

ALBANY MIDDLE SCHOOL
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Welcome students and families to Albany Middle School. We look forward to working with you and your student during the 2018-2019 school year. The purpose of this planner and handbook is to increase student organizational skills, make available information pertaining to Albany Middle School policies, programs, and procedures, and to increase communication between home and school. Please see our school website for our most current policies and practices.

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.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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Student Information

My Class Websites:

Website: <https://albanyusd.asp.aeries.net/student/LoginParent.aspx>

User name:

Password:

Website:

Log-On:

Password:

Website:

Log-On:

Password:

Website:

Log-On:

Password:

Others Passwords & Log-On Info:

Locker Combinations:

Other Important Info:

6th Grade Bell Schedules

6th Grade - Regular Schedule	
Period 1	8:00 to 8:49 a.m.
Period 2	8:54 to 9:43 a.m.
BREAK	9:43 to 9:55 a.m.
Period 3	9:55 to 10:44 a.m.
Period 4	10:49 to 11:38 a.m.
Period 5	11:43 to 12:15 p.m.
LUNCH	12:15 to 1:00 p.m.
Period 5	1:05 p.m. to 1:17 p.m.
Period 7	1:22 to 2:11 p.m.
Period 8	2:16 to 3:05 p.m.

6th Grade - Conference/End of Quarter Schedule	
Period 1	8:00 to 8:39 a.m.
Period 2	8:44 to 9:23 a.m.
BREAK	9:23 to 9:35 a.m.
Period 3	9:35 to 10:14 a.m.
Period 4	10:19 to 10:58 a.m.
Period 5	11:03 to 11:27 a.m.
LUNCH	11:27 to 12:07 p.m.
Period 5	12:12 to 12:22 p.m.
Period 7	12:27 to 1:06 p.m.
Period 8	1:11 to 1:50 p.m.

6th Grade - Wednesday/Advisory Schedule	
Period 1	8:00 to 8:39 a.m.
Period 2	8:44 to 9:23 a.m.
ADVISORY	9:23 to 9:43 a.m.
BREAK	9:43 to 9:55 a.m.
Period 3	9:55 to 10:34 a.m.
Period 4	10:39 to 11:18 a.m.
Period 5	11:23 to 11:45 a.m.
LUNCH	11:45 to 12:25 p.m.
Period 5	12:30 to 12:42 p.m.
Period 7	12:47 to 1:26 p.m.
Period 8	1:31 to 2:10 p.m.

7th - 8th Grade Bell Schedules

7th - 8th Grade - Regular Schedule	
Period 1	8:00 to 8:49 a.m.
Period 2	8:54 to 9:43 a.m.
BREAK	9:43 to 9:55 a.m.
Period 3	9:55 to 10:44 a.m.
Period 4	10:49 to 11:38 a.m.
Period 5	11:43 to 12:32 p.m.
LUNCH	12:32 to 1:17 p.m.
Period 7	1:22 to 2:11 p.m.
Period 8	2:16 to 3:05 p.m.

7th - 8th Grade - Conference/End of Quarter Schedule	
Period 1	8:00 to 8:39 a.m.
Period 2	8:44 to 9:23 a.m.
BREAK	9:23 to 9:35 a.m.
Period 3	9:35 to 10:14 a.m.
Period 4	10:19 to 10:58 a.m.
Period 5	11:03 to 11:42 a.m.
LUNCH	11:42 to 12:22 p.m.
Period 7	12:27 to 1:06 p.m.
Period 8	1:11 to 1:50 p.m.

7th - 8th Grade - Wednesday/Advisory Schedule	
Period 1	8:00 to 8:39 a.m.
Period 2	8:44 to 9:23 a.m.
ADVISORY	9:23 to 9:43 a.m.
BREAK	9:43 to 9:55 a.m.
Period 3	9:55 to 10:34 a.m.
Period 4	10:39 to 11:18 a.m.
Period 5	11:23 to 12:02 p.m.
LUNCH	12:02 to 12:42 p.m.
Period 7	12:47 to 1:26 p.m.
Period 8	1:31 to 2:10 p.m.

Absent Work Planning Sheet

Period	Class	What To Do When Absent	Buddy + Contact Info
1			
2			
3			
4			
5			
7			
8			

Study Planning Sheet

Period	Class	Study Techniques to Use	Types of Assessments (quiz, test, project, essay, etc.)
1			
2			
3			
4			
5			
7			
8			

AMS STUDENT HANDBOOK

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LEARNING ENVIRONMENT, STUDENT SUPPORT SERVICES, AND DISCIPLINE

Academic Integrity 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 during or before a test. Policy is set by each teacher and follow up can include administrator involvement.

Behavior and Conduct Code

Albany Middle School strives to provide a learning environment in which the needs of each of its members are 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 support students in being responsible members of the school community.

