

# AUBURN JUNIOR HIGH SCHOOL

## Student Handbook

### 2023-2024

Contact Information:

405 South Dean Road

Auburn, AL 36830

Telephone: 334-887-4970

Fax: 334-887-4177

[www.auburnschools.org/ajhs](http://www.auburnschools.org/ajhs)



#### MISSION STATEMENT

The mission of Auburn Junior High School, the compass towards excellence, is to ensure each student navigates the future with curiosity, knowledge, and passion through a system distinguished by:

- Guided opportunities
- Respectful relationships
- Openness to diversity
- Worthwhile innovation
- Technology – infused instruction
- Healthy, **compassionate** community

## **GENERAL INFORMATION**

Administrative Staff:	Mr. Ross Reed, Principal Dr. Melissa Baker, Assistant Principal (A – F) Mrs. Kristen Williams, Assistant Principal (G – M) Mr. Chris Daniel, Assistant Principal (N – Z)
Counselors:	Mrs. Krystal Pritchett (A – F) Mrs. Tyler Grant (G – M) Mr. Donnie Payne (N – Z) Mrs. Mona Patterson (Mental Health)
Office Personnel:	Ms. Michelle Williams - Secretary Mrs. Nicole Cannon - Receptionist Mrs. Kerri Byrd - Registrar Mrs. Emily Mathews - Bookkeeper
School Colors:	Royal Blue and White
School Mascot:	Tiger

## **EQUAL EDUCATION OPPORTUNITIES**

It is the policy of the Auburn City School's Board of Education that no person in this district shall, based on race, color, disability, creed, religion, sex, age, or national origin be denied the benefits of, or be subject to discrimination in, any education program or activity. This includes all career and technical education opportunities. This includes employment, retention, and promotion.

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## 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. 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 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), texting questions or answers, 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

### **AJHS BELL SCHEDULES 2023 - 2024**

<u>Regular Bell Schedule (Daily)</u>		
Zero Period	7:20-8:10 a.m.	50 minutes
1st Block	8:15*-9:45 a.m.	90 minutes
2nd Block	9:50-11:20 a.m.	90 minutes
3rd Block	11:25 a.m.-1:25 p.m.	120 minutes (w/lunch)
4th Block	1:30-3:00 p.m.	90 minutes
5 <sup>th</sup> Block	3:05-3:35 p.m.	30 minutes
*Pledge of Allegiance, Moment of Silence, Attendance Check, Dress Code Check		

<u>Activity Bell Schedule (Designated Dates Only)</u>		
Zero Period	7:20-8:10 a.m.	50 minutes
1 <sup>st</sup> Block	8:15*-9:35 a.m.	80 minutes
2 <sup>nd</sup> Block	9:40-11:00 a.m.	80 minutes
3 <sup>rd</sup> Block	11:05 a.m.-1:05 p.m.	120 minutes (w/lunch)
4 <sup>th</sup> Block	1:10-2:30 p.m.	80 minutes
Activity	2:35-3:20 p.m.	45 minutes
Return directly back to 4 <sup>th</sup> Block	3:20-3:35 p.m.	Approx. 10-15 minutes

\*Pledge of Allegiance, Moment of Silence, Attendance Check, Dress Code Check

In the event of testing dates or other special events that impact the bell schedule for the entire campus, unique bell schedules will be created to accommodate.

IMPORTANT NOTES:

- Students enrolled in a Zero-period class meet for class from 7:20-8:10 a.m. daily. Students who do not arrive for class by 7:20 a.m. will receive a tardy for that class. Excessive tardies/absences can result in removal from the course.
- Students should not report to AJHS prior to 7:50 a.m. unless enrolled in a Zero-period class or under the direct supervision of a designated faculty member.
- Upon arrival, students should report directly to their 1<sup>st</sup> block class unless they are going to the cafeteria for breakfast.
- Students should be dropped off immediately upon arrival and should not wait in cars.
- Students will report to the PE Gym if they arrive before 7:50.
- Parents of car rider students should not arrive on campus before 3:15.
- Students **should not** be picked up or dropped off on Terrace Acres Drive, in the cemetery, in the front office loop, or any street surrounding the school. For student safety, all car riders should be picked up or dropped off in the appropriate parking lot: the band lot for 9th grade students and the 800 lot for 8<sup>th</sup> grade students.
- Students must leave school by 3:45 p.m. each day unless they are under the direct supervision of a faculty member for a scheduled extracurricular activity.

