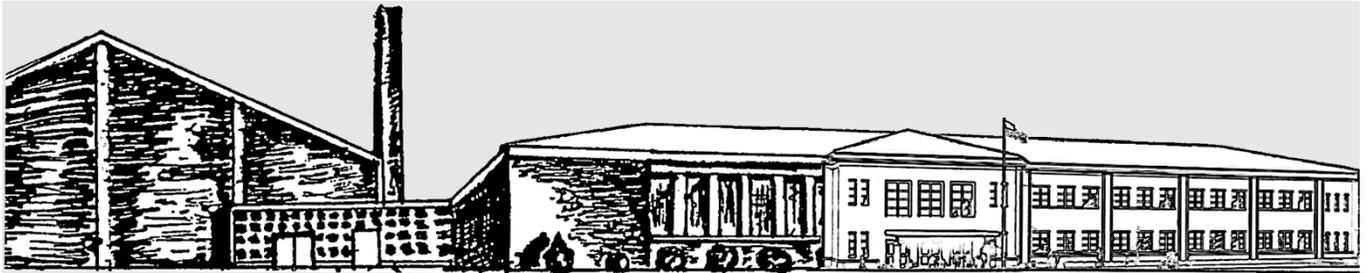


J. F. Drake Middle School

2024-2025

Student/Parent Handbook



655 North Donahue Drive, Auburn, Alabama 36832 | 334.887.1940

Mission Statement

The mission of J.F. Drake Middle School, the unifying bridge, is to guarantee each student develops the confidence, character, and proficiency to become accomplished and responsible citizens through a system distinguished by:

- Developmentally appropriate, safe, and nurturing environments
- Innovative and engaging learning experience
- Invested and involved stakeholders
- A diverse family culture of integrity, respect, and global awareness
- Personal maturity, courage, and perseverance
- Inspired life-long learners pursuing academic excellence

This student handbook is a guide to the rules, expectations, and procedures of J.F. Drake Middle School. It is in accordance with the goals and objectives of the ACS school board. Please review the ACS Parent and Student Handbook in addition to this handbook.

GENERAL GUIDELINES

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 or ACS Parent and Student 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.

ABSENCES

Immediately following an absence, the student should present a written excuse explaining any excused 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. Excuses should be given to the office, not to the homeroom teacher.

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

To receive credit toward promotion, a student shall not have more than 10 unexcused absences per year in any class, as required by Alabama state law. 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. Any special requests for absences to be excused must be made to the principal 72 hours in advance of the absence. This includes religious holidays.

ARRIVAL & DISMISSAL SCHEDULE

Students should not arrive on campus before 7:50 a.m. 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.

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. Please be on time to pick up your student from after-school activities. Please make plans for afternoon transportation and ensure your child understands the plan prior to the beginning of the school day.

AUDIO AND/OR VIDEO RECORDING DEVICES PROCEDURES

Recordings may not be used to capture confidential student information protected by the Family Educational Rights and Privacy Act (FERPA) and copyrighted materials protected under federal law.

These procedures regulate the use of any device that records audio or video in the school environment, particularly the classroom. All students and visitors must adhere to the following:

1. Students may possess instructional technology devices that record audio and/or video and utilize them as instructional tools in the classroom only with the consent and under the direction of the school administration and teacher, as it pertains to the curricular unit, lesson, or assignment.
2. Except in the circumstances of an observation with prior written authorization by the principal pursuant to the district's formal classroom observation procedures, all active recordings must be disclosed prior to recording to all parties present during recording. Parents/guardians are permitted to make an audio recording of an Individualized Education Program (IEP) meeting in accordance with this procedure, as long

as the intent to record the meeting is disclosed prior to the meeting in order to allow the district the opportunity to record the meeting as well.