Each student will:

- Attend school punctually and regularly.
- Follow school and classroom rules.
- Treat others with respect and dignity.
- Treat all school personnel respectfully.
- Carry a hall pass when out of class.
- Respect public and private property. Take care of furniture, books, restrooms, equipment and facilities.
- Refrain from graffiti and writing on desks.
- Refrain from chewing gum on campus.
- Eat only in assigned eating areas outside and dispose of all trash by recycling and composting.
- Be academically honest. Cheating (providing or copying work) and forgery are unacceptable.

Some further rules to follow:

- Students may not borrow or loan money.
- Do not buy, sell, or trade any item.
- The school office is 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), 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.
- Walk in the school building or courtyard. Students may run on the blacktop and Cougar Field. Playing with sports equipment is not permitted in the building or courtyard.
- Riding bikes, skateboards, or scooters in the courtyard or building is prohibited at all times. These items must be locked up in the cages during the day.

- Excessive tardies, referrals or suspensions by 8th grade students during the final semester may result in the loss of one or more end-of-year activities.

Behavioral Consequences

To encourage student success, staff, students, and families must work together to support appropriate behavior at school. Students need the adults in their lives to set clear guidelines, follow through with fair and consistent consequences for misbehavior, and provide opportunities for learning and growth. Students also need the opportunity to repair any harm they have caused and to resolve conflict. This goes hand in hand with restorative justice practices that help students to learn and grow from their mistakes while maintaining the integrity of our school community.

When a student is involved in some form of misbehavior, a review of the incident will occur. The student's previous behavioral actions will be taken into consideration when determining appropriate consequences. Parents/guardians will always be notified via phone or e-mail depending on the individual circumstances.

Our student behavior matrix, available in this handbook and on our website, contains a description of behaviors and consequences.

State education code also mandates a suspension and expulsion recommendation for specified serious offenses including, but not limited to, causing serious physical injury, extortion, sexual assault or harassment, sale of alcohol or other drugs, or bringing a firearm or imitation firearm to school.

BEST - Building Effective Schools Together- A Positive Behavioral Support System

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

Our four guiding principles are:

- Be Safe.
- Be Respectful.
- Be Responsible.
- Be an Ally.

Counseling/Mental Health Services

The counseling staff at Albany Middle School is 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/guardians may contact a counselor to talk about problems concerning student adjustment at school, discuss concerns they have about their student, consult about outside agencies, or make appointments for conferences. Our program also includes mental health interns for at-risk students.

Dress Code

AMS is adopting a new dress code with the intent of providing equity among genders and no longer disproportionately targeting the female body. We also believe in shifting decision making around the appropriateness of clothing to parents and guardians. The school's role in the dress code is to provide a safe and inclusive learning environment.

A student whose attire is not appropriate for school will be asked to change into P.E. or loaner clothes. Spare t-shirts and/or sweats may be borrowed from the school office.

Students **Must** Wear:

- ❖ A shirt with fabric in the front, back, on the sides and under the arms AND
- ❖ Pants/jeans or the equivalent (i.e. shorts, dresses, skirts) AND
- ❖ Shoes

Students **May** Wear:

- ❖ Religious headwear
- ❖ Hats facing forward or backward as long as face is visible at teacher discretion
- ❖ Hoodie sweatshirts as long as face and ears are visible at teacher discretion
- ❖ Fitted pants, leggings, etc.
- ❖ Tank tops and spaghetti straps
- ❖ Athletic attire
- ❖ Ripped jeans, as long as underwear and buttocks aren't exposed

Students **Cannot** Wear:

- ❖ Violent language or images
- ❖ Images or language depicting drugs, alcohol or illegal items/activities
- ❖ Hate speech, profanity, nudity or sexually explicit images
- ❖ Images or language that create a hostile/intimidating learning environment
- ❖ Clothing that is transparent
- ❖ Visible undergarments, except for straps
- ❖ Swimsuits
- ❖ Accessories that could be considered dangerous or used as a weapon
- ❖ Any item that obscures the face or ears

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

Dress code violations are logged in an office binder as listed:

- 1st - warning and student changes their clothing
- 2nd - warning and student changes their clothing
- 3rd - parent/guardian contact and student changes
- 4th + - parent/guardian + student meeting and student changes clothing

Electronics (phones, devices) + Nuisance Items

We believe that it is important for students to have a screen free environment so they can interact face to face with their peers and our staff. At no time should electronic devices be on or visible during school hours. This includes, but is not limited to, cell phones, smart watches, iPads and iPods, and laser pointers. Any electronic device visible will be confiscated.

If parents/guardians need to reach a child during school hours, please call the 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.

Confiscated items are logged in an office binder with the following consequences:

- 1st - student picks up after school
- 2nd - parent/guardian calls to release item to student
- 3rd - parent /guardian must pick up confiscated item
- 4th - parent/guardian and student must meet with school administrator before item is released

Inappropriate use 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 can cause significant harm and will not be tolerated. For proper use guidelines, please see the AMS Student Internet and Computer Safety Rules on pages 12-13.