## **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 absent from school shall present a written excuse, signed by a custodial parent or guardian, within three days of their return. A student must be present until 11:50 a.m. 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, inclement weather which would be dangerous to the life and health of the child as determined by the principal and verified by Auburn City Schools, legal quarantine, emergency conditions or extenuating circumstances as determined by the principal, school sponsored functions, or religious holidays upon receiving Superintendent approval prior to the absence. All other absences will be unexcused.
- Tardies to school – the parents and student are responsible for the student arriving on time. Oversleeping, car trouble, missing the bus, etc. is not a legitimate excuse for tardiness. The student arriving after 8:30, accompanied by a parent/guardian, must report to the office.
- Checkouts – if a student needs to leave before school is dismissed, a parent/guardian must come to the office to sign out the student. The person checking the student out must present a photo ID and they must be on the student’s checkout list.
  - Students are not allowed to check out of school after 3:05.

### **Zero Period Attendance**

Some of our students have a Zero Period class (7:20 a.m. – 8:10 a.m.). Students who are tardy to Zero Period will be held to the same policy for tardiness to class during the regular school day. If a student accumulates five (5) unexcused absences in a semester, then that student will be removed from their Zero Period class.

Please refer to the *Auburn City Schools Parent and Student Handbook 2023 – 2024*

## **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 Parent and Student Handbook 2023 – 2024*. AJHS uses *progressive discipline for bus infractions*. This includes being suspended from the bus for a specified time to being removed for the remainder of the year. Students may receive a warning, 5-day bus suspension, 30-day bus suspension, and may be suspended for the remainder of the year.

## **CAFETERIA PROCEDURES**

All students entering the cafeteria must properly wear their student ID. Breakfast items may be purchased from 7:50-8:10 a.m. Lunch is prepared daily and 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. Students will sit with their class at assigned tables.

Each student is given a lunch account number and student IDs must be used to make any purchase. Students will swipe their ID to ensure a touchless process. Ideally, money should be deposited online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Money will be accepted during lunchtime; however, no change will be made. All money will be deposited into the student's account. Students and parents should monitor the balance of their accounts.

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

Students cannot have fast-food/restaurant meals delivered to them on campus. This is true whether dropped off parents or a food delivery service. Food items should not be in containers with vendor advertising.

## **COMPUTERS/USE OF INTERNET**

Policies regarding proper and ethical use, network etiquette, and controversial material are specifically listed in the *ACS (Auburn City School) Parent and Student Handbook* and the AJHS iPad User Agreement Form 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. These stakeholders 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. Students, and their parents, may be subject to monetary restitution for damages, whether intentional or accidental, to their Auburn City Schools-issued iPad based on the ACS iPad Handbook. Only ACS issued iPads are allowed on campus. No personal computer devices (iPads, laptops, Macs, etc.) will be allowed on campus.

## **DRESS CODE**

Auburn City Schools is a working and learning environment. All ACS students are encouraged to observe a standard of grooming and dress consistent with the importance of the school's mission of education. The Board and Administration recognizes and appreciates the role of parents in assisting their children in making appropriate choices regarding their clothing while attending school within the boundaries provided by this Dress Code. The school principal or his/her designee will have the final decision in determining whether apparel meets the system's dress code.

Students in violation of the dress code will be required to change immediately. If this requires a student to check out, the absence will be marked as unexcused. For Auburn Junior High School students, chronic violations will result in additional consequences including In-School Suspension or Out of School Suspension. These are outlined at the end of the dress code guidelines.

