Signature Box

My signature indicates that I have reviewed and understand the policies and guidelines documented in this packet. This packet includes the following documents: Discipline Policy, Code of Academic Integrity, Technology Code of Ethics and Internet Use Guidelines, Attendance Policy for Students, and the Administration of Classroom Assessments. All of these documents are provided electronically and may be downloaded from the AEHS website.

Name of Student: ________________________________________________________ ID# ____________

Signature of Student: ____________________________________________________ Grade: __________

Name of Parent/Guardian: _________________________________________________

Signature of Parent/Guardian: _____________________________________________ Date: __________
Discipline Policy

Respect and responsibility are part of the “Einstein Way.” All students are expected to behave in a manner conducive to a safe and productive learning environment. The discipline code is designed to ensure freedom to learn as well as freedom to teach. This policy describes activities and behaviors that are disruptive to the educational setting.

Assembly Etiquette

1. Students are to sit with their teachers in assigned sections in the auditorium for all school assemblies.
2. Students are expected to demonstrate good manners and to respect the performers or speakers.
3. Students who are loud or disrespectful will be removed from the auditorium and face the appropriate consequence.

Attendance

1. **Truancy**: Absent from school or class without a valid excuse.
2. **Tardiness**: Students not seated when the late bell rings are tardy to class.
3. **Leaving school grounds**: Students leaving campus at any time during the school day without parental permission and administrative approval.
4. **Leaving class without permission**: Students are not allowed to leave any class without permission and they must have a pass from the teacher with date, time and destination.
5. **Failure to sign in/out, late arrival/early departure**: All students are required to sign in at the Attendance Office when arriving to school late for any reason. Students who miss 20 minutes of any class period will be marked absent for that particular class. A note is required from the parent in order for a tardiness to be excused. Notes are also required for early dismissals, and should be turned in to the Attendance Office in the morning. The student will be given a pass to leave class at the appropriate time; then signs out in the Attendance Office. All notes must include student’s full name, ID number and a current parent phone number. Notes may be confirmed by phone.
6. **Extended pre-planned absences**: An Administrator must approve an extended emergency absence from school in advance. Family vacations are unexcused absences and should not be scheduled during school time.

Conduct in School

1. **Inappropriate dress**: Male or female students may not wear or have on their person hats, bandanas, skullcaps or other head apparel while on school property. Immodest dress, clothing and/or items which advertise or advocate the use of tobacco, drugs, alcohol, or display a message of an offensive or obscene nature may not be worn (e.g. spaghetti strap tops, tube tops). **Staff and/or administration will make judgments about clothing and/or items considered disruptive to the educational process.**
2. **Failure to serve teacher detention**: Students must serve teacher assigned detentions.
3. **Reckless or Inappropriate Behavior**: Any behavior deemed to be reckless or inappropriate in nature resulting in injury.
4. **Extortion**: An attempt to secure money or property through threat of physical harm (explicit or implied)
5. **Fighting**: Occurs when two or more participants engage in a physical confrontation. In a fight, all participants will be disciplined regardless of who started it.
6. **Intimidation**: Frightening another person with verbal threats/physical contact such as pushing, tripping, bumping or spitting.
7. **Harassment**: Troubling or tormenting another person.
8. **Sexual Harassment**: Sexual harassment is defined in MCPS Policy ACF as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:
   9. When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school activities.
   10. When submission to or rejection for such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual whom is subjected to sexual advances.
   11. When such conduct has the effect of unreasonably interfering with the individual’s work and/or academic performance or creating an intimidating, hostile, or offensive work or learning environment. It is against MCPS policy and unlawful for MCPS employees or students to commit acts of sexual harassment.
12. **Theft**: The taking or possession of items without the owner’s consent.
13. **Inappropriate language**: Language and/or actions considered indecent, abusive, profane, and obscene by the recipient.
14. **Forging documents**: Writing or signing a document that contains deliberately misleading, false or inaccurate information. This offense includes forging parent/guardian or staff names or initials on notes.
15. **Cheating:** An attempt to improve one’s performance through deceit or fraud. Cheating involves giving of information as well as receiving it.

16. **Plagiarism:** Any work submitted by a student must represent his or her own effort. When material is obtained from another source, it must include clear and appropriate attribution.

