

ALMERIA MIDDLE SCHOOL DOLPHINS
FONTANA UNIFIED SCHOOL DISTRICT

ALMERIA MIDDLE SCHOOL

STUDENT HANDBOOK

2026-2027



Work Hard

Act Responsibly

Very Polite

Everyone Safe

Mission: Learn today for success tomorrow.

Student-Friendly Guide

This handbook explains the daily expectations students need to know.

Kim M. Hall, Ph.D., Principal

Jo Ann Conriquez, Ed.D., Assistant Principal

Chinedum Nnoli, Dean of Students

Vanessa Casas-Duran, School Counselor

Angel Ramirez, School Counselor

Melanie Delgado, Climate and Culture Coach

Almeria Middle School | 7723 Almeria Avenue | Fontana, CA 92336

Main Office: (909) 357-5350

Quick Find

Use this student handbook when you need a quick answer about what to do at school. If you need the official district policy or a family procedure, refer to the Parent Handbook. It's on our website, <https://almeria.fusd.net/>

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A message to students

Welcome, Dolphins!

Welcome to a new school year at Almeria Middle School. This handbook will help you understand our school expectations, daily routines, and choices that help keep our campus safe and ready for learning.

Please read this handbook carefully. It explains important information about academics, attendance, behavior, activities, safety, technology, and the WAVE expectations.

Your student planner is also included. Use it each day to write down assignments, due dates, reminders, goals, and important school events. Your planner can help you stay organized, complete your work, and ask for help when you need it.

We are glad you are part of the Dolphin family. Let's work together to make this a successful school year.

Section 1: WAVE Expectations

How Dolphins follow schoolwide expectations every day.

At Almeria, we use WAVE to remind ourselves how Dolphins act on campus.

W	A	V	E
Work Hard	Act Responsibly	Very Polite	Everyone Safe
• We turn in classwork and homework on time. • We participate and stay focused. • We use mistakes to learn.	• We come prepared with materials. • We are on time. • We ask for help when we need it.	• We use kind words and school-appropriate language. • We use one voice at a time. • We include others and respect differences.	• We keep hands, feet, objects, and backpacks to ourselves. • We walk unless an adult says otherwise. • We respond quickly to adult directions, so everyone stays safe.

What WAVE looks like Around Campus

The WAVE expectations help every Dolphin know what to do in different areas of campus. Use the examples below to make safe, respectful, and responsible choices each day.

School Area	Work Hard	Act Responsibly	Very Polite	Everyone Safe
Arrival & Dismissal	We arrive to school by 7:55 a.m. We leave campus or go to our supervised area immediately	We keep phones and electronic devices off, away, and out of sight. We arrive in school-appropriate clothing.	We greet others kindly. We use a school-appropriate voice and language.	We walk to our assigned area. We follow traffic and safety rules. We walk bikes, scooters, and skateboards on and off campus.
Bus	We walk directly to the bus lane. We arrive to the bus on time.	We help others have a calm and pleasant ride. We respect other people's space.	We use an inside voice. We use school-appropriate language.	We stay seated. We listen to the bus driver. We keep hands, feet, and backpacks to ourselves.

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Cafeteria & Snack Bar	We listen to adult directions. We stay in line, get our food, and sit down calmly.	We throw trash away. We clean up after ourselves. We line up in the correct area. We place unwanted food in the Share Station.	We wait our turn. We use kind words and a calm voice.	We always walk. We keep hands, feet, food, and objects to ourselves.
Library	We focus on our task. We use appropriate websites.	We return materials on time and to the right place. We allow others to read, study, and work without distractions.	We use an inside voice. We use respectful language.	We listen to adult directions. We keep food, drinks, and gum outside. We keep backpacks in the assigned area.
Office	We stay seated. We complete any work we are given.	We go directly to class or our next location when we are dismissed.	We state our purpose politely. We wait patiently for our turn. We use an inside voice.	We stay in the office until an adult dismisses us. We keep hands, feet, and objects to ourselves. We keep doorways clear.
Quad	We listen to adult directions.	We keep phones and electronic devices off, away, and out of sight. We throw trash away. We stay in assigned areas.	We use good manners. We respect personal space. We say "excuse me" when needed.	We walk directly to class or our next location. We keep hands, feet, and objects to ourselves.
Restrooms	We take care of business and return to class quickly.	We keep the restroom clean. We flush the toilet. We use materials correctly.	We respect others' privacy. We wait our turn.	We report unsafe conditions. We wash our hands. We keep hands, feet, and objects to ourselves.
School Events	We show good sportsmanship. We are on time.	We keep parents/guardians informed of pick-up times. We keep the gym free of food, gum, and drinks.	We greet others kindly. We use a calm voice and respectful language.	We stay seated when directed. We listen to adult directions. We meet at assigned areas on time. We report unsafe conditions.
Walkways	We move with purpose to our next location. We keep the walkways clean.	We keep moving. We follow adult directions.	We greet others kindly. We use a calm voice and respectful language.	We walk in appropriate areas. We keep hands and feet to ourselves.
Wings & Buildings	We walk directly to class or our next location. We keep socializing brief during passing periods.	We follow adult directions. We wait calmly by our classroom when needed. We carry a pass when leaving class.	We greet others kindly. We make eye contact. We use respectful language and a calm voice.	We keep hands and feet to ourselves. We walk on paved areas only. We keep doorways clear.