### **District-wide Grades K-12 Guidelines**

1. Clothing should fit properly and be the correct size for the student.
2. Any article of clothing, apparel, or personal accessory (including hair style) depicting violence, drugs, alcohol, firearms, weapons, tobacco, mutilation, sexual reference, gang affiliation, illegal behavior, language or symbols that could be considered suggestive, offensive, or obscene will not be permitted.
3. Undergarments must be worn as intended and in compliance with other provisions of the dress code; undergarments should not be visible.
4. Transparent garments must be worn with opaque apparel underneath to maintain required coverage (this includes see-through fabric, rips, holes, and tears.)
5. Jewelry and accessories that interfere with the safe learning environment are not permitted (heavy metal chains, spikes, etc.)
6. Sunglasses, hats, hoods, or head covering (including bandanas, scarves, wraps, etc.) are not to be worn in school buildings except as related to medical needs, religious practices, or as a component of a school uniform (CTE, band, athletics.)
7. Pajamas should not be worn in school. (This includes sleep pants and onesies.)
8. Appropriate shoes must be worn at all times. House shoes, slippers, shoes with cleats, shoes with wheels are not permitted.
9. Shirts/Tops:
  - a. must have sleeves with a minimum of two-inch width (2") on shoulder
  - b. must not be low cut, off the shoulder, or racer back
  - c. must overlap with pants/bottoms to conceal abdomen/waist - including during activity
  - d. crop tops, exposed midriff, or bare sides are not permitted.
10. Pants/Shorts/Skirts/Skorts/Dresses:
  - a. must be worn at the waist level and fit properly
  - b. garment must cover upper thigh and measure five inches (5") or longer from end of torso in front and in back; length is measured when standing
  - c. apparel must be appropriate for student participation in all school activities
  - d. rips or tears must be below 5" from end of torso unless concealed by material beneath holes.

### **Headgear**

1. Students may not wear hats, caps, hoodies, women's night caps, or other head coverings in school buildings or on school premises. This includes bandanas, athletic headbands, headscarves/hair wraps, bonnets, beanies, skull caps, and other forms of headgear or hair covering.
  - a. Exceptions include:
    - i. Face masks, buffs, or other types of coverings are used to protect an individual's mouth and nose.
    - ii. Headgear used as part of a uniform, such as the JROTC cap, band uniform hats, and athletic headgear worn with a uniform on the playing and practice fields are allowed.
    - iii. Religious purposes, which have been approved prior to wearing.
    - iv. During extreme cold weather, students will be allowed to wear hoodies, toboggans, skull caps, or beanies outdoors on campus. Once students enter any building, they must remove their head covering immediately.

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. Please note the specific consequences for dress code violations:

- 1<sup>st</sup> offense: Student calls home and parents bring a change of clothing; student remains in In-School Suspension until the student changes clothing.
- 2<sup>nd</sup> offense: Student calls home and parents bring a change of clothing; student remains in In-School Suspension until student changes clothing; 2 days of school-wide detention is assigned and served.
- 3<sup>rd</sup> offense and subsequent offenses: Student calls home and parents bring a change of clothing; student remains in In-School Suspension until student changes clothing; 3 days of In-School Suspension are assigned and served.
- Chronic dress code violations will result in student being suspended Out of School.

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

Students needing proof of enrollment to secure a driver's permit/license should check with office personnel to initiate this paperwork. Twenty-four (24) hours' notice is requested. This paperwork is valid for fifteen days only.

#### **E-HALLPASS**

E-hallpass is a digital hall pass system that allows students to create passes using their iPad. Teachers and/or administrators can give students pass permissions. Whenever a student asks to leave your classroom, the student will complete a form through e-hallpass before exiting the room.

#### **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. Auburn Junior High School routinely conducts lockdown and secure your area drills throughout the school year. Appropriate student behavior and cooperation during any drill or actual emergency is required.

#### **FIELD TRIPS**



Field trips are privileges. Students may be in a class that schedules an educational or extracurricular related field trip during the school year. Students' attendance on these trips may be denied based on discipline or academic performance. Also, in some cases, students may have to pay a fee to attend. Students may have to submit parent permission forms and meet a deadline to attend. The AJHS Administration reserves the right to review student discipline prior to any field trip, extracurricular activities, school dance, or any other school related activity. Students' behavior may result in them not being eligible to attend any of the above activities.

