

# AUBURN JUNIOR HIGH SCHOOL

## Student Handbook

**2009-2010**

Contact Information:

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Auburn, AL 36830

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Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Locker  
Number \_\_\_\_\_

Advisor \_\_\_\_\_ Room No. \_\_\_\_\_

## MISSION STATEMENT

The mission of Auburn Junior High School is to inspire all students to value learning, to educate all students to the fullest level of their potential, and to empower all students to live productive and satisfying lives.

## GENERAL INFORMATION

Administrative Staff:        Dr. Jason D. Wright, Principal  
                                     Mrs. Liz Kenemer, Assistant Principal  
                                     Mr. Robert Swinney, Assistant Principal

Counselors:                    Mrs. Sally Pickens (A-K)  
                                     Mrs. Patricia Frazier (L-Z)

Office Personnel:            Mrs. Margaret Crocker  
                                     Ms. Angela Neloms  
                                     Mrs. Theresa Ward

School Colors:                Royal Blue and White

School Mascot:                Tiger

It is the policy of the Auburn City School System not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program or any other program, activity, or service.

Safe Schools Hotline 1-888-728-5437

## 2009-2010 SCHOOL CALENDAR

August	10	First Day of School
September	7	Labor Day Holiday
October	9	Last Day of 1 <sup>st</sup> Nine Weeks
	12	First Day of 2nd Nine Weeks
	19	Staff Development/Parent Conference Day/Student Holiday
November	11	Veterans Day Holiday
	25-27	Thanksgiving Holidays
December	18	Last Day of 2nd Nine Weeks
	21-1/4	Winter Holidays
January	5	Staff Development Day/Student Holiday
	6	First Day of 3rd Nine Weeks
	18	Martin Luther King Holiday
February	15	Presidents Day Holiday
March	12	Last Day of 3rd Nine Weeks
	15-19	Spring Break Holidays
	22	Staff Development /Parent Conference Day
	23	First Day of 4th Nine Weeks
April	23	April Holiday
May	25	Last Day of Quarter 4

## AJHS REGULAR BELL SCHEDULE

7:05 a.m.	Begin Zero Period
7:30 a.m.	Students may enter designated areas*
7:50 a.m.	End Zero Period
7:55 a.m.	Begin First Period
8:13 a.m.	End First Period
8:19 a.m.	Begin Second Period
9:53 a.m.	End Second Period
9:59 a.m.	Begin Third Period
11:33 a.m.	End Third Period
11:39 a.m.	Begin Fourth Period/Begin A Lunch
12:06 p.m.	End A Lunch
12:09 p.m.	Begin B Lunch
12:12 p.m.	Tardy Bell for A Lunch Return
12:36 p.m.	End B Lunch
12:39 p.m.	Begin C Lunch
12:42 p.m.	Tardy Bell for B Lunch Return
1:06 p.m.	End C Lunch
1:08 p.m.	Begin D Lunch
1:12 p.m.	Tardy Bell for C Lunch Return
1:35 p.m.	End Fourth Period/End D Lunch
1:41 p.m.	Begin Fifth Period
3:15 p.m.	End Fifth Period
3:25 p.m.	Building Clear

\*9<sup>th</sup> grade students report to the gym; 8<sup>th</sup> grade students report to the auditorium/cafeteria or girls gym depending on team.

\*\*Students enrolled in a zero period class meet for class from 7:05 – 7:50 a.m. daily. Students who do not arrive for class by 7:05 a.m. will receive a tardy for that class.

Students are required to leave the school by 3:25 p.m. each day unless they are under the direct supervision of a faculty member for a scheduled activity.

### **AJHS PM ACTIVITY BELL SCHEDULE**

7:05 a.m.	Begin Zero Period
7:30 a.m.	Students may enter designated areas*
7:50 a.m.	End Zero Period
7:55 a.m.	Begin First Period
8:11 a.m.	End First Period
8:17 a.m.	Begin Second Period
9:37 a.m.	End Second Period
9:43 a.m.	Begin Third Period
11:03 a.m.	End Third Period
11:09 a.m.	Begin Fourth Period/Begin A Lunch
11:36 a.m.	End A Lunch
11:39 a.m.	Begin B Lunch
11:42 a.m.	Tardy Bell for A Lunch Return
12:06 p.m.	End B Lunch
12:09 p.m.	Begin C Lunch
12:12 p.m.	Tardy Bell for B Lunch Return
12:36 p.m.	End C Lunch
12:38 p.m.	Begin D Lunch
12:42 p.m.	Tardy Bell for C Lunch Return
1:05 p.m.	End Fourth Period/End D Lunch
1:11 p.m.	Begin Fifth Period
2:30 p.m.	End Fifth Period/Begin Activity
3:15 p.m.	End Activity
3:25 p.m.	Building Clear