Section 2: Bell Schedule & Daily Routines

Know where to be and when to be there.

Regular Day Bell Schedule

1st Lunch Schedule	Time	2nd Lunch Schedule	Time
Period 1	8:00-8:57	Period 1	8:00-8:57
Period 2	9:02-9:59	Period 2	9:02-9:59
Period 3	10:04-11:01	Period 3	10:04-11:01
Lunch	11:01-11:36	Period 4	11:06-12:03
Period 4	11:41-12:38	Lunch	12:03-12:38
Period 5	12:43-1:40	Period 5	12:43-1:40
Period 6	1:45-2:42	Period 6	1:45-2:42

Lunch Assignment

Lunch	Who attends
First lunch	If your 4th period class is in the H, P, or T wing.
Second lunch	If your 4th period class is in the I, N, or O wing.

Wednesday Schedule

Every Wednesday, students follow the schedule below for 1st lunch or 2nd lunch.

1st Lunch Schedule	Time	2nd Lunch Schedule	Time
Period 1	8:00-8:40	Period 1	8:00-8:40
Period 2	8:45 – 9:25	Period 2	8:45 – 9:25
Period 3	9:30 – 10:10	Period 3	9:30 – 10:10
Lunch	10:10 – 10:45	Period 4	10:15 – 10:55
Period 4	10:50 – 11:30	Lunch	10:55 – 11:30
Period 5	11:35 – 12:15	Period 5	11:35 – 12:15
Period 6	12:20 – 1:00	Period 6	12:20 – 1:00

Daily routine reminders

- Walk bikes, scooters, and skateboards on campus and lock them in the bike rack area.
- Campus opens at 7:30 a.m., and breakfast begins at that time. Arrive early if you plan to eat. Be in first period before the 8:00 a.m. bell.

Section 3: Attendance, Tardies & Leaving Campus

Being present and on time helps you learn.

Every day matters

Come to school every day, on time, and ready to learn. If you miss school, your parent/guardian should contact the school office. If you are absent, check Microsoft Teams, Q, and your teachers for missed work.

Morning Arrival & Late Arrival

Situation	What to do
Before the 7:55 a.m. bell	Wait in the quad/lunch area until the bell rings.
When the 7:55 a.m. bell rings	Go directly to your first-period classroom.
After the 8:00 a.m. bell and before 8:30 a.m.	If the black gate is still open, go directly to your first-period classroom.
After 8:30 a.m. or if the black gate is closed	Report to the Attendance Office before going to class.
When you enter class	Enter quietly and join the lesson without disrupting others.

Students who arrive before 7:30 a.m. should wait out front under the Almeria Middle School sign. Students may not wait in the parking lot.

When the gates open at 7:30 a.m., students must enter campus through the breezeway, go into the quad, and remain there until the 7:55 a.m. bell rings. Students who want breakfast may enter the cafeteria after going into the quad. Once the gates open, students should not wait out front, in the parking lot, or anywhere else on school property for friends.

Note: First-period tardies are recorded by teachers but are not counted when determining activity eligibility. However, if a student is on campus before the 8:00 a.m. bell but does not report to first period on time, the tardy may be addressed through the periods 2–6 tardy process (see table below) or other school behavior procedures. Students are expected to arrive on time and be ready to learn at the start of the school day.