17. **Loitering:** Students are not allowed in or around the building or campus without a school related activity. All students involved in an after school activity must be with their teacher or sponsor. PARKING LOTS AND THE AREA IN FRONT OF THE BUILDING ARE OFF LIMITS EXCEPT WHEN ARRIVING OR DEPARTING.

18. **Gambling:** Playing cards or dice for money or wagering on any activity.

19. **Insubordination:** Refusing to obey a reasonable request by a staff member (any adult staff member, i.e., teacher, secretary, building service worker, security, etc.)

20. **Refusal to identify oneself:** Any student who is asked to do so should give his or her name.

21. **Verbal abuse:** Use of offensive or insulting language directed at another person.

22. **Vandalism:** Intentional destruction or defacement of any school property, including books, supplies, facilities and equipment. Students will pay for the replacement or repair of school property damaged or destroyed. This includes computers and computer programs.

23. **Cell phones, radios, hats & sunglasses:** Cell phones, radios and other audio-visual devices (including iPod & MP3 type devices) may not be used, visible or audible in the school building. Hats or sunglasses should not be worn in the school building. Once confiscated, only parent or guardian may retrieve.

24. **Cafeteria:** Students are responsible for cleaning up their trash and behaving appropriately.

25. **Parking:** We currently have 25 reserved parking spaces for seniors only. These parking spaces are selected randomly through a lottery process. Students without a parking permit are not allowed to park their cars in the school parking lot.

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**Computer Discipline Policy**

Inappropriate network use will result in termination of network privileges, disciplinary actions, and/or other actions determined appropriate, including legal action. It is impossible to document all inappropriate conduct. To help students determine what is appropriate the following guidelines are provided. Students are responsible for their own individual accounts. Any violations that can be traced to an individual account name will be treated as the sole responsibility of the account owner.

**Passwords must be kept absolutely confidential!**

The following are some examples of network use infractions that are prohibited:

1. Using any application that is not on the Global Access Menu
2. Introducing viruses to the network
3. Vandalizing, including equipment damage and tampering with data or software
4. Permitting others to use your personal account or password
5. Using a login or password other than your own account
6. Using non-educational games
7. Using the Internet for personal email, chat rooms, or other non-educational purposes
8. Attempting to breach the network security system
9. Attempting to decrypt passwords
10. Downloading applications from the Internet
11. Installing or writing to the local hard disk (c: drive)
12. Installing applications in your home directory or to any location on the network
13. Using any outside (non-school) disks or CDs

Consequences for above offenses depend upon severity of offense and range from detention to suspension with request for expulsion and/or police referral or restitution at the discretion of the administration.
Code of Academic Integrity

Albert Einstein High School highly values academic integrity and does not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances a grade on an individual assignment, assessment or a course grade.

The following is a list of behaviors that constitute academic dishonesty. We are aware, however, the new forms of cheating, plagiarism and other forms of dishonesty may arise and therefore, we expect every student to interpret the requirement of academic honesty and integrity broadly and in good faith. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher before you do it!

Academic dishonesty includes, but is not limited to:

Cheating on Exams and Assignments

1. Copying from others or allowing other to copy from you.
2. Having or using notes, formulas, or other information in a programmable calculator or other electronic device without explicit teacher review and permission.
3. Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information.
4. Taking an exam for another student, or permitting someone else to take the test for you.
5. Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information.)
6. Having or using a “cheat sheet” (a piece of paper with answers, formulas, information, or notes of any kind) that is not specifically authorized by the teacher.
7. Working together on a take-home exam or graded assignment unless specifically authorized by the teacher.
8. Gaining or providing unauthorized access to examination materials.
9. Asking another to give you improper assistance, including offering money or other benefits.
10. Asking for or accepting money or any other benefit in return for giving improper information.

Note: Simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.

Note: Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.