## **ACADEMIC HONESTY**

One of the most important aspects of a student's educational process is to learn honesty in all endeavors. This includes academic honesty. In an effort to encourage good study habits, fair competition, and positive development, the AJHS staff supports a strong policy regarding academic honesty.

Academic dishonesty is defined as giving or receiving, in any form, information related to a graded experience, whether in or out of class. This also includes forgery, altering school records, or altering another student's assignments to claim as one's own. Examples may include, but are not limited to, any visual exchange such as cheat sheets, open books or notes, writing on hands or other body parts, shoes, desk, or other instructional equipment, or any verbal or coded exchange. Out-of-class violations include, but are not limited to: plagiarism (copying another person's writings or ideas and using them as one's own), discussing tests with other students who have not yet taken the tests, or copying homework assignments or other graded experiences.

Any student found guilty of academic dishonesty may receive a grade of zero on the assignment or test. Teachers will contact parents to inform them of the violation. Cheating violations will be cumulative for student's time at AJHS.

1<sup>st</sup> offense= zero on the assignment, student conference

2<sup>nd</sup> offense=zero on the assignment, parent conference

3<sup>rd</sup> offense+=zero on the assignment, out of school suspension

## **ATTENDANCE**

The school will enforce the Alabama Code regarding mandatory school attendance. After five unexcused absences, a referral may be made to the attendance supervisor and the early warning program will be implemented. If ten unexcused absences are accumulated, parents/guardians may be prosecuted for violation of Section 16-28-16, Code of Alabama. According to the Auburn City School Board policy, students who have more than five unexcused absences per term may be retained.

Any student who is absent from school shall present a written excuse, signed by a parent or guardian, within three days of the student's return to school. A student must be present for two class periods in order to be counted as present and/or to attend any after school activities that day

- Excused absences – a student's absence from school or class will be considered excused when it is due to any of the following circumstances: illness of the child, death in the immediate family, legal quarantine, emergency conditions or extenuating circumstances, religious holidays as approved by the superintendent, school sponsored functions. All other absences will be unexcused.
- Tardies to school – it is the responsibility of the parents and the student for the student to arrive on time. Oversleeping is not a legitimate excuse for tardiness. The student, accompanied by a parent/guardian, must report to the office.
- Check-outs – if a student needs to leave before school is dismissed, a parent/guardian must come to the office to sign out the student.

## **BUS REGULATIONS**

Riding a school bus is a privilege, which may be taken away from students who fail to obey the bus driver or school regulations. Students must follow all school regulations when on school buses, waiting for school buses, or leaving school buses. Students who fail to follow bus regulations will be disciplined as outlined in the Auburn City Schools Pupil Progression Plan and Statement of Responsibilities for School Personnel, Parents and Students.

## **CAFETERIA PROCEDURES**

Breakfast items may be purchased from 7:30-7:50 a.m. Lunch is prepared daily and usually consists of two choices for the entrée, vegetables, fruit, bread, dessert, and milk. Snacks are also sold to students who have purchased a school lunch or who have brought a lunch from home. Students with allergies or food restrictions may request meal substitutions if proper documentation is on file in the cafeteria.

Each student is given a lunch account number. Money for these accounts is collected from 7:30-7:50 a.m. in the cafeteria. Checks should be made payable to AJHS CNP and should include the student's full name. Money will be accepted during lunchtime only after all other students have been served. Students should monitor the balance of their accounts. Charging will not be allowed.

Students who wish to be enrolled in the free/reduced lunch program must fill out an application at the beginning of each school year. Until the paperwork has been processed and approval granted, students will be responsible for paying full price for their meals.