### FINAL EXAMS/SEMESTER EXAMS

Final exams/Semester exams will be administered in all courses at the conclusion of the Fall and Spring semesters. Attendance during these exam days is expected. **No exams will be given prior to the scheduled exam time.** If an extreme circumstance prevents a student from being present for his/her scheduled exam time, the principal and teacher giving the exam should be notified prior to the exam. If a student misses a scheduled exam, it is the student's responsibility to set up a time to take their exam. Failure to do so within the prescribed time (usually one week) will result in a 0 for the exam.

During semester exams students will be dismissed at 12:35pm on the last two exam days and bus transportation will run their normal routes, just at a different time. See Exam Schedule below:

### FALL SEMESTER EXAM SCHEDULE 2023

SPRING	DECEMBER 12 (WHITE DAY)	DECEMBER 13 (BLUE DAY)	DECEMBER 14 (WHITE DAY)	DECEMBER 15 (BLUE DAY)
	0 PERIOD – CLASS	0 PERIOD – CLASS	0 PERIOD – EXAM	0 PERIOD – EXAM
	1 <sup>ST</sup> BLOCK – CLASS	1 <sup>ST</sup> BLOCK ALTERNATING BLUE DAY EXAM	1 <sup>ST</sup> BLOCK EXAM AND 1 <sup>ST</sup> BLOCK ALTERNATING WHITE DAY EXAM 8:15-9:55	3 <sup>RD</sup> BLOCK EXAM AND 3 <sup>RD</sup> BLOCK ALTERNATING BLUE DAY EXAM 8:15-9:55
	2 <sup>ND</sup> BLOCK – CLASS	2 <sup>ND</sup> BLOCK WHITE ALTERNATING DAY EXAM	STUDENTS REPORT TO 2 <sup>ND</sup> BLOCK <b>BRUNCH 10:00 – 10:50</b>	STUDENTS REPORT TO 4 <sup>TH</sup> BLOCK <b>BRUNCH 10:00 – 10:50</b>
	3 <sup>RD</sup> BLOCK – ALTERNATING WHITE DAY EXAM	3 <sup>RD</sup> BLOCK - CLASS	2 <sup>ND</sup> BLOCK EXAM AND 2 <sup>ND</sup> BLOCK ALTERNATING WHITE DAY EXAM 10:55 – 12:35	4 <sup>TH</sup> BLOCK EXAM AND 4 <sup>TH</sup> BLOCK ALTERNATING BLUE DAY EXAM 10:55 – 12:35
	4 <sup>TH</sup> BLOCK – ALTERNATING WHITE DAY EXAM	4 <sup>TH</sup> BLOCK - CLASS		

### SEMESTER EXAM SCHEDULE 2024

MAY 20 (WHITE DAY)	MAY 21 (BLUE DAY)	MAY 22 (WHITE DAY)	MAY 23 (BLUE DAY)
0 PERIOD – CLASS	0 PERIOD – CLASS	0 PERIOD – EXAM	0 PERIOD – EXAM
1 <sup>ST</sup> BLOCK – CLASS	1 <sup>ST</sup> BLOCK BLUE ALTERNATING DAY EXAM	1 <sup>ST</sup> BLOCK EXAM AND 1 <sup>ST</sup> BLOCK ALTERNATING WHITE DAY EXAM 8:15-9:55	3 <sup>RD</sup> BLOCK EXAM AND 3 <sup>RD</sup> BLOCK ALTERNATING BLUE DAY EXAM