Tardies to Periods 2–6

Be on time for every class. Repeated tardies to periods 2–6 can affect your learning, lead to consequences, and affect your chance to attend activities.

Number of tardies	What may happen
1–3	Teacher reminder, reteaching, student conference, and parent/guardian contact as needed
4	Parent/guardian contact and documentation
5–6	Counselor or attendance check-in, goal setting, and tardy contract
7–9	Dean conference, parent/guardian contact, No-Go list, or loss of activity privileges
10–11	Lunch reflection
12–13	After School Work Program
14 or more	Parent/guardian conference and Behavior Intervention Plan

Tardy sweeps

Tardy sweeps may happen on any school day without warning. When the bell rings, teachers close their doors. If you are still outside, report to the designated staff member, give your name and ID number, receive a pass, and go to class.

Tardy Sweep Consequence

Students caught in a tardy sweep may lose lunch social privileges for one day and complete a reflection that may be shared with parents/guardians.

Leaving campus

- Almeria is a closed campus. Once you arrive, you may not leave until dismissal unless you are signed out through the Attendance office.
- You may not leave campus to buy food, pick up food, meet someone, or return later on your own.
- Only an approved adult may sign you out through the office.
- If you leave campus without permission, it is a serious safety concern and may result in consequences.

Food Deliveries and Outside Deliveries

Students may not order food or drinks to be delivered to school. This includes deliveries from services such as Uber Eats, DoorDash, Grubhub, or similar companies. Food delivered by an outside company will not be accepted.

Students may not open exterior doors or gates for delivery drivers, visitors, or anyone who is not approved to enter campus.

This rule is in place for these reasons:

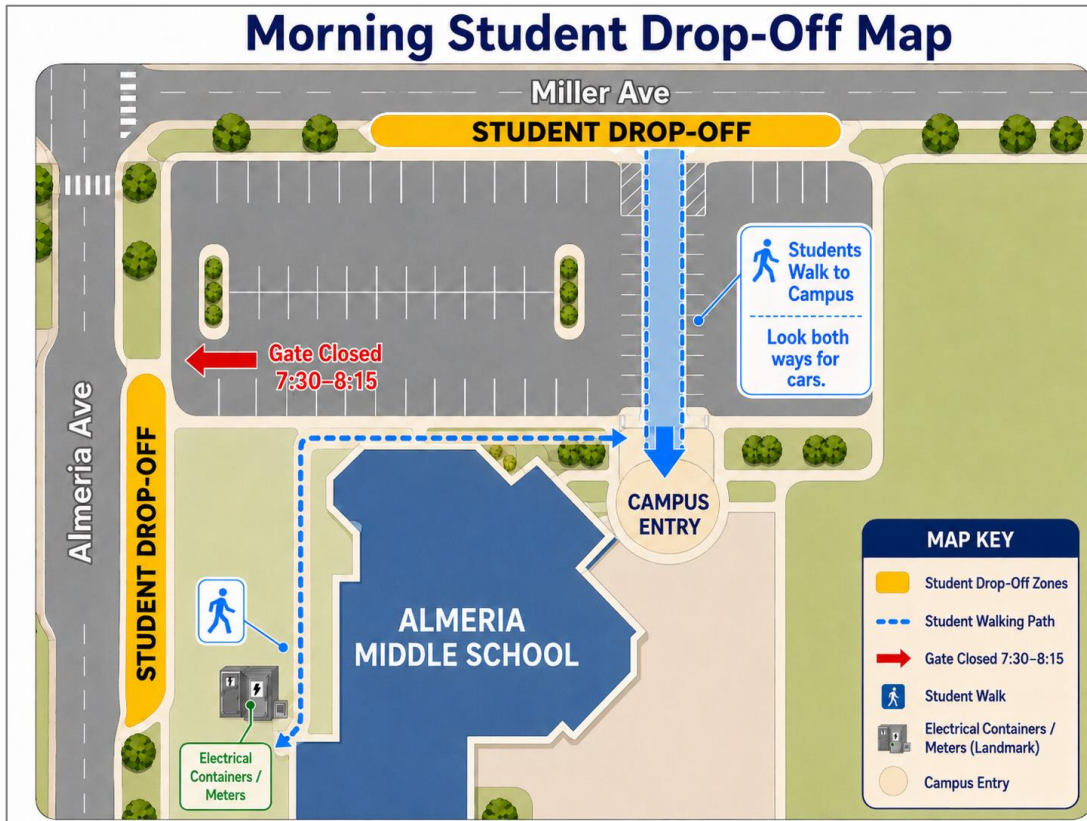
- **Safety and security:** The school cannot verify every delivery driver or allow unknown adults to access campus.
- **Allergies and health needs:** Because students sometimes share food, the school cannot guarantee that outside food is safe for students with food allergies or medical needs.
- **Learning time:** Food deliveries interrupt classes, office staff, and the school day.
- **School meal rules:** The cafeteria provides meals that follow school nutrition guidelines.