Food items are not allowed anywhere on campus except in the cafeteria due to health and sanitation concerns. Lunch drinks and food must remain unopened in the lunch container until the student

is in the cafeteria. After lunch, the food items should either be disposed of or remain in the student's lunch container. Students cannot have fast-food meals delivered to them on campus.

### **COMPUTERS/USE OF INTERNET**

Students attending Auburn City Schools (hereinafter referred to as ACS) are encouraged to utilize the computing capability of ACS in pursuit of their educational objectives. ACS strives to keep up-to-date equipment, software and communication capabilities at all schools in the system.

Policies regarding proper and ethical use, network etiquette, and controversial material are specifically listed in the ACS Statement of Responsibilities and the laptop computer usage agreement and handbook and must be agreed to by students and their parents or guardians in return for the privilege of using the computing resources, software, and communication infrastructure of ACS. Students and their parents agree that violation of these policies could result in the suspension of their privilege of using the ACS computing resources but will not relieve or waive the responsibility of the students to complete any work assigned by their teachers.

### **DETENTION HALL**

Detention Hall will be held each Tuesday, Wednesday, and Thursday from 3:20 until 4:15 p.m. Students assigned to detention hall must serve on the date assigned or become subject to an ISS placement. The meeting place is the tiger in the front office area.

1. Students are not allowed in after 3:20.
2. Students must do academic work while in detention.
3. Students are not allowed to talk, communicate with other students or sleep during detention.
4. There will be no pass out of detention. If a student must leave early for any reason, then credit for attendance will be denied.

5. Any student who causes a disruption in detention hall will become subject to an ISS placement.

## **DISCIPLINE**

### Student Conduct

The Auburn City Schools Statement of Responsibilities contains a comprehensive list of responsibilities each student is expected to fulfill. Within this agenda student conduct is addressed as it pertains specifically to AJHS. These guidelines apply to all students at school or school-sponsored activities including field trips, on buses, athletic fields, stadiums, parking lots, official school bus stops and other sites used for school-sponsored activities.

Students are expected to conduct themselves in such a manner that they bring credit to themselves, their families, and their school. Mature students desire to be recognized as good citizens by fulfilling all of their responsibilities in accord with accepted standards of conduct. The fulfillment of these expectations will involve the following:

- Maintaining an excellent attendance record by avoiding unnecessary absences and tardies.
- Assuming responsibility for having necessary supplies and materials in class each day.
- Maintaining a courteous relationship with teachers and fellow students and accomplishing all work without disturbing others. Students should obey faculty and staff of the school at all times.
- Obeying all school rules, respecting public and personal property (including desks, furniture, equipment, etc.), and promoting the general welfare of the school.
- Setting high academic goals and actively striving to achieve those goals.

- Supporting school functions and reflecting the spirit of the school in all activities.

### Student Guidelines

The AJHS philosophy of discipline is based upon the basic premise that students have the right to learn and teachers have the right to teach. At AJHS we provide a positive classroom and school climate which is based upon trust and respect and which fosters self-accountability in students. We establish few, but firm and effective rules, with realistic and logical consequences for irresponsible behavior. Some expectations with which students and parents need to be immediately familiar are as follows:

- Tigers R, the AJHS School-wide Positive Behavior Support program, outlines student conduct in key areas on campus. (See the Tigers R section for details.)
- Disrespectful and inappropriate language and actions, disruptive behavior and failure to follow instructions will not be tolerated.
- Non-instructional items such as playing cards and toys should not be brought to school.
- Cell phones and audio and video equipment such as radios, MP3 players, tape and CD players, headphones, computer games, electronic equipment, I-pods, etc. should not be used in the classroom unless permission is given by the current classroom teacher. If a student has these devices at school, he/she should make every effort to keep them secure because the school will not be responsible for them if they are lost or stolen. If they are used in class without the permission of the teacher or in an inappropriate manner, the devices may be taken up and turned into the office for a parent to pick up. Refusal to surrender these items when asked will result in having them kept in the office for a minimum of 10 school days.