Any item that distracts from the learning environment as defined by the teacher or staff member should be in a backpack during class time. Staff members may confiscate and log a nuisance item in the office.

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 a safe and non-threatening school environment.

- If any student feels that he/she is being bothered or harassed, that student should let a trusted adult know immediately. Such a report will be taken seriously and the staff member will work with the student to create a plan to address and stop the behavior. If the behavior does not stop, or is severe, consequences and follow up according to our behavior matrix will be implemented.

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 giving consequences as appropriate.

Substitute Teachers

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

ATTENDANCE

Regular and timely attendance is essential to student success. Additionally, the California Department of Education provides ADA (daily attendance funds) only for those students who attend school. Please have your student in school unless he/she is ill. We ask families to bring students to school before and/or after medical appointments if possible.

Per California Education Code, absences can only be excused for the following reasons: illness, medical appointments, court dates, religious observations, funerals, and approved Independent Study contracts.

To excuse your student's absence, please:

- Call before 10 a.m. on the day of the absence and each subsequent day.
- When a student returns after an absence they should go to the office with a note.
- Students returning from medical appointments must sign in at the office and present a doctor's note.

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, they 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.

Extended Trips

Family trips should be arranged during summer and other school breaks as extended absences 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, parent/guardians must request an Independent Study form from the office at least 10 school days prior to the student's departure. Independent study can only be arranged for absences of five to twenty days and cannot be granted the last two weeks of the year. Students can only receive Independent Study once per semester. Please also notify the teachers of the upcoming absence.

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/guardian for pick-up. Students should stay home from school 24 hours after having a fever. Students who feel ill may rest in the office for up to ten minutes and then must go back to class or call a guardian for pick-up. Students leaving school must have permission and must sign out.

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 guardian signature. After turning in the note, the student must sign out, indicating the exact time of departure. Upon return, the student must sign in at the office.

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. We recommend not allowing the use of electronics in their bedrooms after bedtime.

Requests for Homework when Absent

Students are first encouraged to check with a classmate regarding missed work. Teachers may also post homework on Aeries or the class website. 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.

Parents/guardians may contact the school office to request homework assignments for students who are absent from school for three or more days.

Tardy Policy

- Students are expected to arrive to school on time as tardies interfere with a child's learning.
- Students are considered tardy if they are not in their seats or designated spots at the start of class. Arriving fifteen minutes late or more constitutes a class cut.
- Students arriving late to 1st period should report to the office for a pink admittance (tardy) slip.
- The only acceptable reasons for tardies are: illness, medical appointments, court dates, religious observations and funerals verified by a parent/guardian.
- Tardy consequences include guardian notification, after-school detentions, and targeted interventions + counseling. We are currently updating our policy, which will be on our website for the start of the school year.

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/guardians throughout the year. Aeries Parent Portal also allows parents/guardians 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, <https://albanyusd.asp.aeries.net/student/LoginParent.aspx>, into your browser.

Back-to-School Night

In September each year, Albany Middle School has a Back-to-School Night for parents/guardians (adults only). During the evening, parent/guardians 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.

Electronic Communication

AMS maintains a website where news and other items of interest are posted including the Daily Announcements, 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 website 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>.

Daily Announcements and important school information are e-mailed home on a daily basis as part of AMS' news and announcements. Families must opt into these emails through our website.

In addition, the PTA communicates frequently using the AMS eTree. To subscribe to the eTree send an email to: [AlbanyMiddleSchool-subscribe @yahoogroups.com](mailto:AlbanyMiddleSchool-subscribe@yahoo.com).

Open House

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

Parent/Guardian Volunteers

There are a number of opportunities for parents/guardians to volunteer in the classroom, around the school, on field trips, and with extracurricular activities. Volunteer forms are available in the office. Please see our office secretaries with any questions.

PTA (Parent Teacher Association)

The PTA meets most months. All parents/guardians are welcome and encouraged to attend. The PTA raises money for programs and assists the school with activities. Participation in the PTA provides guardians an excellent opportunity to stay current with school activities and actively participate in the process of meeting the varied needs of AMS students.

School Site Council

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

Telephone/Voicemail/Email

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. Additionally, you can email teachers using first initial + last name@ausdk12.org. There is also a staff directory on the AMS website.

POLICIES AND PROCEDURES

Balloons and Birthday Treats

To promote inclusion and to help avoid conflicts of exclusion, we ask that students and families do not bring birthday balloons or treats to school. Balloons or treats that are brought, will be stored in the office until the end of the day.

Bikes, Rollerblades, Scooters, and Skateboards

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

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 throughout the school year. Incomplete or inaccurate data could endanger a student in an emergency.

Parents/guardians are required to update information when there is a change of residency.

Food Delivery

Students and families should refrain from having food delivered to school for a student's lunch or other treat. If a student forgets to bring a lunch, their family is encouraged to drop their lunch off at the office.

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, posted on Aeries, and mailed home.