The school may allow food needed for a student's medical condition when it has been approved by the school nurse and the district health office.

Students should not arrange for the delivery of flowers, balloons, gifts, or other non-school items during the school day. These deliveries create disruptions and cannot be accepted or distributed by the school.

Student drop-off and pick-up safety

- Follow the walk path on the map below.
- Use sidewalks and crosswalks. Do not walk between cars or across traffic.
- Enter and exit vehicles on the curbside whenever possible.
- Follow directions from staff, crossing guards, and school police.
- Do not call or wave for someone to pick you up across traffic.
- Keep moving during dismissal and go directly to your ride, bus, daycare van, or assigned area.



Section 4: Digital Hall Passes (5 Star)

Leaving class is a privilege and a responsibility.

Digital Hall Passes Only

Almeria uses 5 Star for digital hall passes. Students must have teacher permission before leaving class.

How to use a digital pass

Step	Expectation
1	Ask your teacher for permission before leaving class.
2	Make sure your pass is created in 5 Star before you leave.
3	Go directly to the location listed on your pass. Do not wander, meet friends, or stop elsewhere.
4	Take care of your needs and return to class quickly.
5	Check in with your teacher and close your pass as soon as you are back in class.
6	Join the lesson without disrupting others.

How to Create Your Own Pass in 5 Star

Some teachers may allow students to create their own digital pass on a student laptop. **Always ask the teacher first.**

1. Open ClassLink on your student laptop.
2. Click the 5 Star app.
3. Go to Hall Passes.
4. Choose the correct type of pass, such as restroom, health office, counselor, or another approved location.
5. Start the pass only after your teacher gives permission.
6. Leave class and go directly to the approved location.
7. Return to class quickly.
8. Close the pass as soon as you return.

Passes may be limited

- during direct instruction, tests, or assemblies
- during emergencies or drills
- during the first or last 10 minutes of class
- if too many students are already out of class
- if a student has misused passes before

Misusing a pass may lead to

- parent contact
- restricted pass privileges
- lunch reflection or another reflection activity
- office referral for repeated or serious misuse
- discipline if a student is found in an unapproved area or leaves class without permission

Section 5: Cell Phones, Earbuds & Personal Devices

Off, away, and out of sight from arrival until departure.



Personal devices must be powered off and stored out of sight from arrival until departure.

What this means

- Your phone, earbuds, headphones, smartwatch, and other personal electronic devices must be off and put away when you arrive.
- Devices must stay out of sight during class, passing periods, breaks, lunch, and school events unless a staff member gives explicit permission.
- Parents/guardians who need to reach you during the school day should call the office.
- Students may not film, photograph, livestream, AirDrop, message, or post during the school day without permission.
- Students may not use devices on field trips or off-campus school activities unless a supervising adult gives permission.

Device Consequences

Issue	What may happen
1st time	The device is taken to the office. The student may pick it up at the end of the school day. The incident is documented.
2nd time	The device is taken to the office. Parent/guardian contact is made. The student may pick it up at the end of the school day. The incident is documented.
3rd time and after	The device is taken to the office. A parent/guardian must pick it up. Detention may be assigned. The incident is documented.

Important Exceptions

Students may use a phone or electronic device only when:

- A teacher or staff member gives permission for a school activity.
- The student has an approved health plan or documented medical need that allows device access.
- There is a life-threatening emergency and school staff are not present or immediately available to help.

How to Communicate During the School Day

For non-emergencies, students must go through the office.

Students who feel sick must report to the Health Office. Students should not call or text parents/guardians from a personal phone to be picked up.

Parents/guardians who need to reach a student should call the school office.