			8:15-9:55
2 <sup>ND</sup> BLOCK – CLASS	2 <sup>ND</sup> BLOCK BLUE ALTERNATING DAY EXAM	STUDENTS REPORT TO 2 <sup>ND</sup> BLOCK <b>BRUNCH 10:00 – 10:50</b>	STUDENTS REPORT TO 4 <sup>TH</sup> BLOCK <b>BRUNCH &amp; IPAD COLLECTION 10:00 – 10:50</b>
3 <sup>RD</sup> BLOCK – WHITE ALTERNATING DAY EXAM	3 <sup>RD</sup> BLOCK - CLASS	2 <sup>nd</sup> BLOCK EXAM AND 2 <sup>ND</sup> BLOCK ALTERNATING WHITE DAY EXAM 10:55 – 12:35	4 <sup>TH</sup> BLOCK EXAM AND 4 <sup>TH</sup> BLOCK ALTERNATING BLUE DAY EXAM 10:55 – 12:35
4 <sup>TH</sup> BLOCK – WHITE ALTERNATING DAY EXAM	4 <sup>TH</sup> BLOCK - CLASS		

## GRADES

We encourage all students and parents/guardians to check grades in PowerSchool frequently. There is a schedule on the next page notifying all stakeholders of the beginning and ending of a grading period.

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 and check student progress at any time via the parent portal of PowerSchool.

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 grades (Satisfactory, Needs Improvement, Unsatisfactory) and comments in each subject area.

### Grading Guidelines:

#### Term Weighted Gradebook

courses that average their four quarters

F1 = Term Weighted

Q1, Q2, Q3, Q4 = Category Weighted (25%)

This includes the following courses: 8th grade Math, 8th Grade English, 8th grade PE, 8th grade Theater, 8th grade Choir, 8th grade Band, 8th grade Art, 8th grade Resource, 8th grade PLTW

#### Category Weighted Gradebook

courses that have a running average

F1 = Category Weighted

Q1, Q2, Q3, Q4 = No overall Grade Calculated

This includes the following courses: 8th/9th grade History, 8th/9th grade Science, 9th grade English, 9th grade Math, Career Prep, 9th grade PE, 8th/9th Foreign Language, 9th grade IED, 9th grade Resource, 8th/9th grade Self Contained, 8th/9th grade Health, 9th grade Theater, 9th grade Choir, 9th Grade Band, 9th grade Art, ELL (English Language Learners), all student aides.

### **Nine Weeks Grading Periods:**

Grading Period	Begin Date	End Date	# of Days
1 <sup>st</sup>	August 8	October 9	44 Days
2 <sup>nd</sup>	October 10	December 15	43 Days
3 <sup>rd</sup>	January 4	March 15	45 Days
4 <sup>th</sup>	March 18	May 23	48 Days

### **Mid-term Progress:**

Mid-term progress should be checked to see student performance during a 9-week period.

Week of September 5, 2023  
Week of November 13, 2023

Week of February 5, 2024  
Week of April 15, 2024

### **End of 9 Weeks Grades:**

The end of the 9-weeks should be checked by students and parent/guardians to see how students have performed during a particular grading period.

1<sup>st</sup> Nine Weeks: Week of October 9, 2023      3<sup>rd</sup> Nine Weeks: Week of March 18, 2024  
2<sup>nd</sup> Nine Weeks: Week of January 3, 2024      4<sup>th</sup> Nine Weeks: Week of June 3, 2024

### **Parent Conference Day:**

Monday, October 17, 2023

## **INSTRUCTIONAL MATERIALS**

Students are required to have notebooks/binders, paper, pens/pencils, and a charged iPad daily. When students are issued ACS materials, they are responsible for appropriate care for those items. If a student damages, loses, misplaces, or allows another student to use materials assigned to them, that student is responsible for repairing or replacing that item. A student who fails or refuses to pay for lost or damaged school property, including textbooks, library books, iPads, etc. may not be issued any additional textbooks, library books or media materials (iPads) until restitution is made. Appropriate restitution for a lost book is determined by the district board policy. School personnel will assess an appropriate charge for damaged items. Any fee for damages as listed above will follow that student to Auburn High School. Those fees will need to be settled prior to graduation.

## **LOCKERS**

Students may rent lockers for the safekeeping of books and individual property. The student is responsible for guarding his/her combination and for ensuring 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. Students should have their lockers completely empty by the last day of school, May 23, 2024. Any materials left in lockers will be disposed of by May 23, 2024. Locker fees may be paid for on MySchoolBucks.com.

