

If a student needs to leave before the end of the school day, a note must be presented to the office staff. The note must contain the student's name, date, time of dismissal, and parent signature. After turning in the note, the student must sign out, indicating the exact time of departure. Upon return, the student must check in at the office and sign in.

## **Lost and Found**

Items brought to school should be marked with the student's name. Bringing valuables to school is highly discouraged. If an item is lost, check

the Lost and Found across from the library in the atrium. If the item is small and valuable, such as a watch, keys, iPod, cell phone, iPad, or jewelry, check with the secretaries in the main office.

## **Medication at School**

Students who need to take prescribed medication during the school day may carry and self-administer medicine if there is a signed medication permission form on file in the office. If the medication is to be taken in the office, medicine(s) must be sent to school in a properly labeled container, detailing the method, amount, and time schedule by which medication is to be taken along with a signed permission slip.

## **Money and Valuables**

Students are responsible for all personal belongings. Expensive electronic devices of all kinds attract thieves and should be left safely at home. The school cannot take responsibility for lost, damaged, or stolen articles. You are in danger of losing your item if you bring it to school. Students should bring to school ONLY the amount of money needed for lunch.

## **Nuisance Items**

At no time should electronic devices be on or visible during school hours. This includes but is not limited to, cell phones, iPads and iPods. Any electronic device visible will be confiscated.

If parents need to reach a child during school hours, please call the school office. *Do not try to reach your child via their cell phone.* Call the school office at (510) 558-3600. Students may use the office phone in an emergency.

There is a binder in the office where we log in confiscated items.

- 1<sup>st</sup> time - student picks up after school
- 2<sup>nd</sup> time - parent calls to release phone to student
- 3<sup>rd</sup> time - parent must pick up confiscated phone
- 4<sup>th</sup> time – parent and student must meet with school administrator before phone is released.

Inappropriate use by students of electronic recording devices such as recording any activities or events, classmates or teachers, on campus or in classes, or violating another

person's privacy will subject offending student(s) to the full spectrum of disciplinary action available to school personnel.

### **Postings**

Distribution or posting of materials, signs, posters, bulletins, leaflets, or announcements on campus must be approved by site administration. Please bring materials to the school office for approval prior to distribution.

### **Requests for Homework When Absent from School**

Parents may contact the school office to request homework assignments for students who are or will be absent from school for three or more days. It is the student's responsibility to obtain missed homework and/or class assignments from his/her teachers for any absences less than three days. Teachers also post homework online on Aeries.

### **Tardy Policy**

Students are expected to arrive to school on time. Those who arrive at school after classes have begun are tardy. Frequent tardies interfere with a child's learning. Students arriving late to school should report to the office for a pink admittance (tardy) slip. Arriving fifteen minutes late or more constitutes a class cut. The only acceptable reasons for tardies are medical appointments or illness.

During the course of the day, if students are late to class the learning process is disrupted. Students must get to each class on time. Students with six (6) tardies will receive an office warning. Students with ten (10) tardies will be ineligible for the next school dance.

### **Visitors at School**

All visitors, including volunteers, must check in at the main office before proceeding to any part of the campus. Visitors must wear a visitor badge. Visitors who wish to observe classes must sign up in advance for a specified time slot. Visiting day is Thursday. Only adults may visit. Students or friends from other schools are not allowed to visit Albany Middle School while school is in session.

## **STUDENT LIFE**

### **After School Sports**

After school sports are offered. They include volleyball for girls, co-ed cross country and track and field, co-ed soccer, and wrestling and basketball for girls and boys. Information on try-outs and practices is communicated through the Daily Announcements, which are read to students at the start of the day, posted on the AMS web site, and sent out via the AMS eTree. Teams compete against other middle schools. During the season, practice is 4-5 days per week, approximately 3:15 to 5:00 p.m.

### **Athletic Eligibility**

Academic eligibility is based on grades from the most recent quarter, prior to the beginning of the sport. Students must also meet behavioral expectations during practices and games as well as during the school day

A student is eligible to participate in athletics if he or she receives a 2.0 G.P.A., ("C" average) or higher and has not received a "F" in any class. If a student is participating in a sport and receives a report card that makes him/her ineligible, the student will be dropped from the team. However, a student may be granted a "one-time-only" probation exemption if they fail to earn eligibility. This probation is valid only if the student has not received an "F" in their most recent quarter. A student who receives an "F" is not eligible for probation.

Once a student has been granted a one-time-only probation, the student may participate in athletics. This probation applies to only one quarter in the student's years at AMS. Probation status is meant to be a second and final chance. No exceptions will be made.

*In order for an athlete to be granted their Academic Probation, the athlete must have a conference with his or her parent (s), the athletic director, and coach if possible, to discuss the terms of the probation.*

## **Clubs**

A variety of clubs and activities exist at the middle school. These change from year-to-year. Some are sponsored by staff and others are generated by student interests. Look for information about these clubs and activities in the Daily Announcements.