The following disciplinary action will be taken:

1<sup>st</sup> Offense: Item given to parent/guardian one day after it is taken up

2<sup>nd</sup> Offense: Item kept for 10 school days, then returned to parent/guardian

3<sup>rd</sup> Offense: Item kept for remainder of term, then returned to parent/guardian

- Students on school grounds and/or on school buses may sell no items. This includes candy and gum, which should not be brought to school for any reason.
- Skateboards and scooters must be stored in the school office upon arrival at school to be picked up after school. All bikes must be parked upon arrival in the bike racks provided in front of the school. Students may not ride these items on school grounds.
- Once students arrive on campus, they must not leave campus for any reason unless they are checked out. Students must not walk to any store, across the street, etc. before and/or after school and then return to campus.
- Students may only have water bottles, drink bottles, and food items in the cafeteria. These items may be confiscated/discarded if seen elsewhere.

The administration may use a variety of disciplinary methods including student conferences, parent conferences, detention of the student with a teacher or administrator, in-school suspension, out-of-school suspension, or referral to the Board office.

Students who are involved in any disciplinary problems during the week of a dance may not be allowed to attend the dance. Students who have been placed in In-School Suspension or given Out-of-School Suspension will be deprived of extended field trips or after-school activities (e.g., dances, performances, practices, athletic events, etc.) during the period of suspension.

## Bullying

Bullying occurs when one or more students threaten, harass, or intimidate another student through words or actions including direct physical contact such as hitting or shoving, verbal assaults such as teasing or name calling, or socially isolating or manipulating a student: (a) on the school grounds at any time; (b) off school grounds at a school function, activity, or event, or (c) en route to and from school or school-sponsored activity. Physical and verbal bullying will not be tolerated.

## Substitute Teachers

Substitute teachers are an important part of the school. Like regular classroom teachers, they should be obeyed and respected. The administration reserves the right to become involved in any substitute teacher problem when necessary. The administration will closely monitor student behavior with substitutes. If a pattern of inappropriate behavior develops, disciplinary action by the administration may be taken in addition to any action taken by the teacher. If the substitute teacher refers a student to the office, disciplinary action will be taken as deemed necessary.

## Safe and Drug-Free School

The school takes seriously its responsibility to educate all students in a safe and drug-free school where they are free from fear, harm, or intimidation. Therefore, weapons, drugs, gang activity, and related paraphernalia will not be permitted at Auburn Junior High School. Students are also not allowed to have in their possession any form of tobacco, matches, lighter, or any related paraphernalia. Disciplinary responses to these violations are listed in the Auburn City Schools Statement of Responsibilities.

The following is a list of actions that will not be tolerated at Auburn Junior High School. This list is not inclusive but is designed to outline the consequences for such actions.

**Alcohol:** Possessing, using, or being under the influence of alcoholic beverages at school or school sponsored events will result in an immediate suspension from school. The Auburn Police Department will be notified, and the student will be referred to the Auburn City Schools Board office for further disciplinary actions.

**Drugs:** The possession, use, or state of being under the influence of any drug at school or school sponsored events will result in an immediate suspension from school. The Auburn Police Department will be notified, and the student will be referred to the Auburn City Schools Board office for further disciplinary actions. See the medication policy for prescription drugs.

**Fighting:** Any physical confrontation between two or more individuals will not be tolerated at Auburn Junior High School (AJHS) or at any school-sponsored activity. The administration will notify law enforcement officials and file a report against any party involved.

1<sup>st</sup> offense=3-day Out- of- School Suspension plus an assignment to some type of anger management/conflict resolution counseling  
2<sup>nd</sup> offense(+)=immediate suspension, and a referral to the Board office.

**Gambling:** All forms of gambling are prohibited and can result in an immediate suspension from school.

**Inappropriate Displays of Affection:** Kissing and prolonged embraces are not appropriate behavior on campus or at school sponsored events. Appropriate disciplinary action will be taken.

**Inappropriate Language:** Obscenities, profanity, and/or disrespectful remarks will not be tolerated. In-School Suspension or Out-of-School Suspension may result.

**Smoking/Tobacco:** Possessing or using any tobacco product (including lighters, matches, and related paraphernalia) at school or school-sponsored events will result in an immediate suspension from school.

1<sup>st</sup> offense= two-day suspension; 2<sup>nd</sup> offense= three-day suspension;

3<sup>rd</sup> offense= referral to the Board office

**Weapons:** Possessing or using any type of weapon at school or school-sponsored events will result in an immediate suspension from school. The Auburn Police Department will be notified, and the student will be referred to the Auburn City Schools Board office for further disciplinary actions.