### **LOST AND FOUND**

The school is not responsible for lost or stolen items. This includes school-assigned materials. Students are discouraged from bringing valuables and/or substantial 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. We encourage students to rent a school locker. Auburn Junior High School will not be liable for any items lost, stolen, misplaced, or damaged.

### **MAKE-UP WORK**

Students are expected to do make-up work for absences. Life here continues even when a student is absent. It is the student’s responsibility to contact all teachers to initiate all make-up work in person or via Schoology. The student should contact the teacher should be made the first day the student returns to class. Students will be given five days to make-up the missed work. Students who have accommodations (IEP or 504 plans) who receive extended time in their plans, do not have indefinite time. Students, per their accommodations, will need to make up within the allotted time within their plan. Students cannot turn in assignments weeks or months later and expect the assignments to be graded.

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. Checking teachers’ websites, Schoology pages, and related links should enable students to stay current with assignments in their classes.

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

### **MEDIA CENTER**

The media center is open daily from 7:50 a.m. – 3:55 p.m. and has books and other media 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 during the school day.

### **MEDICATION AND FIRST AID**

All medication given during school hours must be administered by a School Nurse. This includes all over the counter and prescription medications. Parents/guardians must become familiar with the Auburn City Schools health program and medication policy in *The Auburn City Schools Parent and Student Handbook 2023 - 2024* available at <http://www.auburnschools.org> under the “For Parents” tab, “Health Services” section, complete a medication form, and submit that form to the School Nurse. 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. Parents/guardians must bring the correctly completed School Medication Prescriber/Parent Authorization Form (available on the school district website under “For Parents” tab, “Health Services”

link) and the appropriately packaged prescription or over-the-counter medication to the school. The parent/guardian should deliver ALL medications to the school; a student should not deliver any medications.

2. Students may not have prescription medications or over-the-counter medications in their possession. The only exceptions are inhalers, Epi pens, or medications pre-approved by the School Nurse. These are still required to be delivered by the parent/guardian with proper paperwork to the school nurse, prior to the school nurse determining if the medication can be self-carried.
3. All medications will be administered in the School Nurses Office, or the parent may come and administer medication to the child.
4. School personnel will not administer any medication unless this policy has been followed. 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 will be arranged at least 24 hours in advance. Parents may call, e-mail, or send a written request. If a question arises regarding a student in a particular class, parents should contact the teacher first and then their counselor to set up a conference.

Due to daily operation and previously scheduled meetings, conferences may not be available immediately. We appreciate you following the protocol listed above. Please contact your student's teacher first and then counselor to set up a conference. We ask for your understanding and flexibility.

### **PARKING/DRIVING**

Auburn Junior High School students will not be allowed to drive any motorized vehicle to school and park on campus. Visitor/Parent parking spaces are available on a first come, first served basis, and are in front of the Administration Building. 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. It is the student's responsibility to be prepared for school prior to leaving for school, daily.

Only emergency messages will be delivered to students during school hours. 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.

### **SCHOOL-WIDE DETENTION**

School-wide Detention will be held each Tuesday, Wednesday, and Thursday from 3:45 p.m. until 4:15 p.m. in the AJHS cafeteria. Students assigned to detention must serve on the date assigned or become subject to an ISS placement.

1. Students are not allowed in after 3:45 p.m.
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 will become subject to an ISS placement.

## **SCHOOL-WIDE DISCIPLINE**

### **Student Conduct**

The *Auburn City Schools Parent and Student Handbook* contains a comprehensive list of responsibilities each student is expected to fulfill. Within this AJHS handbook, 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, dances, 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 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 always obey school faculty and staff.
- Obeying all school rules, respecting public and private 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 based on trust and respect, fostering 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:

- Disrespectful and inappropriate language and actions, disruptive behavior, and failure to follow instructions will not be tolerated.
- Non-instructional items such as playing cards, stuffed animals, and toys should not be brought to school.
- Students on school grounds and/or on school buses may not sell items. This includes candy, gum, food, and/or drink.

