

ABSENCES

Immediately following an absence, the student **MUST** present a written excuse explaining the absence or it will be considered unexcused. Upon returning to school from an absence, the student will be given three (3) school days to present the written excuse. If a student fails to present the written excuse within the three-day period, the absence will be deemed unexcused.

Students with numerous absences or unexcused absences may be contacted by the Auburn City Schools Attendance Coordinator, Mr. Germany Leonard, and/or requested to participate in our Early Warning program.

Alabama State law requires us to have this verification. In order to receive credit toward promotion, a student shall not have more than 10 unexcused absences per year in any class. Days missed during a school transfer will be included in this total.

If a student is sick and must be absent from school for 3 days or more, you may contact the teacher before 9:00 a.m. concerning pick-up of any make-up work. For absences less than 3 days, teachers will provide work when the student returns. When a student returns to school from an absence, it is the student's responsibility to make-up any required work.

Teachers are not required to provide the work unless the child is sick or the principal has approved the reason for the absence. Excuses should be given to the office, not to the homeroom teacher.

ARRIVAL & DISMISSAL SCHEDULE

Students should not arrive on campus before 7:50 a.m. Students should be off campus **NO LATER** than 3:50 p.m. every school day unless the student is participating in a school-sponsored activity supervised by a member of the Drake faculty.

Our school day begins at 8:10 a.m. Any students arriving after that time will be counted as tardy and **MUST** report to the office before going to class.

All students must enter the school building's assigned drop-off place. Please be on time to pick up your student from after-school activities. Our teachers have many after-school obligations.

CAFETERIA PROCEDURES

1. All students must report to the cafeteria and remain in the cafeteria during their assigned lunch wave.
2. Students should go to the end of the serving line upon entering the cafeteria.
3. Students must talk in a normal tone of voice. Shouting or yelling will not be accepted.
4. Students should not rap/beat on the cafeteria tables/seats.
5. Due to Federal guidelines, students are not allowed to have food/drink brought to them at school from any fast food or regular restaurant.
6. Money should be paid upon arrival to school.

7. Students will be allowed to charge up to two lunch and breakfast meals. When this limit is reached, students will be given an alternate meal until charges are paid in full.
8. All cafeteria debt must be cleared by the first week of May.

CANDY, GUM AND PERSONAL ITEMS

Students may not bring candy, gum, toys, and cameras. If items are brought to school, they may be confiscated. If problem persists, disciplinary action will be taken.

CARE OF SCHOOL PROPERTY

School loyalty and pride are displayed by keeping our building neat and clean. Students who intentionally deface or damage school equipment or property in any way will be required to clean the article and pay for damages.

CHECK-OUT PROCEDURE

The school will release a student to parents, guardians, or persons listed on the student's information card. If anyone else is sent to check out a student, you must send a signed note granting permission.

Students will be called from the classroom upon the parent's arrival in the office. Students are encouraged to return to school after appointments if possible. Upon returning, students should sign-in at the office before going back to class.

Students will not be called to the office for check out until the parent is on campus. Please do not call requesting students to be called to the office prior to your arrival on campus.

CITIZENSHIP

Good citizenship qualities are learned first in the home. Parents/guardians are their children's first teachers. Just as the home and the school are partners, good grades and good behavior are partners. A good citizen is eager to learn, to work, and to play. A good citizen feels very good about themselves and is respected by all.

It is the policy of J.F. Drake School to involve parents/guardians as often as possible in discipline problems which may arise at school. We ask that parents assist us in emphasizing to their students the importance of good behavior. When a problem warrants the principal's participation, the classroom teacher completes a "Discipline Referral Form" and sends the student to the office.

Students suspended must not return to the campus (or any other school campus) during the school day or attend any school activities during the period of suspension. The suspension will be explained in a letter and/or phone call to the parent/guardians.

CONFERENCES

It is our belief that parent-teacher conferences are an essential part of the student's educational program. Anytime you desire a conference with your child's teacher, please schedule an appointment time by calling the school secretary at 887-1940. Teachers must have advance notice so that they may arrange their schedules accordingly.

Please talk with your child's teacher first when a question arises. Upon entering the building, report to the school's office to receive a visitor's sticker.

For planning purposes, teachers' planning periods are as follows:

- A-period: Panthers
- B-period: Tigers
- C-period: Pumas
- D-period: Leopards
- E-period: PE Department
- F-period: Cosmic Cats

DANCE

1. Parents/guardians will be notified of the beginning and ending times of each dance, and are responsible for transportation to and from the dance.
2. Only currently enrolled Drake students will be allowed to attend the school dances.
3. Any student that is currently under suspension, assigned in-school suspension, or does not have any discipline points will not be allowed to attend that dance.
4. All students must be off campus no later than FIFTEEN MINUTES after the conclusion of the dance.
5. The school dances are school-sponsored activities; therefore, all rules and regulations (including dress code) will apply.