3. Hidden recording devices are not permissible.
4. All recording devices must be powered off when not in use.
5. Publication of recording without prior written notice to and consent from the principal is prohibited.
6. Recording of private conversations without agreement by all parties is strictly prohibited.
7. All recordings must be in compliance with state and/or federal recording and/or wiretapping laws. All copyright and intellectual property laws and restrictions apply.
8. If a meeting (including an IEP meeting) is being audio recorded, the school will not keep a written conference record of the meeting as a more detailed documentation is being developed through the use of audio recording.

CAFETERIA PROCEDURES

1. Money should be deposited upon arrival to school or using the MySchoolBucks website/app.
2. All students must report to and remain in the cafeteria during their assigned lunch wave.
3. Students should go to the end of the serving line upon entering the cafeteria.
4. Students must talk in a normal, inside tone of voice. Shouting or yelling will not be accepted.
5. Students should not beat or hit on the cafeteria tables/seats.
6. Students will be allowed to charge up to two lunch and breakfast meals (this does not include a la carte items). When this limit is reached, students will be given an alternate meal until charges are paid in full.
7. All cafeteria debts must be cleared by the first week of May.
8. Due to Federal guidelines, students are not allowed to have food/drink delivered to them at school from any fast food or regular restaurant.

CANDY, GUM, AND PERSONAL ITEMS

Students may not bring candy, gum, toys, or cameras to school. If items are brought to school, they may be confiscated. If problems persist, 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

Checkouts will not be permitted after 3:00 p.m. The school will release a student to parents, guardians, or persons listed as emergency contacts in PowerSchool. Additionally, the person checking out a student, must have and scan a state issued driver's license or state issued ID card. Students will only be released to individuals on their emergency contact list and who possess proper identification.

Students will be called from the classroom upon the parent's arrival in the office. Students are encouraged to return iPads and lanyards to their homerooms prior to coming to the office for check-out. 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.

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 as noted in PowerSchool.

CITIZENSHIP

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

It is the policy of J.F. Drake Middle 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 an administrator'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 team of teachers, please schedule an appointment 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 for 2024-2025:

A Period: Leopards
B Period: Cosmic Cats

C Period: Panthers
D Period: Pumas

E Period: Lions
Static Period: Tigers

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 picked up in a vehicle 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 detentions and parent is contacted
- Missed 2 detentions = Parent conference and ISS assigned

Any students missing detention due to excused absence or suspension will be automatically reassigned. They will automatically be expected to attend the next detention date.

A written 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, the student must see administration before the day of the scheduled detention 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, PBIS 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:

- **Each Silent Lunch** - 5 points
- **School-Wide Detention** -10 points per day
- **In-School Suspension (ISS)** - 15 points per day/45 points per 3-day placement
- **Bus Suspension** - 25 points per suspension
- **Suspension (Out-of-School)** - 20 points per day
- **Alternative School Placement** - 100 points per semester

For students having a discipline infraction that spans over both semesters, i.e. suspensions and ISS, the total discipline points lost will be split between the two semesters.