Section 6: Dress Code

Wear clothes and shoes that are safe, school-appropriate, and ready for learning.

The basic idea

Dress for school so you can learn, move safely, and be easily identified by staff. If there is a question about clothing or shoes, an administrator will make the final decision.

Topic	Student-friendly rule
Clothing	Clothing must cover underwear, chest, back, and stomach. Crop tops or shirts that show the stomach, chest, back, or underwear are not allowed.
Language and images	Clothing, jewelry, backpacks, and notebooks may not show or advertise drugs, alcohol, tobacco, violence, gangs, gambling, sexual content, hate speech, or offensive language.
Hoods and hats	Students may be asked to remove hats for safety or identification. Hoods may not be worn inside classrooms or offices. Beanies may be worn on cold days but must be rolled up in class so staff can see that earbuds are not being used.
Pajamas	Pajamas and lounge pants are only allowed on approved school spirit days.
Shoes	Shoes must be safe for school. Shoes must have a closed back or a heel strap behind the heel. Crocs and similar shoes must be worn in sport mode, with the heel strap behind the heel. Flip-flops, slides, slippers, and steel-toed shoes are not allowed.

If there is a dress code concern

You may be asked to change, wear school loaner clothing, call home, or meet with an administrator.

Section 7: Hands Off & Keeping Everyone Safe

Playing is not an excuse for unsafe behavior.

Hands Off Policy

Keep your hands, feet, body, backpack, and belongings to yourself at all times.

Unsafe Choices

- pushing, shoving, hitting, kicking, slapping, tripping, or grabbing
- play fighting, wrestling, chasing, fake hitting, or pretending to fight
- pulling on backpacks, clothing, hair, hoods, or jewelry
- blocking someone's path or surrounding someone
- throwing objects at or near someone
- touching another student's belongings without permission
- recording, encouraging, or gathering around a fight

Important reminder

Saying "we were just playing," "we are friends," or "I didn't mean it" does not make unsafe behavior okay. If the behavior can hurt, scare, embarrass, or disrupt someone, it is not allowed.

If there is a problem with another student

Step	What to do instead
Step 1	Move away if you can do so safely.
Step 2	Use calm words or stop talking if the situation is getting worse.
Step 3	Tell an adult right away.
Step 4	Do not post, record, share, or gather a crowd.
Step 5	Ask for help from a teacher, DSO, counselor, Dean, Assistant Principal, Principal, or another trusted adult.

Possible consequences

Unsafe physical contact may lead to parent contact, restorative reflection, lunch reflection, a No Contact/No Fight Contract, loss of privileges, an office referral, suspension, citation, or other discipline. Fighting, repeated physical contact, or physical contact that causes injury is a serious safety violation.

Section 8: Reporting Concerns

Tell an adult when something is unsafe, hurtful, or wrong.

Report right away if you see or experience

Concern	Examples
Safety concern	Fight rumors, weapons, threats, vaping, drugs, alcohol, dangerous objects, or someone leaving campus
Bullying or harassment	Repeated teasing, threats, intimidation, exclusion, name-calling, cyberbullying, or hurtful posts
Sexual harassment	Sexual comments, touching, jokes, pictures, pressure, rumors, or gestures
Discrimination	Hurtful words or actions about race, color, disability, gender, gender identity, sexual orientation, religion, national origin, immigration status, or other protected characteristics
Restroom problem	Damage, vaping, crowding, unsafe behavior, privacy concerns, or someone recording

Who can you tell?

- Teacher
- Counselor
- Climate and Culture Coach
- Dean of Students
- Assistant Principal
- Principal
- District Safety Officer or school police
- Office staff, librarian, health assistant, or another trusted adult

Do not wait

If someone is in danger, tell an adult immediately. Reporting a concern is not “snitching.” It is helping keep everyone safe.

Section 9: Laptops, IDs, Books & Personal Belongings

Take care of what belongs to you and what belongs to the school.



Keep belongings with you



Return books on time



Devices are your responsibility

Student ID cards

- Carry your student ID each day.
- Use your ID when needed for school activities, lunch procedures, library needs, and office requests.
- The replacement cost for a lost ID is \$5.00.

School materials and laptops

- Bring your laptop charged and ready to use.
- Use school technology for learning and follow the Acceptable Use Policy.
- Tell a teacher or the librarian right away if your laptop, charger, textbook, or library book is lost or damaged.
- You are responsible for school items checked out to you. Fines or fees may affect participation in activities until cleared.