Plagiarism in papers and Assignments

1. Giving or getting improper assistance by a parent or other person on an assignment meant to be individual work. (When in doubt ask)
2. Including in any assignments turned in for credit any materials not based on your own research and writing. This includes:
   a. Using the services of a commercial term paper company.
   b. Using the services of another student.
   c. Copying part or all of another person’s paper and submitting it as your own for an assignment.
   d. Stealing another student’s work and submitting it as your own.
3. Acting as a provider of paper(s) for a student or students.
4. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers.
5. Knowingly failing to use quotation marks where appropriate.
6. Failing to attempt to properly acknowledge paraphrased materials via textual, attribution, footnotes, endnotes and/or a bibliography.
7. Making up data for an experiment or survey.
8. Citing nonexistent sources (articles, books, etc.)

Other

1. Misrepresenting your academic accomplishments, such as by tampering with computer records.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam or paper.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Hoarding or damaging library materials.
Technology Code of Ethics and Internet Use Guidelines

Albert Einstein High School (AEHS) is pleased to offer our students access to the Internet and a school-wide network. Students are responsible for proper care of equipment and software. Students who intentionally misuse these resources or who do not adhere to the Technology Code of Ethics and IGT-RA will be subject to revocation of privileges and, depending on the nature of the infraction, potential disciplinary and/or appropriate legal action. Restitution for damages will be the responsibility of the student and parent.

Acceptable uses of the Internet are activities which support learning and teaching.

- Use of the Internet and network is a privilege, not a right.
- It is the responsibility of the user to abide by the rules of each network or system to which he/she is authorized access.
- Students will abide by classroom procedures outlined by the supervising teacher.
- Any student who identifies a portion of the Internet that contains inappropriate material is required to notify staff immediately: ALL users of the network are responsible for adhering to these guidelines.

Unacceptable uses of the Internet include, but are not limited to, the following:

- Using computers and the network for purposes other than education.
- Vandalizing equipment or system tampering (any unauthorized alteration of data, operating systems, individual accounts, software, networking facilities and/or other programs).
- Students may not introduce any computer code/program designed to damage or otherwise alter or hinder the performance of any computer’s memory, file system, or software.
- Using obscene, vulgar, abusive or inappropriate language, pictures, or other materials which may be offensive to others.
- Knowingly introducing viruses.
- Attempting to read, delete, copy, or modify system files or the files of other uses.
- Attempting to decrypt passwords.
- Attempting to gain an unauthorized level of access or network privileges to the local or to a remote system.
- Deliberately interfering with other users who are making appropriate use of the system.
- Attempting to libel, slander, or harass other users. Computers may not be used to annoy or harass others with language, images, or threats. Cyber bullying will not be tolerated.
- Permitting others to use your account, including sharing passwords.
- Forging or attempting to forge e-mail addresses, including re-posting personal communication without the author’s prior consent.
- Unauthorized copying or transferring of copyrighted material or other violations of copyright law.
Attendance Policy for Students

A commitment to school attendance is an essential component of a quality learning experience and regular attendance and engagement are required in order to demonstrate mastery of materials and receive credit for a course.

Tardiness

Tardiness is defined as not being in the classroom when the final bell rings. 3 Unexcused Tardies = 1 Absence.

Late Arrival to School

School begins at 7:45. Students who arrive after 7:45 are to sign in at the main office/attendance.

Illness

If a student is feeling ill during the school day, the student should get a pass from their teacher to go to the Health Room. Students who come to the health room during class time without a pass, will be sent back to class. If the student is dismissed from the health room, to go home the student must sign out with the attendance office.

Absence

If you are absent from school, a note must be submitted to the attendance office within THREE (3) school days of the absence. The absence note must include the date of absence, student’s first and last name, student ID #, parent signature and parent’s daytime phone number. Notes submitted after three days will NOT be excused. If you don’t submit a note the absence will be unexcused. If you are out longer than 4 days, you must have a doctor’s note along with a parent’s note.

Early Dismissal

Go to the Attendance Office before first period to turn in your note for early dismissal and get an early dismissal pass. Show the pass to your teacher at the designated time and go to the Attendance Office to sign out. You must sign out or the absences is unexcused.

College Visit

FIVE (5) days before a college visit you must have your parent/guardian write you a note and have it approved by administration. Only juniors and seniors are excused for college visits.

Job Interview

Students may be excused with a note from their parent/guardian for one half day for an interview. No more than two requests will be honored. Request will not be honored during exams.

Suspension

If you are suspended, the student and parent/guardian must meet with the student’s grade level assistant principal upon returning to school.