DETENTION

School-wide detention is assigned by administration only. Detention is held Tuesday through Thursday from 3:30 until 4:30 p.m. Any student missing detention due to an unexcused absence may be reassigned additional detentions, as follows:

Missed 1 detention = Reassigned 2 more detentions and parent is contacted.

Missed 2 detentions = Parent Conference and ISS assigned
Any students missing detention hall due to excused absence or suspension will be automatically reassigned. They will automatically be expected to attend the next detention hall date. A written permission notice will not be given for make-up days. If a student has a doctor, dentist, or legal appointment already scheduled on the day he/she is assigned to detention hall, the student must see administration before the day of the scheduled detention hall for instructions.

DISCIPLINE POINTS

Students will begin each semester with a total of 100 points. Students that lose all 100 points will not attend school-sponsored functions such as fieldtrips, dances, team celebrations, Bash-N- Splash, PBS activities, and any other event deemed appropriate by the school administration. The following is a breakdown of how points will be deducted from students for disciplinary assignments:

- Team Detention**- 10 points per assignment
- School-wide Detention**- 15 points per day
- In-school suspension**- 70 points per placement
- Bus suspension**-25 points per suspension
- Suspension (Out-of-School)**- 25 points per day
- Alternative School Placement**- 100 points per semester

Note: Any student that has a discipline infraction that spans over both semesters, i.e. suspensions and ISS, the total discipline points lost will be split between semesters.

DRESS CODE

All students should dress in good taste and in a non-offensive manner. Please refer to the Auburn City Schools Parent and Student Handbook for the district's policy concerning 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 secondary schools, additional consequences could include detention, In-School Suspension, or Out-of-School Suspension if violations become chronic.

ELECTRONIC DEVICES

In order to support and expand 21st century instructional strategies in the classroom, use of electronic devices (i.e. cell phones, tablets, E-book readers, wearable technology, etc.) may be allowed at each classroom teacher's discretion. However, all electronic devices must be turned off and secured in lockers until permission is given by the individual teacher.

If they are used in class without the permission of the teacher or in an inappropriate manner, the devices will be confiscated and turned into the office for a parent to pick up.

The following disciplinary action will be taken:

1st Offense: Confiscated equipment given to parent/guardian on the day after it is taken up.

2nd Offense: Confiscated equipment kept for 10 school days, then returned to parent.

3rd Offense: Confiscated equipment kept for remainder of term, then returned to parent.

The Board assumes no responsibility for theft, loss, or damage to any personal/wireless communication device. Students will be responsible for their own data usage.

EMERGENCY NUMBERS

In the office, we must have a record of parent telephone numbers and the telephone numbers of two local individuals who can be contacted in case of an emergency.

Please write a note or contact the school as soon as possible to report any changes to student information.

EMERGENCY PROCEDURES

Safety drills are conducted periodically in the school. Fire drills are conducted monthly and the city fire inspector checks the school regularly. If a student pulls the fire alarm falsely, he/she will be suspended.

Parents are requested not to check students out when the school is under an emergency 'warning.' Standard emergency procedures will be followed. Parents should seek safe shelter themselves. Please do not call the school during emergency warnings - the school telephone line must stay clear. The school follows a normal schedule under 'watch' conditions during the day; however, after-school activities will be cancelled under a watch.

When the opening of school is questionable because of emergency conditions, please **listen to the** local radio stations. **Announcements will be made by 6:30 a.m. Listen for Auburn City Schools announcement, not Lee County School System.**

During emergencies, students who ordinarily walk home from school may be kept under supervision at school or in another appropriate shelter. Buses may be delayed. Students will be released only to persons listed in INOW or to persons with written permission from parents.

FIELD TRIPS

A permission slip will be required prior to each field trip. The permission slip must be returned to school PRIOR to the field trip. Misbehavior on a field trip may result in denial of future participation in such activities.

FIGHTING

Fighting will not be tolerated. Students that participate in fights will be suspended from school for a minimum of three days and may be assigned to In-School Suspension upon their return to school.

FLOWERS/BALLOON DELIVERIES

Deliveries of flowers, balloons, birthday baskets, etc., will not be accepted for students. Invitations for personal parties should not be delivered at school.

HOMEWORK/CLASSWORK

Homework is an integral part of the instructional program. It may consist of such activities as make-up work, meaningful projects, collecting materials for classroom projects, listening to or viewing suggested radio and television programs or completing work begun in the classroom. Some purposes of homework are to stimulate independent study habits, to develop responsibility and self-direction and to reinforce school learning.