Personal items

- Do not bring large amounts of money or items that are valuable or sentimental.
- Keep backpacks, books, laptops, and other belongings with you or in the correct location.
- The school is not responsible for lost, damaged, or stolen personal items.
- If you find something that does not belong to you, turn it in to an adult or the lost and found areas. Check the office, cafeteria, library, or Health Office depending on the item.

Bring What You Need for Learning

Bring school materials only. Some items should stay home because they can distract from learning, create safety concerns, cause allergy or asthma problems, damage property, or get lost or stolen.

Items that should stay home include:

- gum and sunflower seeds
- toys, trading cards, or items meant for playing, trading, or selling
- large amounts of money or items that are expensive or important to you
- permanent markers, such as Sharpies, unless a teacher gives permission
- aerosol sprays, perfume, cologne, nail polish, or other items with strong smells
- portable speakers, gaming devices, or personal electronics not needed for school
- toy weapons, look-alike weapons, laser pointers, or items that may be used unsafely
- chains or other items that may create a safety concern

Why this matters:

- Learning is easier when distractions stay home.
- Strong smells can cause asthma, allergies, or breathing problems.
- Some items can be used in unsafe ways.
- Valuable items can be lost, stolen, or damaged. Almeria is not responsible for personal items students choose to bring to school.

If a student brings an item that is not allowed, the item may be taken to the office. A parent/guardian may be contacted or asked to pick it up.

Selling Items on Campus

Selling items on campus must be approved by the ASB Director. This includes fundraisers. Selling food, candy, personal items, or other products without permission may lead to parent/guardian contact, the item being taken to the office, and a referral to administration.

Section 10: Health Office, Academics & Library

Ask for help and use your resources.

If you feel sick or get hurt

- Tell your teacher or another adult.
- Ask for permission to go to the Health Office.
- Do not call or text a parent/guardian from your personal phone to be picked up.
- The Health Office will help you, contact your parent/guardian if needed, and let the Attendance Office know how to code your attendance correctly.
- Give all medication to the Health Office. Only carry medication if the nurse and office have approved it.

Homework and classwork

- Complete assignments on time.
- If you are absent, check Microsoft Teams, Q, and your teachers for missed work.
- If you do not have homework, read for at least 15 minutes.
- Ask for help before you fall far behind.

Physical Education

Physical Education helps students build fitness, teamwork, and healthy habits.

Students are expected to dress for P.E. and participate each day unless the teacher gives different directions. P.E. clothes should be labeled with the student's name. Students should take P.E. clothes home regularly to be washed and returned for class.

If you cannot participate in P.E. because of an injury, illness, or health concern, bring a parent/guardian note. If you need to be excused for more than five school days, a doctor's note may be required. Your P.E. teacher may give you an alternate assignment or activity.

Library expectations

- The library is a quiet place to read, study, and get help with materials.
- Return books on time so other students can use them.
- Keep food, drinks, and gum outside the library.
- Use appropriate websites and technology.

Academic recognition and support

Almeria recognizes students for academic achievement, positive behavior, attendance, and effort. Students may be recognized for Honor Roll when they earn a GPA of 3.0 or higher by the end of each semester.

Students may also receive intervention or support during the school day based on grades, assessments, teacher recommendations, or other school data.

Section 11: Activities, Athletics, Field Trips & Eligibility

Participation is a privilege. Protect it with good choices.

Examples of activities

Activities may include sports, dances, assemblies, field trips, clubs, student government, lunch activities, celebrations, and end-of-year events.

Student Government / ASB

Student Government, also called ASB, gives students a chance to be leaders and help make Almeria a better school. ASB students help share student ideas, plan activities, support school spirit, and communicate with staff about student concerns and suggestions.

Students in ASB are expected to be positive role models and must have and maintain at least a 2.0 GPA with no more than one F.

To be eligible for many activities, students must

Area	Student expectation
Attendance	Attend at least four periods on the day of the event and avoid truancy.
Forms	Turn in permission forms by the deadline with parent/guardian signature.
Grades	Earn at least a 2.0 GPA with no more than one F, unless a more specific event rule applies.
Citizenship	Avoid an Unsatisfactory (U) in Citizenship on the most recent grading report.
Behavior	Follow school rules. Suspension, serious discipline, or being placed on the No-Go list may affect participation.
Approval	Have administrative approval when required.