## **DRESS CODE**

Auburn City Schools seeks to fulfill its mission to “Inspire, Educate, and Empower” each of its students by providing an environment and culture conducive to learning. School is a working and learning environment. The Board and administration, therefore, believe students and parents should use good judgment and reasoning in their choice of dress while attending school. With the maturation differences among students being great, clothing on one student may be appropriate while on another it may not be appropriate. Accordingly, clothing must be in good taste for the age and maturity of the student, safe, and not a distraction to others.

- Students should not wear clothing that reveals the body in an inappropriate manner. (Examples: clothing that is too tight, too short, bare at the midriff, bare at the sides, sundresses, “spaghetti strap” type tops, tank tops, off-the-shoulder tops, low-cut front or back tops, tops that show cleavage, sheer or see-through clothing, etc.) Any other

apparel or appearance that may be distracting in the classroom (as deemed by the administration) is not permitted. Shirts and other apparel must not have pictures or wording involving weapons, violence, drugs, alcohol, tobacco, or gang-related symbols or slogans.

- Hats/caps, bandanas, athletic headbands, headscarves, sunglasses, and any other form of headgear are not permitted on campus. (The exceptions are JROTC, band uniform hats worn with the uniform, and athletic headgear worn with the uniform on the playing and practice fields). During extreme cold weather, students will be allowed to wear knit stocking caps (toboggans) outdoors on campus.
- T-shirts and other apparel must be size appropriate. T-shirts that extend below 4 inches from the top of the knee cap must be tucked in. Men's style undershirts are not permitted to be worn unless concealed with another acceptable garment.
- Pants should be worn at the waist level. Pants that are too tight, have holes, or allow for exposure of undergarments are not permitted. Baggy or loose fitting pants must be worn with a belt.
- The length of skirts, dresses, and shorts (front and back) can measure no higher than 4 inches from the top of the knee cap. No slits or leg openings can be higher than 4 inches above the top of the knee cap. Length of skirts, dresses, and shorts must be appropriate whether the student is standing or sitting. Spandex pants, leggings, leotards, etc. may be worn only when the article of clothing worn over them meets the 4 inch rule.
- Shorts must measure no more than 4 inches above the top of the knee cap and be hemmed. Cut-offs, athletic (gym), "Umbro", "Soffes", other nylon type, spandex, bicycle, sweat type, tennis, or swimsuit type shorts are not permitted.
- Undergarments must be worn in an appropriate manner and not be visible. Clothing with rips, tears, or holes that expose underwear or inappropriate parts of the body are not permitted.

- Appropriate shoes must be worn at all times. House shoes, slippers, shoes with cleats, and shoes with wheels are not permitted.
- Students cannot wear jewelry or accessories that distract other students or interfere with the learning environment. Items such as heavy metal chains, spikes, etc., are not permitted.

Students in violation of the dress code will be required to change immediately. If this requires a student to checkout, the absence will be marked as unexcused. Additional consequences could include detention, In-School Suspension, or Out-of-School Suspension if violations become chronic.

### **DRIVER'S PERMIT/LICENSE: PROOF OF ENROLLMENT**

Students needing proof of enrollment for securing a driver's permit/license should check with office personnel to initiate this paperwork. A twenty-four hour notice is requested.

### **EMERGENCY PROCEDURES**

In case of an emergency such as a fire or severe weather, a signal will sound and teachers will instruct students of the appropriate plan of action. Evacuation plans are posted in each classroom.

An alternate evacuation site would be one of the following: Wrights Mill Road Elementary School, Dean Road Elementary School, Auburn High School, or the Pine Hills Cemetery on Armstrong Street.

## **FIELD TRIPS**

All field trips are carefully planned to ensure beneficial learning experiences and adequate supervision of students. Decisions regarding participation are made by the local school administration. Official parental permission is required on the Auburn City Schools field trip permission form. This form must be signed by a parent/guardian and returned to the designated staff member by the required deadline. No letters, phone calls, e-mails, or faxes will be accepted in lieu of the official field trip permission form.

## **GRADES**

Students will receive a report card every nine weeks. A midterm progress report will be issued in the middle of each grading period. Parents/guardians should promptly sign and return all reports and teacher communications. Unless there are extenuating circumstances, these should be returned within two school days.