Immunizations

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

Life-Threatening Allergies at AMS

In order to ensure the safety of all students at AMS, please do the following if your student has a known history of moderate or severe allergic reactions:

- Report the medical condition or allergy to both the front office and your student's counselor.
- If medication could be required, such as Benadryl, complete the prescription medication form and provide the necessary medications to the front office.

If your student requires the use of an Epi-pen, please have them keep one on them at all times and provide a backup to the office. This should be done in conjunction with the prescription medication form.

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. Lost and found items are donated at the end of each quarter if they are not claimed.

Medication at School

Students who need to take prescribed medication during the school day must have a signed medication permission form on file in the office. The 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 the signed permission slip.

School staff cannot give your student over the counter medication (i.e. Tylenol or ibuprofen) without a written note from the parent/guardian and the authorized health care provider. If your student needs to take such medication during the school day, please send with them only the amount needed and have your student turn it into the main office unless the doctor says they can self-administer.

Money and Valuables

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

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. 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. only.

- Shirt or Sweatshirt: AMS P.E. shirt or sweatshirt; or plain, solid gold shirt or plain, solid gold sweatshirt.
- Shorts or Sweatpants: AMS P.E. shorts or sweatpants; or plain, solid black shorts or plain, solid black sweatpants. The length of shorts must comply with the dress code.
- Shoes: Laced athletic shoes.

- Socks: Are required. Athletic socks are recommended. No leggings or tights.

AMS P.E. uniforms can be purchased through the P.E. department or from a local retailer.

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 posting.

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. Please do not use the cul-de-sac as a turn-around. Thank you for your cooperation.

Students are not permitted to be on campus earlier than 20 minutes prior to the start of class. Please do not drop your child off or allow your child to walk to school earlier than this.

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 online via MySchoolBucks, at Orientation Day or in the office after school starts. The planner is used as a communication tool. Students should write assignments and due dates in the planner and parents/guardians can check the planner to see if the student is completing assignments. Students are recommended to check off assignments in the planner as they are completed at home. There is a Parent/Teacher comments section, which can be utilized on an as-needed basis.

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

A variety of after school sports are offered. They include volleyball for girls, co-ed cross-country and track and field,

co-ed soccer, football, ultimate frisbee, wrestling and basketball. 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 daily digest. Teams compete against other middle schools. During the season, practice is 4-5 days per week, usually between 3:15 to 6:00 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 at school and during practices and games.

A student is eligible to participate in athletics if they receive a 2.0 G.P.A., (“C” average) or higher and has not received a “F” in any class. If a student is on a team and receives a report card that makes them ineligible, the student will be dropped from the team. However, a student may be granted a “one-time” probation exemption. This probation is valid only if the student has not received an “F” in their most recent quarter. A student receiving an “F” is not eligible for probation.

Once a student has been granted a one-time probation, they 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)/guardian(s), the athletic director, and coach, to discuss the terms of 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 or volunteer interests. Look for information about these clubs and activities in the Daily Announcements and via the school website.

Dances

Evening dances will be held 4 times during the year. The first dance is for 7th and 8th graders as the 6th graders have a Halloween party in lieu. The second and third dances are for all AMS students. The final dance is for 8th graders only and is part of their promotion activities.

Note: Guardians are asked to pick up their children at the stated ending time. Students must have a ticket and a current student ID to enter the dance. Administration retains the right to send any student home for inappropriate behavior. The dress code and other school policies will be enforced. Once a student enters the dance, they must stay until the end of the dance or until their parent/guardian picks them up.

Noontime Activities

Albany Middle School offers an excellent noontime program. The sports leagues and tournaments work in conjunction with

the physical education classes. Activities include sports such as table tennis, basketball, volleyball, futsal and double-dutch. For individual students, balls are available for checkout at

lunch on the blacktop and on Cougar Field. Students' personal sports equipment is not permitted at lunch. Students may also use the library at lunchtime.

Albany Middle School Homework Philosophy and Guidelines

Philosophy

Albany Middle School provides a rigorous education, where all students can access the curriculum and learn 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 planner, to record homework nightly and to check off assignments as completed.
- When doing homework, reference textbook, notes, and other materials to complete assignments accurately.
- Keep 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 (6th grade), 70 minutes (7th grade), & 80 minutes (8th grade) of focused effort (without electronics and other distractions) on homework nightly.
- Pick a location with the help of family where homework can be done free of distractions (including electronics).
- The next day, take the initiative to ask the teacher for help if needed.

Responsibility of the Parent/Guardian

- Children need monitoring until they prove that they can manage their homework independently. Help your child understand what they need 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 ensuring that they are taking out their planner, checking off completed work, placing completed homework in a designated spot, and then putting it into their backpack.
- Watch for signs of failure or frustration. Troubleshoot with your child, encourage your child to talk to their 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 A.M.S. 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 staff member gives you a direction to do so.
- No instant messaging, Facebook, personal email, cell phones, cameras or handheld devices (iPods, 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

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

PROTECT YOURSELF

- 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

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

RESPECT OTHERS

- 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

- 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

- 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>)

	First Offense	Second Offense	Third Offense	Fourth Offense
CONSEQUENCES	You will be given a warning and asked to quit whatever you are doing.	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.	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/guardian conference.