- Skateboards and scooters are not allowed on campus. All bikes must be parked upon arrival in the bike racks provided near the auditorium for 9<sup>th</sup> grade students. 8<sup>th</sup> grade students may park their bikes outside the 800 building. 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.
- No earbuds should be worn in hallways, common areas, or in the cafeteria.

### **Student Disciplinary Consequences**

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 for alternative placement.

Students who have office referrals, been placed in In-School Suspension, or assigned Out-of-School Suspension may be denied field trips, school events, or after-school activities (e.g., dances, performances, practices, fieldtrips, athletic events, etc.) during the period of disciplinary action or suspensions. This also may disqualify student participation in upcoming events such dances, performances, practices, fieldtrips, athletic events, etc.

### **Bullying**

Bullying (cyber, physical, or verbal) 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) enroute to and from school or school-sponsored activity. Cyber, physical, and verbal bullying will not be tolerated. Any bullying incident should be reported to the AJHS administration promptly. (*Alabama State Code, Act No. 2009-57 Student Harassment Prevention Act and Auburn City Schools Board Policy*)

### **Cell Phones and Digital Devices**

Cell phones and audio and video equipment such as radios, headphones, computer games, electronic equipment, I-pods, etc. should not be used in the classroom unless permission is given by the current classroom teacher for use at a particular time for a specific approved purpose. 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 disciplinary consequences. Students who use their cell phones, iPad, or any other device to record audio, video, or photos that portrays other students or faculty members in a negative manner is not allowed resulting in confiscation of the device with potential disciplinary consequences.

The following disciplinary action will be taken when the device is collected:

- 1<sup>st</sup> Offense: Parent/guardian picks up item in the office after school (3:35 p.m.) the day it is taken up by the faculty member
- 2<sup>nd</sup> Offense: Parent/guardian picks up item in the office after school (3:35 p.m.) the day it is taken up by the faculty member; Student serves two days of school-wide detention
- 3<sup>rd</sup> Offense: Parent/guardian picks up item in the office after school (3:35 p.m.) the day after it is taken up by the faculty member; Student serves one day of In-School Suspension



- 4<sup>th</sup> and Subsequent Offense: Parent/guardian pick up item in the office after school (3:35 p.m.) at the end of the grading period; Student serves 3 days of In-School Suspension
- The administration may use other disciplinary means depending on the severity of events in which a cell phone or iPad was used to record, transmit, etc. an event.

### **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, e-cig/vape, 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 of 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 and over-the-counter medication.

**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.

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

### **Inappropriate Activities:**

- **Displays of Affection:** Kissing, touching, inappropriate physical interactions, and prolonged embraces are not appropriate behavior on campus or at school sponsored events. Appropriate disciplinary action will be taken.
- **Multiple students in a restroom stall:** Restroom stalls are for an individual's privacy. Only one student in a restroom stall at a time.
- **Inappropriate Language:** Obscenities, profanity, and/or disrespectful remarks will not be tolerated. In-School Suspension or Out-of-School Suspension may result.
- **Discriminatory language:** Comments of an offensive nature that are designed to single out a particular race, sex, nationality, religion, etc. will result in disciplinary action.
- **Inappropriate or threatening statements/comments:** If a student makes comments or statements deemed to imply harm to self or others, a Safety Plan will be implemented.

The purpose of a Safety Plan is to establish and maintain consistent measures for school personnel to follow in cases when a student displays unsafe behavior AND is considered at risk for future unsafe behavior (i.e., threat to self or others including cutting, fire setting, inappropriate sexual touching).



Threatening comments include suicidal threats or comments, suicidal attempts, visual evidence of self-harm, or threats of violence towards someone else.

An individual student safety plan addresses behavior dangerous to the student and/or others. Refer to the ACS Student Safety Plan Protocol document for more information about how the safety plan is created. Please see the Auburn Junior High School Website for the ACS Student Safety Plan Protocol link.