Because of our academic focus, students will be assigned a reasonable amount of homework daily. Students are expected to approach homework seriously, and parents should emphasize its importance.

Students will receive numerical grades to report performance on both report cards and mid-term progress reports in all courses. Each teacher within a department has the authority and responsibility to determine the grade weight for each class.

The grading scale is as follows:	90-100	A
	80-89	B
	70-79	C
	60-69	D
	59 and below	F

Teachers may record conduct grades (Satisfactory, Needs Improvement, Unsatisfactory) and comments in each subject area.

### **INSTRUCTIONAL MATERIALS**

A student who fails or refuses to pay for lost or damaged school property, including textbooks, library books, etc. may not be issued any additional textbooks, library books or media materials until restitution is made. Appropriate restitution for a lost book is the cost of a new copy. School personnel will assess an appropriate charge for damaged books. Written notice will be sent to parents/guardians when a student needs to make restitution for lost or damaged books or materials.

The student agenda is considered to be vitally important and should be carried by each student throughout the school day as a time management and organizational reference. Student agendas must remain intact and must not be defaced. Students must replace lost or damaged agendas at a cost of \$5 each.

### **LOCKERS**

Students may rent lockers for the safekeeping of books and personal property. It is the responsibility of the student to guard his/her combination and to see that his/her locker is secure. This includes not sharing an assigned locker with another student and tampering with or altering a locker. Students cannot apply stickers or tape to lockers. Only those items that can fit securely in the assigned locker are to be placed in the locker. Locker rental fees are \$10.

Locker inspections (both announced and unannounced) may be conducted periodically.

## **LOST AND FOUND**

The school is not responsible for lost or stolen items. This includes school-assigned textbooks and materials. Students are discouraged from bringing valuables and/or large amounts of money to school. Students who find lost articles are asked to bring them to a teacher or the school office so that they can be sent to the area designated for "lost and found." Lost articles will be given a specified location for storage for a limited period. Those students who have lost items should see office personnel for assistance.

## **MAKE-UP WORK**

Students are expected to make up work for absences. It is the student's responsibility to make contact with all teachers to initiate all make-up work. The contact should be made the first day the student returns to class. The student will be given five days to make up the missed work. Work may be requested through the school office before 9:00 am on the second day of an absence. Work can be picked up in the school office between 2:30-3:30 pm that day.

Students are encouraged to establish systems by which they can contact other students in their respective classes to get class assignments and homework in case of absence.

Make-up work does not have to be the same assignment that was assigned to the class. It must be only of a similar nature.

## **MEDIA CENTER**

The media center is open daily from 7:30 am – 3:30 pm and has books and magazines for completion of school assignments and for leisure reading. The media specialist will assist students in locating materials needed. Students must have a pass from a faculty member to visit the media center.

## MEDICATION AND FIRST AID

Whenever possible, an alternative schedule for distributing medicine outside of school hours should be arranged. In accordance with the Auburn City Schools policy on medication at school, the following procedure must be followed for both prescription and over-the-counter medications:

1. All medications will be administered in the office or the parent may come and administer medication to the child.
2. Students may not have prescription medications or over the counter medications in their possession. The only exceptions are inhalers and Epi pens, which may be carried by the student as long as the proper forms are on record in the office.
3. All medications given at school must have a signed Medication Authorization form. A copy of this form is available in Office 1104 or in the *Auburn City Schools Pupil Progression Plan and Statement of Responsibilities for School Personnel, Parents, and Students*.
  - a. Over the Counter-parent/guardian signature only
  - b. Prescription-parent/guardian and physician signatures
4. All medications must be in the original bottle, either a pharmacy labeled prescription bottle or an original over the counter bottle. Parents/legal guardians must bring prescription or over the counter medications to school. Students should not carry medications to and from school.
5. School personnel will not administer any medication unless they have received a medication form with proper signatures and the medication has been received in an appropriately labeled container from the parent/guardian. There are no exceptions to this policy.

Any questions or concerns about a student's healthcare at school should be forwarded to the school nurse.

## **PARENT CONFERENCES**

All conferences are to be arranged a minimum of 24 hours in advance. Parents may call, e-mail, or send a written request. Anytime a conference is scheduled during the school day, parents should check in at the office before going to the classrooms. If a question arises regarding a student in a particular class, parents should contact the teacher.