It is the student's responsibility to see that homework assignments are handed in or are ready to be checked at the time requested by the teacher.

It is not the responsibility of an individual teacher or the teaching team to provide parents and students with a list of missing assignments during or at the end of a grading period. Homework is, most often, an immediate need that reinforces a skill learned that day or prepares students for the next day's lesson. All students will abide by this policy unless it is otherwise specified.

INSURANCE

Insurance coverage is available through the school for your child and varies in the amount of coverage depending on the policy you desire to take. Insurance forms are distributed to students during the first week of school.

IN-SCHOOL SUSPENSION

Placement can only be made by administration. While assigned to the ISS program, a student will receive credit for his/her work and tests that are completed and turned in.

More specific guidelines will be given to the student and parent/guardian once an assignment to the ISS is made.

Students will not be sent back to class until all work is completed, and they have earned their required points.

LOCKERS

Students are given the opportunity to rent a locker each year. The following rules will apply to student lockers:

1. Students must decide if there is enough time to go to their locker and class before the tardy bell rings.
2. Being at your locker will not be considered an excused reason for being late to class.
3. Students will be charged for any damage done to their lockers. A broken locker should be reported to the office. Please encourage your child to immediately report any mechanical problems to the school office.
4. Students should keep their lockers **locked** at all times.
5. Students are responsible for the contents of their lockers.
6. Lockers will not be decorated by any person(s) or group(s) for any reason(s) at any time.
7. Students should only use the locker issued to them.
8. Personal locks are not allowed on any school locker that is equipped with a combination lock.

LOST & FOUND

A student's personal possessions should be labeled very plainly with his/her name. This is especially important for items of clothing. Any lost and found items are kept on the team. It is important that students assume responsibility for personal belongings, textbooks and other school property. In January and May, all unclaimed items will be dispersed to charitable organizations.

LUNCH PROGRAM

At the beginning of school, each student will be assigned an account and a PIN number. The funds in this account may be used to purchase a meal or extra items in the cafeteria. Students will need to put money in their account before school. The cashiers will not accept money at lunch.

Your student's account can receive any amount of money. Each purchase will subtract that amount from the account balance. At lunch your student will enter his/her 4 or 5-digit code to access the account. Please send lunch money to the cafeteria in one of three ways:

1. By check with the student's first and last name and phone number written on the check.
2. Cash in a sealed envelope with the student's name and the amount enclosed on the outside of the envelope.
3. You may also check accounts and pay on-line www.mealpayplus.com

This will assist in the morning payments. The price of our daily lunches is \$2.75 for students and breakfast costs \$1.50. If parents/guardians wish to eat lunch with their child, they must let the office know by 8:30 a.m., and the cost of a visitor's lunch is \$3.50.

Free or reduced-priced lunch applications will be in the school folder distributed the first week of school. The application must be completely filled out and returned to school. All students who were eligible for free or reduced-price lunches last year

in this system will continue receiving free or reduced-price lunches for a limited time until the new forms are processed.

MEDICATION

1. ALL medications will be administered in the office or the parent may come and administer medication to their child.
2. Students may not have prescription medications OR over-the-counter medications in their possession. The only exceptions are inhalers and Epipens, 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. Copies are available in the front office 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 only signature
 - b. Prescription – **parent/guardian and Prescriber's Signatures**
4. **ALL** medications must be in the original bottle, either a pharmacy labeled prescription bottle or an original over-the-counter bottle. Any measuring utensils should also be included if needed. Over-the-counter medication will be given as directed on the bottle, if a request is different than the directions on the medication bottle, a physician signature is needed.
5. Students should not carry medications to and from school. If a student is found to be in possession of any medication, parent contact will occur and disciplinary consequences will be assigned.
6. 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.
7. All students must turn in a completed Health Assessment Record annually. Forms are found in the Pupil Progression Plan. The option to opt-out of having your child participate in school health screenings is included on the form. Any student who does not turn in a form will be included in the screenings.

Please adhere to the medication guidelines. If you have questions or concerns about your student's healthcare at school, please contact the school nurse.

PHYSICAL EDUCATION EXCUSES

Physical education is a vital part of the school's curriculum. Students should wear clothes and shoes appropriate for physical activity. If your child cannot participate, he/she may be given alternative assignments during the P.E. class.

PICTURES

Parents will receive a notice from school announcing the dates for individual pictures so their students may dress accordingly.