AMS Behavior Matrix

Below is our school's behavior matrix that is used to determine consequences when harmful behavior is reported to school administration. When a student is involved in some form of misbehavior, a review of the incident will occur. The student's previous behavioral actions will be taken into consideration when determining appropriate consequences. Parents/guardians will always be notified via phone or e-mail depending on the individual circumstances.

All actions within a box will be used for each student action unless the student is unwilling to engage in the restorative actions. If a student is unwilling to engage in restorative practices, potentially more severe consequences may be issued.

Level 1	Level 2	Level 3
- Minor behavioral OR first reported incident.	- Moderate behavioral OR second reported incident.	- Severe behavioral OR continued incidents.

When specified, teachers will be notified first via e-mail and then in person to provide further details.

If a student is suspended, there will be a pre-suspension conference and a reintegration conference that will include guardian, student, and an administrator. When a student is suspended, teachers are automatically notified of the incident and suspension.

For each 2 days of suspension, a student can replace 1 day with 5 hours of community service. The community service hours must be approved by administration and be completed within 3 weeks of the incident.

Behavior	1st Incident/Level	2nd Incident/Level	3rd Incident/Level
Absences	<ul style="list-style-type: none"> 1st truancy letter at 3 unexcused absences 	<ul style="list-style-type: none"> 2nd truancy letter at 5 unexcused absences SART meeting (Truancy Mediation) with family, teacher and counselor if necessary Teacher notification of process 	<ul style="list-style-type: none"> 3rd truancy letter at 7 unexcused absences SARB (Truancy Mediation) meeting at 9 unexcused absences Teacher notification of results
Arson	<ul style="list-style-type: none"> 5 day suspension Guardian + student conference Restorative circles* Counselor referral 5 hrs. community service Police report Possibility of expulsion recommend 	<ul style="list-style-type: none"> Suspension pending expulsion process (Ed. Code required) Expulsion recommended Guardian + student conference Restorative circles* 10 hrs. community service Police report 	
Assault/Battery/Fighting			
- Self-defense	<ul style="list-style-type: none"> Guardian contact Conflict resolution or circle* Counselor referral 	<ul style="list-style-type: none"> Guardian + student conference Conflict resolution or circle* Counselor referral 	<ul style="list-style-type: none"> Guardian + student conference Conflict resolution or circle* Counselor follow-up
- Caused minor injury	<ul style="list-style-type: none"> After-school detention Guardian + student conference Conflict resolution or circle* 	<ul style="list-style-type: none"> 1-2 day period suspension Guardian + student conference Conflict resolution or circle* Counselor referral 	<ul style="list-style-type: none"> 1-2 day in-school suspension Guardian + student conference Conflict resolution or circle* Counselor follow-up
- Caused serious injury without the intent to cause harm (not mutual combat)	<ul style="list-style-type: none"> 1-2 day suspension Guardian + student conference Conflict resolution or circle* Counselor referral 	<ul style="list-style-type: none"> 2-3 day suspension Guardian + student conference Conflict resolution or circle* Counselor referral 	<ul style="list-style-type: none"> 3-5 day suspension Possibility of expulsion recommendation Guardian + student conference Conflict resolution or circle* Counselor follow-up
- Mutual combat/fighting	<ul style="list-style-type: none"> 1-2 period(s) suspension Guardian + student conference Conflict resolution or circle* Counselor referral 	<ul style="list-style-type: none"> 1-2 days in-school suspension Guardian + student conference Conflict resolution or circle* Counselor referral 	<ul style="list-style-type: none"> 1-5 day suspension Guardian + student conference Conflict resolution or circle* Counselor follow-up