8th Grade End-of-Year Activity Eligibility

Eighth grade end-of-year activities are special privileges. Students must meet the criteria for each activity.

Activity Students must meet these criteria

Promotion	• Be free of suspensions during second semester. • Be free of truanancies during second semester. • Earn passing grades with no more than one F on the 4th Quarter Progress Report. • Have fewer than 4 unexcused absences during second semester. • Have no more than 6 tardies to periods 2–6 during second semester.
Dinner/Dance	• Be free of suspensions during second semester. • Be free of truanancies during second semester. • Clear all ASB fines. • Earn passing grades with no more than one F on the 4th Quarter Progress Report. • Have fewer than 4 unexcused absences during second semester. • Have no more than 6 tardies to periods 2–6 during second semester.
Picnic	• Be free of suspensions during second semester. • Be free of truanancies during second semester. • Clear all ASB fines. • Earn passing grades with no more than one F on the 4th Quarter Progress Report. • Avoid an Unsatisfactory (U) in citizenship on the 4th Quarter Progress Report. • Have fewer than 4 unexcused absences during second semester. • Have no more than 6 tardies to periods 2–6 during second semester.
Field Trip	• Be free of suspensions during second semester. • Be free of truanancies during second semester. • Clear all ASB fines. • Earn passing grades with no more than one F on the 4th Quarter Progress Report. • Earn a 2.0 GPA or higher on the 4th Quarter Progress Report. • Avoid an Unsatisfactory (U) in citizenship on the 4th Quarter Progress Report. • Have fewer than 4 unexcused absences during second semester. • Have no more than 6 tardies to periods 2–6 during second semester.

Students who do not meet the criteria for an activity may not participate in that activity. Eligibility is checked separately for each activity.

Students who do not meet the criteria may have the opportunity to submit an appeal. Appeal information and deadlines will be shared through school announcements.

Activity lists are by event

A student may be ineligible for one activity but still have a chance to be cleared for a future activity. Eighth grade end-of-year activities have specific criteria listed above.

Athletics

- Available sports may include volleyball, basketball, and soccer.
- Athletes represent Almeria and are expected to show good sportsmanship on and off the field or court.
- Medical P.E. exemption notes may also affect sports participation.
- Detentions or assigned consequences must be served before practices or games.

Section 12: What Happens When Rules Are Broken?

The goal is safety, learning, and repair. Make safe choices. Learn from mistakes. Ask for help early.

Almeria uses PBIS and Other Means of Correction

When students make mistakes, adults may reteach expectations, talk with students, contact families, assign reflection, use restorative practices, create behavior contracts, or provide other support. Repeated, unsafe, or serious behavior may lead to consequences. The chart below gives examples. Consequences may change based on what happened, how serious it was, and whether the behavior has happened before.

Behavior Consequences Chart

Behavior	What may happen
Minor behavior or classroom disruption	• Teacher reminder or reteaching • Seat change, reset, or short reflection • Parent/guardian contact if needed • Teacher detention or classroom consequence if needed
Repeated minor behavior	• Parent/guardian contact • Documentation in Q or other school system • Counselor, dean, or administrator check-in • Behavior goal or behavior contract • Referral to Peer Success Panel
Tardies, skipping, or being out of class without permission	• Teacher or staff conference • Parent/guardian contact • Lunch reflection, ASWP, or restricted pass privileges • Attendance or behavior plan if it continues • Referrals to Peer Success Panel
Cell phone, earbuds/headphones, laptop, or technology misuse	• Device may be taken to the office • Parent/guardian contact and documentation • Digital citizenship reteaching • Restricted device privileges or detention for repeated violations