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

**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 because of the performance of his/her duty.

**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.

**Pending Criminal Charges:** Unfortunately, some of our students make a poor decision, whether that offense be on campus or off campus, and are arrested where consequences are determined by our legal system. Students who are criminally charged may be referred to the Auburn Junior High School Discipline Review Committee to determine when, under what circumstances, or if a student can return to campus.

## **SCHOOL SAFETY PLAN**

Auburn Junior High School has a school safety plan that addresses safety procedures and responsibilities for incidents such as intruders, weather, evacuations, and fire. Drills for such situations are held regularly.

## **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**

As part of the school on-line registration enrollment process, parents/guardians are required to acknowledge and digitally sign that they have read and understand the contents of *Auburn City Schools Parent and Student Handbook 2023 – 2024* such signature indicates the parents/guardians have agreed that their student has read and has had the handbook shared with them and understands the content.

### **STUDENT IDENTIFICATION BADGES**

Students will be issued an Auburn Junior High School Identification Badge and lanyard. Students will be required to properly wear this form of identification around their neck from the time they arrive on campus until they depart campus. Students may remove their identification during PE. Damaged, lost, or badges that have been altered in any way, will result in students having to purchase a new badge for \$5. Disciplinary consequences for students not having their Identification Badge are as follows:

- 1<sup>st</sup> Offense – warning and temporary badge issued
- 2<sup>nd</sup> Offense – warning and temporary badge issued
- 3<sup>rd</sup> Offense – student serves one (1) after school detentions
- 4<sup>th</sup> Offense and subsequent offenses– student serves one (1) day in In-School Suspension

### **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.

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

Due to faculty work hours, the school cannot assume responsibility for students who arrive at school before 7:50 a.m. or remain after 3:45 p.m. unless they are involved in scheduled school activities or are detained because of misconduct. Students should not report to AJHS prior to 7:50 a.m. unless enrolled in a Zero period class or under the direct supervision of a designated faculty member.

Upon arrival, students should report directly to their 1<sup>st</sup> block class unless they are going to the cafeteria for breakfast. Students should be dropped off immediately upon arrival and should not wait in cars. Students will report to the PE Gym if they arrive before 7:50.

Parents picking up students in the afternoon and who are car – riders should not arrive on campus prior to 3:15. Students must leave school by 3:45 p.m. each day unless they are under the direct supervision of a faculty member for a scheduled extracurricular activity.

### **TYPES OF SUSPENSION**

A student may temporarily be denied attendance in regular classes for disciplinary purposes. Parents/guardians will be notified of In-School Suspension (ISS) placement as soon as possible. A student assigned to 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 3:35 p.m. 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.

For more serious offenses, a student may be temporarily denied attendance at school for disciplinary purposes such as Out-of-School Suspension (OSS). A suspended student will not attend school or any school-related activities on a day(s) 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 counted per class. Students may not miss a class's time without first getting permission from their teacher. 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 – one day of In-School Suspension (ISS)
- Sixth tardy and subsequent tardies – multiple ISS days

The accumulation of tardies will reset at the beginning of each nine-weeks.

### **TEACHER ASSAULT**

A person commits the crime of assault in the 2<sup>nd</sup> degree (Class C Felony) if the person assaults with the intent to cause serious physical injury to a teacher or any public-school employee because of the performance of his/her duty.

### **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. Twenty-four (24) hours' notice is requested.

**Please refer to the school webpage for any updates and/or revisions to this handbook.**

SOUTH DEAN ROAD

602	603	604	605
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600	B	G
601		

Theater	Auditorium			Culinary		107	106
				101	102	109	108

### Parking

Administrative

GYM

Media Center

800 Parking Lot

Fieldhouse  
Competition  
Gym

## Track and Field

Baseball Field

Book Rm	L O W E R	Stairs	Book Rm.	U P P E R	Stairs
9104		9101	9204		9201
9106		9103	9206		9203
9108		9105	9208		9205
		Boys	Lounge		Boys
Elev.	9000	Girls	Janitor	9000	Girls
9114	9111	Elev.	9214	9211	9211
9116	9113	9216		9213	9213
Conf.		Stairs	Conf		Stairs