- Willfully caused serious injury, except in self-defense - Physical assault/battery - Sexual assault – aggressive and unwanted sexual/intimate contact (Ed. Code required)	<ul style="list-style-type: none"> • Suspension pending expulsion process • Expulsion recommended • Police report • Guardian, student, counselor and admin conference 		
Cutting Class (15 min +)			
- On Campus without permission	<ul style="list-style-type: none"> • After-school detention of double the time cut with a cap of 2 detentions • Guardian + teacher notified 	<ul style="list-style-type: none"> • After-school detention of double the time cut with a cap of 2 detentions • Guardian + student conference • Counselor referral • Teacher notified 	<ul style="list-style-type: none"> • 1 day in-school suspension • Guardian, student, teacher and counselor conference • Counselor follow-up • Possible referral to SART/SARB • Teacher notified
- Off campus/leaving without permission	<ul style="list-style-type: none"> • Student's safety is ensured by calling parent, contacts, and if that fails, the police • After-school detention of double the time cut with a cap of 2 • Guardian + student conference • Teacher notified 	<ul style="list-style-type: none"> • Student's safety is ensured by calling parent, contacts, and if that fails, the police • 1 day in-school suspension • Guardian + student conference • Counselor referral • Elopement Plan Created • Teacher notified 	<ul style="list-style-type: none"> • Student's safety is ensured by calling parent, contacts, and if that fails, the police • 2 day in-school suspension • Guardian, student, teacher, and counselor conference • Counselor follow-up • Possible referral to SART/SARB • Elopement Plan Evaluated • Teacher notified
Defiance or Disruption			
- Minor: Student does not follow repeated directions or requests from staff; action momentarily interrupts instruction, event or program	<ul style="list-style-type: none"> • 30 minutes of restorative work • Guardian contact 	<ul style="list-style-type: none"> • 60 minutes of restorative work • 1-2 period suspension possible • Restorative conference with student, teacher, and admin • Guardian contact 	<ul style="list-style-type: none"> • 90 minutes of restorative work • 2-3 period suspension • Restorative conference with student, guardian, teacher, and admin • Counselor referral
- Major or repetitive: Student does not follow repeated directions or requests from staff; action interrupts or stops instruction, event or program; administrator or supervisor support required	<ul style="list-style-type: none"> • After-school detention • 1 period suspension • Restorative circle* • Guardian + student conference 	<ul style="list-style-type: none"> • 1-2 period suspension • Restorative circle* • Guardian + student reintegration conference • Counselor referral 	<ul style="list-style-type: none"> • Possible 1-3 day suspension • Guardian + student conference • Conflict circle* • Counselor follow-up
Drugs and Controlled Substances			
- Selling, buying, distributing	<ul style="list-style-type: none"> • Suspension pending expulsion process (Ed. Code required) • Expulsion recommended • Police report • Guardian, student, counselor and admin conference 		
- Possession	<ul style="list-style-type: none"> • 1 day in-school suspension (counseling embedded) • Brief Intervention Sessions • Guardian + student conference • Item turned over to police • Restorative circle* 	<ul style="list-style-type: none"> • 2-3 day in-school suspension • Guardian + student conference • Item turned over to police • Restorative circle* • Counselor follow-up 	<ul style="list-style-type: none"> • 1-5 day suspension • Possible expulsion recommendation • Guardian + student conference • Item turned over to police • Restorative circle* • Counselor follow-up
- Under the influence	<ul style="list-style-type: none"> • 1 day in-school suspension (counseling embedded) • Brief Intervention Sessions • Guardian + student conference • Restorative circle* • Counselor referral 	<ul style="list-style-type: none"> • 2-3 day in-school suspension • Guardian + student conference • Restorative circle* • Counselor follow-up • Random bag checks possible 	<ul style="list-style-type: none"> • 1-5 day suspension • Possible expulsion recommended • Guardian + student conference • Counselor follow-up • Random bag checks possible