Attendance Intervention Plan (AIP)

When a student reaches FIVE (5) unexcused absences a letter will be sent home and a teacher can develop an AIP. If an AIP is developed, then the teacher and student will set goals/strategies that the student must attain/use to receive credit for the course. Final approval must be granted by the grade level administrator.

Please note: Excessive unexcused tardies and/or unlawful absences may result in course failure, regardless of the student’s academic performance in the class.
Cell Phone Policy

Albert Einstein High School policy for cell phones and other personal computing devices allows for the instructional use of these devices during the school day. *(at the teacher’s discretion)* Albert Einstein High School uses a *color coded system* to indicate how cell phones and other personal computing devices (MP3s, iPods, etc.) may be used at specific times of the school day as well as specific locations. Students should make sure they understand the appropriate use of their cell phone or personal computing device based on teacher/staff expectations as well as the displayed cell phone color code. Violations of the cell phone policy will result in confiscation of the device. Repeated violations will result in disciplinary action.

**How to Use the AEHS Personal Device Usage Color Code System**

**Red**- Students are prohibited to use and have possession of cell phones and/or personal computing devices during classroom instructions and/or during tests and examinations.

**Yellow**- Students are permitted to have their cell phones and personal computing devices in possession as long as they are silent and are out of sight during classroom instruction.

**Blue**- Students are permitted to use cell phones and/or personal computing devices for specific instructional use only with the teacher’s/staff’s consent.

**Green**- Students are permitted to use cell phones and personal computing devices freely.

**Guests and Visitors**

Students interested in shadowing a student should contact the counseling office in advance to request a school visit. Shadowing opportunities will be arranged for students interested in attending Albert Einstein High School.

Visors should report to the main office to check in with a valid ID. Upon processing the ID, the visitor will be given a visitor’s pass to wear during his/her visit. Prior to exiting the building, visitors are asked to turn in their pass to the main office.

**Driving Privileges**

Due to limited parking only students meeting specific criteria will be issues parking permits. Students must obey all traffic regulations. Reckless driving could result in the loss of driving privileges and parking permit. All cars parked on school grounds must be registered and have a parking permit or they will be ticketed and towed. Cars are parked at owner’s risk. Permits cost $37.50 per semester. Please see the permit application for a complete list of students permit regulation. The application are available in the main office.

**Interpretation of Grades**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding level of performance</td>
</tr>
<tr>
<td>B</td>
<td>High level of performance</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory level of performance</td>
</tr>
<tr>
<td>D</td>
<td>Minimal level of performance</td>
</tr>
<tr>
<td>E</td>
<td>Unsatisfactory level of performance</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (Used in Pass/Fail Option)</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (failed in Pass/Fail option)</td>
</tr>
</tbody>
</table>
Eligibility

If a student's GPA falls below a 2.0 or he/she receives more than one E in a marking period, then they are ineligible to participate in extracurricular activities for the following marking period. Once a student makes a team and they have not paid their ECA fee to MCPS they are not eligible to participate. A student will become eligible if improvements to the GPA have been met by the end of the next marking period.

Final Exams

A final evaluation is required at the conclusion of all high school courses and HS credit courses in middle schools. Final exam grades count as 25% of a student’s semester grade.

Required Final Exams: The following content areas must administer required final exams as the final evaluation activity for the course: English, Information Technology/Computer Science, Mathematics, Science, Social Studies, and World Languages. If a county-wide exam has been developed, it must be administered for the course.

Required Final Culminating Activities in courses not requiring a final exam: Final evaluations for high school courses in content areas not listed above may be tests or culminating activities. These may be developed by the course team. The same final evaluations must be administered for all sections of a course taught within the same school.

External Assessments: External assessments include the following: Advanced Placement (AP) exams, International Baccalaureate (IB) exams, or special program/licensing exams.

Senior Required Final Exams; Senior exams count as 25% of MP4 grade. Senior tests or culminating activities weight determined is by course team, but may not be greater than 25% of the MP4 grade

School Vision and Mission

The staff, students, parents, and community of Albert Einstein High School will work together to build constructive relationships, provide a rigorous, relevant program of studies, and cultivate a culture of respect and responsibility, empowering students to become productive contributing members of society.