## **PARKING/DRIVING**

Parking is permitted in designated marked spaces only. Faculty and visitor spaces are available on a first come-first serve basis. Students will not be allowed to drive any motorized vehicle to school and park on campus. Traffic flow around the school will be monitored and directed by paid professionals each morning and afternoon.

## **PHONE USAGE AND MESSAGES**

All school phones are used for school-related business only. Students are allowed to use phones only to place or receive emergency calls approved by an administrator. Students will not be allowed to call home for homework, missing instructional materials, projects, musical instruments, transportation clarification, lunch money or lunches, etc. It is the student's responsibility to be prepared for school prior to leaving for school. All other phone usage is at the discretion of the administration.

Only emergency messages will be delivered to students during school hours. Emergency reasons include notification of death, serious illness, disaster in the family, or medical appointments or transportation arrangements that have unexpectedly changed. Transportation arrangements should normally be made in the morning before school.

Delivery of items such as balloons, flowers, food from outside vendors, etc. is not permitted during the school day. Also, a student will not be called out of class for forgotten instruments, homework, projects, or lunches. It is the student's responsibility to check in the front office for these items.

### **SEARCH AND SEIZURE**

The administration reserves the right to search any student, locker, desk, or student possession based upon reasonable grounds for believing that something contrary to school rules or detrimental to the student or others is present. Prohibited items will be confiscated as evidence of rules violation.

### **SEXUAL HARASSMENT**

It is the policy of the Auburn City Schools to provide and maintain a working environment that is free of sexual harassment, intimidation, and violence. As with other forms of discrimination, the Auburn City Schools Board of Education is opposed to sexual harassment, which is illegal, by employees, students, and any third party. Anyone who violates this policy will be subject to appropriate disciplinary action. The complete policy of the Auburn City Schools regarding sexual harassment is on file and may be viewed in the school office.

### **STATEMENT OF RESPONSIBILITIES**

Students and parents/guardians are required to sign the Statement of Responsibilities acknowledgment form and return it within the first five days of the start of school. Students may be suspended from school until the signed form is returned.

## **SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL**

Due to faculty work hours, the school cannot assume responsibility for students who arrive at school before 7:30 am or remain after the end of the school day unless they are involved in scheduled school activities or are detained because of misconduct.

Students who are enrolled in zero period classes should arrive no earlier than 7:00 am and should report directly to their classrooms.

## **SUSPENSION**

A student may temporarily be denied attendance in regular classes for disciplinary purposes. Parents/guardians will be notified of ISS placement as soon as possible. A student assigned to In-School Suspension (ISS) will continue to come to school and receive credit for completed assigned work; however, he/she will be isolated from the school's student population. While in ISS, a student may not attend or participate in school activities. All work assigned to a student in ISS must be completed by 3:15 pm on the last day of the placement. Students who do not observe these rules will receive additional days in ISS or may be given Out-of-School Suspension (OSS) until they can come back to school to serve their originally assigned ISS days.

A student may be temporarily denied attendance at school for disciplinary purposes (OSS). A suspended student will not attend school or any school-related activities on a day for which he/she is suspended. Any violation of this rule results in an additional day of suspension. He/she will not return to regular classes on the day of the suspension but will leave the school only when the parent or proper authority assumes responsibility for the student. When a student is assigned OSS, the time away from school is marked as an unexcused absence.

Any student returning to or enrolling in AJHS from another school's disciplinary program, alternative school, correctional facility, detention center, etc. for any reason will automatically be recommended for the Auburn City Schools Alternative School program.

### **TARDIES TO CLASS**

Students are expected to be in the classroom at the ringing of the tardy bell. If not, they are considered tardy to that class. Tardies to class are accumulated from each class and are counted on a per class basis. Positive incentives may be offered for being punctual to class. Students may not miss time from a class without first obtaining permission from the teacher of that class. A student who misses more than 30 minutes of a class will be counted absent from that class.

Student tardies (to school and/or to class) will result in the following actions:

- First and second tardies will be recorded with no action taken
- Third tardy – one school detention
- Fourth tardy – two school detentions
- Fifth tardy – three school detentions and parent notification
- Sixth tardy – one day of in-school suspension (ISS)
- Seventh tardy (+)- multiple ISS

The accumulation of tardies will begin again each nine-week grading period.