## **Dances**

Evening dances will be held 3 or 4 times during the year. Sixth graders do not attend the first or last dance. A 6<sup>th</sup> grade Halloween party takes the place of the first dance. The final dance is for 8<sup>th</sup> graders only and is part of their promotion activities.

Attending a dance is a privilege that students earn through good behavior. Students who have been suspended, have ten (10) or more tardies, or three (3) or more referrals in a quarter will be ineligible for the dance. Students start with a clean slate at the beginning of each quarter.

**Note:** Parents are asked to pick up their children at the stated ending time. Students must have a ticket and a current student body card to enter the dance. The administration retains the right to send any student home for inappropriate

behavior. The AMS dress code will be enforced at the dances.

## **Noontime Activities**

Albany Middle School offers an excellent noontime program. The sport's leagues and tournaments work in conjunction with the physical education classes. Activities include team sports such as touch football, basketball, volleyball, futsal and double dutch. For individual students, balls are available for checkout at noon. Cougar Field is available to students at lunch. Students may also use the library at lunchtime.

## **Albany Middle School Homework Philosophy and Guidelines**

### **Philosophy**

Albany Middle School strives to provide a rigorous education, where all students are accessing the curriculum, as well as learning positive life habits. Homework is one component of the learning process. At AMS we strive to maintain a rigorous curriculum while also valuing other important aspects of students' lives outside of school, such as family time and extracurricular activities. We also recognize that it is important for students to balance their lives in a way that includes incorporating healthy habits, such as exercise and enough sleep.

### **Purpose of Homework**

The purpose of homework is to enhance the learning that happens in the classroom, and to provide feedback to the student and teacher about how the student is progressing. Therefore, teachers assign relevant homework tasks that are essential to student learning and can generally be accomplished independently at home. These may be for pre-learning, checking for understanding, practice, and/or processing. One size does not fit all, so in order to provide the opportunity for students to succeed, homework could be differentiated by teacher discretion.

### **Responsibility of the Teacher**

- Design relevant homework tasks that will help students to further their learning.
- Post the homework in a consistent manner daily.
- Provide feedback in a timely fashion using Aeries.
- Use the results of homework to plan future instruction when relevant.
- Avoid assigning new homework over holidays and vacations.
- Minimize assigning new homework on weekends whenever possible.

### **Responsibility of the Student**

- Use an organization system, such as the student planner, to record your homework nightly and to check off assignments as they are completed.
- When doing homework, reference your textbook, notes, and other materials to complete assignments accurately.
- Keep your papers organized and have a designated place to put completed homework.
- Clarify with the teacher any instructions that are not understood before leaving class.
- Every student is different. *Generally*, spend up to 60 minutes (6<sup>th</sup> grade), 70 minutes (7<sup>th</sup> grade), & 80 minutes (8<sup>th</sup> grade) of focused effort (without electronics and other distractions) on your homework nightly.
- Pick a location with the help of your family where you can do homework free of distractions (including electronics).
- The next day, take the initiative to ask your teacher for help if you need it.

### **Responsibility of the Parent/Guardian**

- Children need monitoring until they prove that they can manage their homework independently. Help your child understand what he/she needs to do to earn independence. Check Aeries with your child weekly at first, less often when your child proves to be on top of his/her work.
- Help your child to pick a well-lit, distraction-free environment for doing homework.
- Help your child by being sure that s/he is taking out his/her planner, checking off completed work, placing completed homework in a designated spot, and then putting it into his/her backpack.
- Watch for signs of failure or frustration. Troubleshoot with your child, encourage your child to talk to his/her teacher, and if needed, contact the teacher directly to problem solve.
- If your child is regularly spending more than the suggested time on homework, reach out to the teacher of the class that is taking the most time to problem-solve a solution. If it is not a particular subject, reach out to your child's counselor.
- Consider having your child check in electronic devices while doing homework and at bedtime. Make sure your child gets an adequate amount of sleep.

## AMS Student Internet and Computer Safety rules

Computers at Albany Middle School may be used with a teacher's permission to complete SCHOOL RELATED WORK.

- Using the Computers is a privilege, not a right.
- You must immediately LOG OFF or QUIT a program when a teacher gives you a direction to do so or you risk losing computer privileges.
- No instant messaging, FaceBook, personal email, cell phones, cameras or handheld devices (ipods, itouches, etc.)
- You need permission to go to your email to send or print school-related work.
- **School computers are for school-related work only.**

When using computers at school, please...

### RESPECT YOURSELF

I will:

- show respect for myself through my actions.
- use school-appropriate language and images on the computer.

### PROTECT YOURSELF

I will:

- ensure that the information I post online will not put me at risk.
- not publish contact details or personal information in public spaces.
- report any aggressive or inappropriate behavior directed at me.
- not share my password or account details with anyone else.
- only use email for schoolwork and with teacher permission.

### PROTECT OTHERS

I will:

- report abuse.
- forward only materials (including emails and images) that are appropriate.