Drug Paraphernalia			
- Possession	<ul style="list-style-type: none"> 1 day in-school suspension (counseling embedded) Brief Intervention Sessions Guardian + student conference Item turned over to police Restorative circle* 	<ul style="list-style-type: none"> 2-3 day in-school suspension Guardian + student conference Item turned over to police Restorative circle* Counselor follow-up Random bag checks possible 	<ul style="list-style-type: none"> 1-5 day suspension Guardian + student conference Item turned over to police Counselor follow-up Random bag checks possible
- Sale	<ul style="list-style-type: none"> 1 day in-school suspension (counseling embedded) Brief Intervention Sessions Guardian + student conference Item turned over to police Restorative circle* 	<ul style="list-style-type: none"> 2-3 day in-school suspension Guardian + student conference Item turned over to police Restorative circle* Counselor follow-up 	<ul style="list-style-type: none"> Suspension pending expulsion process (Ed. Code required) Expulsion recommended Guardian + student conference Item turned over to police
Electronics			
-Possession or use	<ul style="list-style-type: none"> Device taken and logged in the office 	<ul style="list-style-type: none"> Device taken and logged in the office, guardian phone call to release 	<ul style="list-style-type: none"> 3rd - Device taken and logged in office, guardian pick up 4th - Device taken and logged in office, guardian/student/admin conference
-Recording a fight	<ul style="list-style-type: none"> 3 hours of community service Reflection assignment Guardian contact 	<ul style="list-style-type: none"> 6 hours of community service Reflection assignment Guardian contact 	<ul style="list-style-type: none"> 9 hours of community service Reflection assignment Guardian contact
Falsifying Records	<ul style="list-style-type: none"> Guardian + student conference Reflective assignment Warning of loss of privilege related to falsification/positions of trust 	<ul style="list-style-type: none"> Guardian + student conference Reflective assignment Loss of privilege related to falsification/positions of trust 	<ul style="list-style-type: none"> 1 day in-school suspension Guardian + student conference Reflective assignment Loss of positions of trust
- Falsely representing people or facts on school documents			
Fire Alarms	<ul style="list-style-type: none"> 1-2 day in-school suspension Reflective assignment Restorative circle 	<ul style="list-style-type: none"> 1-2 day suspension Reflective assignment Restorative circle 	<ul style="list-style-type: none"> 3-5 day suspension Reflective assignment Restorative circle
- Pulling			
Gambling	<ul style="list-style-type: none"> After-school detention Confiscation of equipment for guardian pick-up Restorative circle 	<ul style="list-style-type: none"> 1 period suspension Confiscation of equipment Guardian + student conference Restorative circle Counselor referral 	<ul style="list-style-type: none"> 1+ day in-school suspension Confiscation of equipment Guardian + student conference Restorative circle Counselor referral
Harassment & Bullying	<ul style="list-style-type: none"> After-school detention Guardian + student conference Conflict resolution or restorative circle* Educational/reflective assignment 	<ul style="list-style-type: none"> 1 day in-school suspension Guardian + student conference Conflict resolution or restorative circle* Educational/reflective assignment Harassment contract Counselor referral 	<ul style="list-style-type: none"> 1-5 day suspension Guardian + student conference Conflict resolution or restorative circle* Educational/reflective assignment Counselor follow-up Possible schedule change
- Unwelcome comments [spoken, written, electronic] or acts, which are ongoing, one-sided and make the recipient feel powerless and/or creates a hostile environment			
Hate Acts	<ul style="list-style-type: none"> See the consequence for each act plus any or all of the consequences for hate speech 	<ul style="list-style-type: none"> See the consequence for each act plus any or all of the consequences for hate speech 	<ul style="list-style-type: none"> See the consequence for each act plus any or all of the consequences for hate speech
- Harmful action against someone for their real or perceived identify.			
Hate Speech	<ul style="list-style-type: none"> Guardian contact Research and written reflection about the specific area of hate Restorative circle* Make amends with group impacted Counselor referral 	<ul style="list-style-type: none"> 1 day in-school suspension Guardian + student conference Research and written reflection Restorative circle* Make amends with group impacted Counselor referral 	<ul style="list-style-type: none"> 1-5 day suspension Guardian + student conference Research and written reflection Restorative circle* Make amends with group impacted Counselor follow-up
- Slur or derogatory comment about one's real or perceived identity. This includes body size, disability, gender, nationality, race, religion, or sexual orientation.			

Incendiary Devices (matches, lighters, etc.)			
-Possession	<ul style="list-style-type: none"> 30 minutes of restorative work Guardian contact Confiscation of item Restorative circle 	<ul style="list-style-type: none"> 60 minutes of restorative work Guardian contact Confiscation of item Restorative circle 	<ul style="list-style-type: none"> 1 day in-school suspension Guardian + student conference Confiscation of item Restorative circle Random bag checks in morning
-Use (lighting something on fire)	<ul style="list-style-type: none"> 1 day suspension Guardian conference Confiscation of item Restorative circle 	<ul style="list-style-type: none"> 2 day suspension Guardian conference Confiscation of item Restorative circle 	<ul style="list-style-type: none"> 3 day suspension Guardian conference Confiscation of item Restorative circle Random bag checks in morning
Offensive Comment	<ul style="list-style-type: none"> Behavior reflection form Conflict resolution Guardian contact 	<ul style="list-style-type: none"> 30 minutes of restorative work Behavior reflection form Conflict resolution Guardian contact 	<ul style="list-style-type: none"> 60 minutes of restorative work Behavior reflection form Conflict resolution Guardian contact Counselor referral
- Harmful or offensive comment that is not about a persons' identify.			
Retaliation	<ul style="list-style-type: none"> See the consequence for each act plus any or all of the following: Guardian contact Restorative circle* Counselor referral 	<ul style="list-style-type: none"> See the consequence for each act plus any or all of the following: 1 day in-school suspension Guardian + student conference Restorative circle* Counselor referral Retaliation contract 	<ul style="list-style-type: none"> See the consequence for each act plus any or all of the following: 1-5 day suspension Guardian + student conference Restorative circle* Counselor follow-up Retaliation contract
- Harming someone because they caused or reported harm			
Roughhousing (not fighting)	<ul style="list-style-type: none"> Verbal warning Teacher notifies asst. principal Guardian contact 	<ul style="list-style-type: none"> After-school detention Guardian contact Conflict resolution Counselor referral 	<ul style="list-style-type: none"> 1 + period suspension Guardian + student conference Conflict resolution Counselor follow-up
Selling, Buying, or Trading Items	<ul style="list-style-type: none"> Items, or \$ earned, are returned to original owner Items confiscated for guardian pickup Guardian contact + policy signed 	<ul style="list-style-type: none"> After-school detention Items, or \$ earned, are returned to original owner Items confiscated for guardian pickup Guardian contact 	<ul style="list-style-type: none"> 5 hours of community service Items, or \$ earned, are returned to original owner and guardian to pick up Guardian + student conference
Sexual Harassment	<ul style="list-style-type: none"> 1 day in-school suspension Guardian + student conference Restorative circle* Counselor referral 	<ul style="list-style-type: none"> 1-3 day suspension Conference with student, guardian, and counselor Restorative circle* Restorative project or training Counselor referral Harassment contract 	<ul style="list-style-type: none"> 3-5 day suspension Conference with student, guardian, and counselor Restorative circle* Restorative project or training Possible schedule change Counselor follow-up
- Verbal/visual (creating or displaying pictures, signs, gestures, inappropriate material or verbal statement)			
- Physical contact (of another in the act of harassment), includes pansting			
- Continual verbal, visual, or physical sexual harassment			
Theft/Possession of Stolen Property	<ul style="list-style-type: none"> After school detention Restitution to individual(s) and community Guardian + student conference Restorative circle* Counselor referral 	<ul style="list-style-type: none"> 1-2 day in-school suspension Restitution to individual(s) and community Guardian + student conference Police contacted if necessary Restorative circle* Counselor follow-up 	<ul style="list-style-type: none"> 3+ day in-school suspension Restitution to individual(s) and community Guardian + student conference Police contacted if necessary Restorative circle* Counselor follow-up
Threats (student)	<ul style="list-style-type: none"> 1 day suspension in or out-of-school Crisis Response Protocol Guardian + student conference Restorative action* Counselor referral Police report possible 	<ul style="list-style-type: none"> 2-3 day suspension Crisis Response Protocol Guardian + student conference Restorative action* Counselor follow-up Police report possible 	<ul style="list-style-type: none"> 3-5 day suspension Crisis Response Protocol Expulsion recommendation possible Guardian + student conference Restorative action* Counselor follow-up Possible report possible
- Witness intimidation using harassment and/or threat			
- Threat of death or grave bodily injury			