## TEACHER ASSAULT

A person commits the crime of assault in the second degree (Class C felony) if the person assaults with the intent to cause serious physical injury to a teacher or any public school employee as a result of the performance of his/her duty.

## TIGERS R

Auburn Junior High Students are expected to display Respectful, Responsible, and Ready behavior at all times. These are outlined below.

Respect in Classrooms: 1. Listen to all adults. 2. Be considerate of classmates. 3. Use polite/appropriate language.

Respect in Restrooms: 1. Take care of school property. 2. Knock on stall door before entering. 3. Respect privacy of others.

Respect in Bus Areas: 1. Listen to all adults. 2. Keep hands/feet and belongings to yourself. 3. Maintain order during loading and unloading.

Respect in Morning Stations: 1. Listen to all adults. 2. Take care of school property and equipment. 3. Keep hands/feet to yourself.

Respect during Passing Periods: 1. Listen to all adults. 2. Walk at all times. 3. Keep hands/feet to yourself.

Respect in Cafeteria: 1. Listen to all adults. 2. Stay in line. 3. Be polite/respectful to cafeteria staff.

Respect for Technology Usage: 1. Read and abide by the Internet Usage Agreement and Laptop User Agreement. 2. Demonstrate maturity when using technology equipment. 3. Recognize that access to this equipment is a privilege and can be limited if you do not make wise decisions. 4. Use this equipment as/when directed by your teachers.

Responsible in Classrooms: 1. Bring all materials to class. 2. Keep your area clean. 3. Keep up with assignments and due dates. 4. Follow acceptable use policy for all technology.

Responsible in Restrooms: 1. Flush toilet after each use. 2. Place all disposable items in trash cans. 3. Use your inside voice.

Responsible in Bus Areas: 1. Stand behind boundary line until bus stops. 2. Keep up with your belongings.

Responsible in Morning Stations: 1. Use your inside voice. 2. Stay seated in assigned areas. 3. Keep up with your belongings.

Responsible during Passing Periods: 1. Walk on the right side of the hallway. 2. Use your inside voice. 3. Keep lockers locked.

Responsible in Cafeteria: 1. Clean your table. 2. Use your inside voice. 3. Sit at assigned table.

Responsible for Technology Usage: 1. Follow Internet Usage Agreement and Laptop User Agreement. 2. Transport laptop and battery charger in approved containers when not in use. 3. Avoid placing laptop in locations where damage might occur.  
4. Maintain confidentiality of user name and password information.  
5. Keep up with laptop style pen and battery charger parts.  
6. Use this equipment as/when directed by your teachers.

Ready in Classrooms: 1. Be on time. 2. Be prepared for class to begin. 3. Move quickly to seat.

Ready in Restrooms: 1. Return quickly to class. 2. Use restroom closest to your class.

Ready in Bus Areas: 1. Move quickly to designated area.

Ready in Morning Stations: 1. Move directly to your station. 2. Turn off and stow away all electronic communication devices for remainder of school.

Ready during Passing Period: 1. Be on time to class. 2. Know your locker combination. 3. Keep moving to next class.

Ready in Cafeteria: 1. Enter/exit in an orderly manner. 2. Remember your account code. 3. Keep accounts updated.

Ready for Technology Usage: 1. Bring laptop and related materials to class as directed by teachers. 2. Charge your laptop every night

so that it will be ready for the next school day. 3. Maintain an organized electronic filing system to help you be ready for class instruction and review content materials.

### **VISITORS TO CAMPUS**

Parents and community members have opportunities for observing students in the academic setting through a number of established activities and events. Other visits to AJHS by parents, community members, and other educators are welcomed and encouraged. Upon arrival to campus, visitors must sign in at the school office and receive a visitor pass. Approval of visitors is at the discretion of the administration.

### **WITHDRAWING FROM AJHS**

Students withdrawing from AJHS should come to the office at least one day prior to departure so that they can get the appropriate withdrawal form for teachers to sign and so that school records can be cleared. Student records will not be forwarded to the new school until all AJHS records have been cleared.

### **WORKER'S PERMIT**

Students needing worker's permits should check with office personnel to initiate this process. A twenty-four hour notice is requested.