### RESPECT OTHERS

I will:

- not bully, harass or stalk other people online.
- only go to sites that are related to my schoolwork.
- not share my password or login.
- only change or modify other's work with permission.

### RESPECT COPYRIGHT

I will:

- follow the copyright guidelines and cite my sources.
- request permission of the owner if necessary.
- not steal or share music or other media in a manner that violate their licenses.

### PROTECT SCHOOL PROPERTY

I will:

- not go into system programs or preferences.
- not vandalize by causing physical damage, reconfiguring the computer system, or destroying data.

(\*Based on an original by Andrew Churches at <http://edorigami.edublogs.org>)

## CONSEQUENCES

First Offense The first time a teacher sees that you are not following the Internet and Computer Safety Rules, you will be given a warning and asked to quit whatever you are doing.

Second Offense The second time a teachers sees that you are not following the Internet and Computer Safety Rules, you will lose your computer privileges in school for **2 weeks**. Your parents or guardians will be called to inform them of your loss of privileges.

Third Offense The third time a teacher sees that you are not following the Internet and Computer Safety Rules, you will lose your computer privileges for **1 month**. Your parents or guardians will be called to inform them of your loss of privileges.

Offenses beyond three will result in loss of privileges indefinitely and a parent conference.

**2013-2014  
AMS Bell Schedules  
6<sup>th</sup> Grade**

Regular Schedule		Wednesday/Advisory Schedule	
Period 1	8:00 to 8:50 a.m.	Period 1	8:00 to 8:40 a.m.
Period 2	8:55 to 9:45 a.m.	Period 2	8:45 to 9:25 a.m.
Period 3	9:50 to 10:40 a.m.	Period 3	9:30 to 10:10 a.m.
Period 4	10:45 to 11:35 a.m.	Period 4	10:15 to 10:55 a.m.
Period 5	11:40 to 12:15 p.m.	Period 5	11:00 to 11:40 a.m.
Lunch	12:15 to 1:00 p.m.	Lunch	11:40 to 12:20 p.m.
Period 7	1:05 to 2:10 p.m.	Advisory	12:25 to 12:40 p.m.
Period 8	2:15 to 3:05 p.m.	Period 7	12:45 to 1:25 p.m.
		Period 8	1:30 to 2:10 p.m.

Conference/Final Week Schedule		Minimum Day Schedule	
Period 1	8:00 to 8:40 a.m.	Period 1	8:00 to 8:30 a.m.
Period 2	8:45 to 9:25 a.m.	Period 2	8:35 to 9:10 a.m.
Period 3	9:30 to 10:10 a.m.	Period 3	9:15 to 9:50 a.m.
Period 4	10:15 to 10:55 a.m.	Period 4	9:55 to 10:30 a.m.
Period 5	11:00 to 11:30 a.m.	Period 5	10:35 to 11:10 a.m.
LUNCH	11:30 to 12:15 p.m.	NO LUNCH	
Period 7	12:20 to 1:10 p.m.	Period 7	11:15 to 11:50 a.m.
Period 8	1:15 to 1:50 p.m.	Period 8	11:55 to 12:30 p.m.

**2013-2014  
AMS Bell Schedules  
7<sup>th</sup>/8<sup>th</sup> Grade**

Regular Schedule		Wednesday/Advisory Schedule	
Period 1	8:00 to 8:50 a.m.	Period 1	8:00 to 8:40 a.m.
Period 2	8:55 to 9:45 a.m.	Period 2	8:45 to 9:25 a.m.
Period 3	9:50 to 10:40 a.m.	Period 3	9:30 to 10:10 a.m.
Period 4	10:45 to 11:35 a.m.	Period 4	10:15 to 10:55 a.m.
Period 5	11:40 to 12:30 p.m.	Period 5	11:00 to 11:40 a.m.
Lunch	12:30 to 1:15 p.m.	ADVISORY	11:40 to 12:00 p.m.
Period 7	1:20 to 2:10 p.m.	LUNCH	12:00 to 12:40 p.m.
Period 8	2:15 to 3:05 p.m.	Period 7	12:45 to 1:25 p.m.
		Period 8	1:30 to 2:10 p.m.

Conference/Final Week Schedule		Minimum Day Schedule	
Period 1	8:00 to 8:40 a.m.	Period 1	8:00 to 8:30 a.m.
Period 2	8:45 to 9:25 a.m.	Period 2	8:35 to 9:10 a.m.
Period 3	9:30 to 10:10 a.m.	Period 3	9:15 to 9:50 a.m.
Period 4	10:15 to 10:55 a.m.	Period 4	9:55 to 10:30 a.m.
Period 5	11:00 to 11:40 a.m.	Period 5	10:35 to 11:10 a.m.
LUNCH	11:40 to 12:25 p.m.	NO LUNCH	
Period 7	12:30 to 1:10 p.m.	Period 7	11:15 to 11:50 a.m.
Period 8	1:15 to 1:50 p.m.	Period 8	11:55 to 12:30 p.m.