Behavior	What may happen
Unsafe physical behavior	• Parent/guardian contact • No Contact/No Fight Contract or safety plan • Restorative conference or reintegration meeting • ALC, suspension, citation, or other discipline depending on severity
Inappropriate language, racial slurs, profanity, vulgarity, or obscene acts	• Parent/guardian contact • Reflection • Restorative conference • Lunch reflection • ALC • Behavior contract
Bullying, intimidating, threats, harassment, hazing, or retaliation	• Report is investigated • Safety/support plan may be created • Parent/guardian contact • No-contact plan, loss of privilege, ALC, suspension, or other discipline depending on findings
Property damage, theft, tagging, or vandalism	• Parent/guardian contact • Repair harm, clean up, return item, or pay restitution when appropriate • Lunch reflection, ALC, citation, or suspension depending on severity
Drugs, alcohol, tobacco, vaping, or paraphernalia	• Parent/guardian contact • Item is confiscated • Substance-use education or referral • ALC, suspension, citation, or law enforcement response depending on the situation
Weapons, dangerous objects, or look-alike weapons	• Immediate administrator response • Parent/guardian contact • Confiscation and possible law enforcement notification • Suspension or possible expulsion recommendation depending on the object and situation
Serious sexual misconduct or assault	• Immediate report to administration • Safety/support steps for students involved • Parent/guardian contact when appropriate • Formal investigation and serious discipline based on findings

Important reminder for students

Consequences are not only about punishment. They are also used to teach, repair harm, keep everyone safe, and help students make better choices next time.

Searches and Detection Dogs

To help keep campus safe, school officials may search student belongings when allowed by law, district policy, and safety rules. This may include backpacks, bags, school materials, lockers, desks, or other items on campus.

The district may also use trained, non-aggressive detection dogs to help check for drugs, weapons, or other unsafe items. Detection dogs may sniff the air around areas or belongings, but they do not directly sniff students.

Serious safety violations

Fighting, battery, threats, weapons, dangerous objects, drugs, alcohol, tobacco/vape products, vandalism, theft, harassment, major disruption, and other serious violations may lead to suspension, citation, law enforcement notification, expulsion recommendation, or other required action. The Parent Handbook contains the detailed Education Code discipline chart.

Section 13: Who Can Help Me?

Ask the right adult for the right kind of help.

Adult	Ask for help with...
Teacher	Classwork, homework, grades, classroom expectations, missing assignments, or help understanding a lesson.
Counselor	Academic planning, friendship concerns, conflict resolution, stress, emotions, or personal concerns.
Climate and Culture Coach	Behavior supports, peer concerns, school climate, and positive choices.
Assistant Principal and Dean of Students	Behavior concerns, safety, discipline questions, conflict, or repeated issues.
Principal	Safety matters, parent meetings, and schoolwide issues.
Health Assistant and Nurse	Illness, injury, medication, or health needs.
Library Staff	Books, laptops, chargers, library materials, and technology support.
Office Staff	Attendance, messages from home, early pick-up, lost items, and general help.
DSO/School Police	Immediate safety concerns, dangerous behavior, or campus security.

Use this sentence when you need help

Student Script

"I need help because _____. I already tried _____. Can you help me figure out what to do next?"

LAPTOP TROUBLESHOOTING TIPS

Issues with your 1:1 Device? Try these helpful tips before swapping it out.



Touch Screen Malfunction?

- Restart the laptop
- Check for visible damage to screen
- Fold laptop to tablet mode then back to desktop mode
- Use a soft cloth to clean your laptop screen (No Chemicals)
- Use provided stylus or your finger when using the touchscreen



Extending Your Battery Life

- Reduce screen brightness
- Close apps not being used
- Turn off Bluetooth if not using
- Close browser tabs not being used



Battery Not Charging?

- Test with known functional charger
- Reduce screen brightness
- Close apps not being used
- Turn off Bluetooth if not using
- Close browser tabs not being used



WiFi or Internet Issues?

- Restart the laptop
- Make sure Wi-Fi is turned on, check the signal meter
- Make sure airplane mode is **OFF**
- Make sure you are connected to FUSD Network



Speaker Issues? 🗣️

- Restart the laptop
- Find the Software Center icon on the desktop and install the "Fix Audio Issues"
- Confirm correct audio output is selected (Right click audio icon in tray)
- Confirm the volume is not muted for external speakers (Right click audio icon in tray)
- If headphones have mute function, make sure the headphones are not muted

Microphone Issue?

- Are the headphone plugged in all the way?
- Make sure the right input setting is selected



Login Issues?

- Make sure your Username is your student ID number
- Make sure you are typing in your password correctly
- Forgot your password (**Teachers, Office staff, Librarians** can reset your password)

Still having issues?
VISIT YOUR LIBRARY TO HAVE YOUR LAPTOP EXCHANGED