Threats (staff) - Threat of death or grave bodily injury against school official, or against school property	<ul style="list-style-type: none"> 1-2 day suspension Crisis Response Protocol Guardian + student conference Police report Restorative conference* Counselor referral Consider class change 	<ul style="list-style-type: none"> 2-3 day suspension Crisis Response Protocol Guardian + student conference Police report Restorative conference* Counselor follow-up Consider class change 	<ul style="list-style-type: none"> 3-5 day suspension Crisis Response Protocol Expulsion recommendation possible Guardian + student conference Police report Restorative conference* Counselor follow-up Consider class change
Vandalism, Graffiti, Destruction of Property - Destruction or harm to school or personal property requiring clean up or resulting in financial loss	<ul style="list-style-type: none"> 1 day in-school suspension 30 minutes restorative work Guardian + student conference Police report possible 	<ul style="list-style-type: none"> 2 day in-school suspension 60 minutes restorative work Guardian + student conference Police report possible 	<ul style="list-style-type: none"> 3 day in-school suspension 90 minutes restorative work Guardian + student conference Police report possible
Verbal Abuse of a Staff Member	<ul style="list-style-type: none"> Possible 1 period suspension Restorative conference Restorative action 	<ul style="list-style-type: none"> Possible 2-3 period or in-school suspension Restorative conference including guardian Restorative action Counselor referral 	<ul style="list-style-type: none"> Possible 3-5 period or out of school suspension Restorative conference including guardian Restorative action Counselor follow-up
Weapons, Explosives, Dangerous Objects, Imitation Firearms			
- Possession of a knife or blade, real or imitation	<ul style="list-style-type: none"> 1-2 day suspension Guardian + student conference Counseling referral 	<ul style="list-style-type: none"> 3-5 day suspension Guardian + student conference Counseling follow-up Possibility of expulsion recommended 	<ul style="list-style-type: none"> Suspension pending expulsion Expulsion recommended Guardian + student conference Counseling follow-up
- Possession or use of a weapons, explosives, dangerous objects or imitation firearms - Brandishing a knife			<ul style="list-style-type: none"> Suspension pending expulsion (Ed. Code required) Expulsion recommended Police called Guardian and student conference

*Note that staff reserve the right to shift the nature of suspensions from in-school to out of school and vice versa when appropriate or necessary.

Glossary:

***Conflict resolution** – A meeting between 2-3 individuals that is mediated by an administrator, counselor or teacher using restorative questions and “I messages.” Resolutions will only be conducted when both parties agree.

Counseling referral – A referral to one of the school counselors will be made and counselor will determine length/duration of follow-up visits or interventions. Referrals to the mental health program may be made through the counselors.

Defiance – Minor occurrences of defiance should be handled in the classroom using the existing classroom management system. Requests for restorative conferences can be made without completing a behavior referral.

Restorative action – A practice of restorative justice in which the person who caused harm does work or takes an action aimed at repairing the harm they caused.

***Restorative circle** – A practice of restorative justice in which those impacted by an action come together using a formal circle process to address the harm done and explore ways to move forward. Circles will only be conducted when both parties agree.

Restorative conference -- A practice of restorative justice in which those impacted by an action come together in a conference setting to address the harm done and explore ways to move forward.