PROGRESS REPORTS/REPORT CARDS

Report cards are issued every nine (9) weeks with a progress report scheduled midway in the quarter (refer to the Statement of Responsibilities for dates). Students will be responsible for delivering these documents home, and progress reports must be signed by the parent/guardian and returned to school. Parents may also review their student(s) grades on INOW with the pin number received in the mail.

TARDIES

It is very important that students arrive to school and to individual classes on time. Repeated tardiness is harmful to the student's educational process and disruptive to the class.

If a student has 5 tardies to school or to individual classes during a nine-week grading period, the parent/guardian may be contacted by Mr. Germany Leonard, Auburn City School's Attendance Coordinator. Other disciplinary actions may be taken by the school. The Early Warning program through the Lee County Juvenile Court will be utilized for excessive tardies and absences. Student tardies (to school and to class) will result in the following actions (Every Nine Weeks):

- a. 1st and 2nd tardy will be recorded, but no disciplinary action will be taken.
- b. 3rd tardy to class/school = 1 school detention
- c. 4th tardy to class/school = 2 school detentions
- d. 5th tardy to class/school = 3 school detentions and Parent Conference.
- e. 6th tardy to class/school = ISS placement
- f. 7th tardy to class/school = 1 day of School Suspension

TELEPHONE

Students will be allowed to use the office phone only in cases of emergency (i.e. illness).

Plans for after-school need to be made prior to leaving home in the morning. Students are responsible for bringing their homework and class projects to school. Please do not call the school with messages for students.

TESTING

All testing will be administered in late spring. Please refer to the DMS website for up-to-date test schedules.

TEXTBOOKS

Textbooks for some classes will be issued to students. Students are expected to take good care of these textbooks. Lost books, damaged books, and books that are worn excessively through rough treatment will be paid for by the student. Charges for damages are based on the condition of the book(s) at the time of issue.

TRANSPORTATION

Students living two miles or more from the school are invited to use our school bus transportation as a means of traveling to and from school. A complete schedule of all school bus routes and stops is available in the school office and on the Auburn City Schools website. Students living within two miles of J.F. Drake School do not qualify to use our bus transportation. Students wishing to go to someone else's house or to go home with a friend need to provide their own transportation. Students may ride only their assigned bus.

Parents are responsible for bringing and picking up any student who misses the bus

VISITORS

Visitors are welcome at the school; however, anyone entering the school building must first come to the main office to receive a guest badge and sign in. This includes quick trips to the classroom. If you would like to visit in your child's classroom, please notify the teacher ahead of time so that special programs will not conflict.

At no time should a staff member meet with a person in the school who does not possess a visitor's pass. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent/guardian or person authorized to act on behalf of his/her parent/guardian.

WITHDRAWAL

In case of withdrawal, parents should give a minimum of 48 hours notice for the school to properly prepare the necessary reports. Reports and records will be transferred to the respective enrolling school upon request.

NONDISCRIMINATION POLICY

The district is required by federal and state laws, executive orders, rules and regulations not to illegally discriminate on the basis of race, color, national origin, religion, sex, age, handicapping conditions, or marital status. The district, therefore, commits itself to nondiscrimination in all its educational and employment activities.

RULES

Courtesy and good manners should be the key to a student's conduct at school. A good attitude toward teachers and fellow students will make school enjoyable for all. The policies listed in this handbook are designed to ensure safety and an effective learning environment. Anything not covered in this handbook will be decided on an individual basis by the school administration. The interpretation of all the policies in this handbook is reserved by the administration.

Important Dates

August 2017

First Student Day..... August 9

September 2017

Labor Day Holiday..... September 4

October 2017

End of 1st Nine Weeks..... October 11

2nd Nine Weeks Begins..... October 12

Staff Development/Parent Conf Day October 20

November 2017

Veteran's Day Holiday.....November 10

Thanksgiving Holidays..... November 22-24

December 2017

2nd Nine Weeks Ends..... December 20

Winter Holiday Begins..... December 21

January 2018

3rd Nine Weeks Begins.....January 8

Martin Luther King, Jr. Holiday..... January 15

March 2018

End of 3rd Nine Weeks..... March 9

4th Nine Weeks Begins..... March 19

Spring Break..... March 12-16

April 2018

April Holiday (Weather Make-Up Days)..... April 13

May 2018

Last Student Day.....May 22

Online Resources for Students and Parents

DMS: <http://www.auburnschools.org/drake/>

DMS Schoology: <http://acs.schoology.com>

Digits: <https://www.successnetplus.com/>

Learning Earnings: <https://learningearnings.com/>

Parent Portal:

<https://inow.auburnschools.org/InformationNOW>

eSchool Payments:

<https://auburncityal.csiepay.com/>

My Payment Plus: www.mealpayplus.com