DRESS CODE

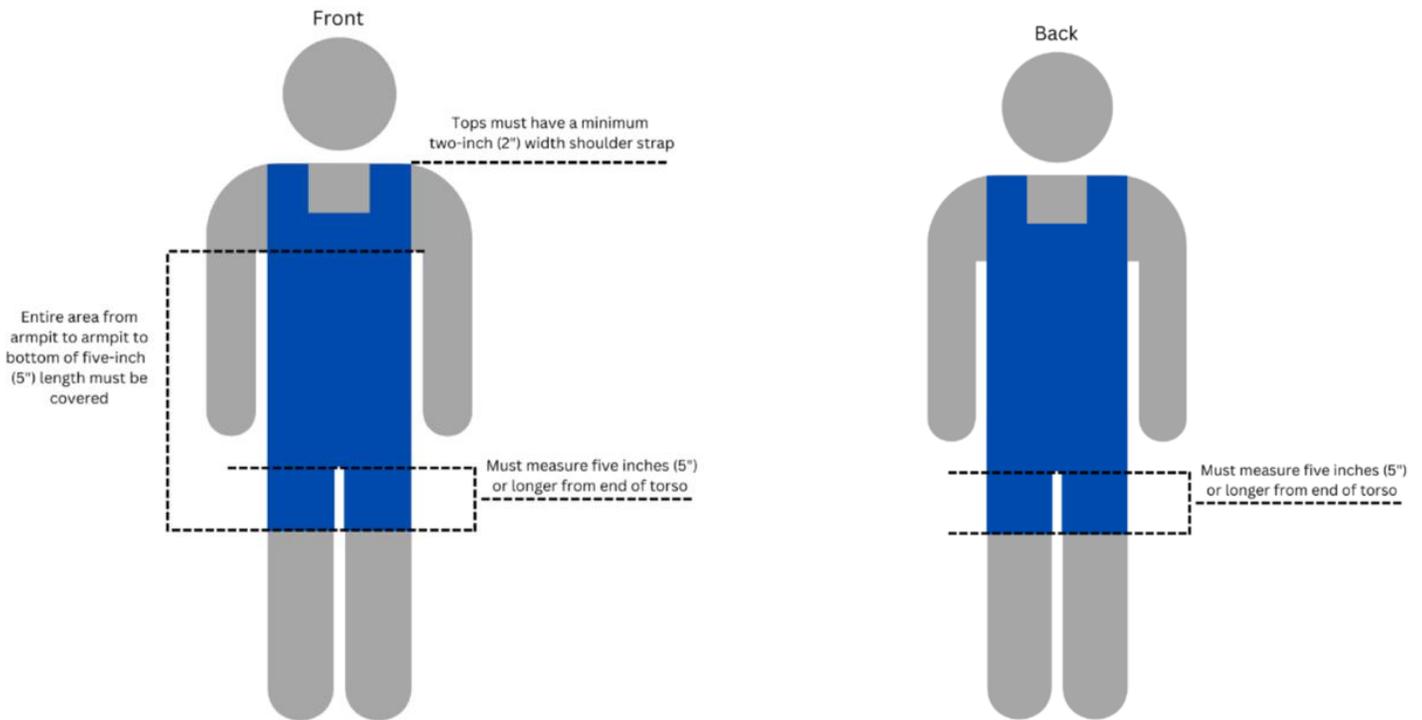
Auburn City Schools is a working and learning environment. All ACS students are encouraged to observe a standard of grooming and dress consistent with the importance of the school's mission of education. The Board and Administration recognize and appreciate the role of parents/guardians in assisting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

While it is understood that specialized courses may require specific attire, such as uniforms or safety gear, 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. If violations become chronic, additional consequences may include progressive measures of discipline.

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/Skort/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

These visual aids are provided as a simple reference for understanding the dress code. The basic tenets of the dress code include coverage of opaque material over the areas of the body shaded below.



ELECTRONIC COMMUNICATION DEVICES

The inappropriate use of any wireless communication device or any use of other electronic communication devices is prohibited at DMS during the regular school day from the beginning (7:45 a.m.) to the end of the school day (3:30 p.m.) or beginning or ending of a school activity. If a device is out after 3:30 p.m and causes a disruption, DMS faculty and staff reserve the right to confiscate it according to established procedures. If an electronic device is seen or heard during the course of a school day, the student will be issued a warning and parents will be contacted.

Though not an exhaustive list, the following behaviors are considered an inappropriate use of an electronic communication device:

- Talking or receiving/sending texts on a device during the regular school day.
- Use of social media or communication platforms to communicate during the regular school day.
- Taking pictures or recording video during the regular school day.
- Playing music or videos on a device during the regular school day.

If a violation occurs, the following disciplinary actions will be taken:

- **First Offense:** Confiscated device returned to parent/legal guardian the next school day after it is taken.
- **Second Offense:** Confiscated device kept for ten (10) school days, then returned to parent/ guardian.
- **Third Offense:** Confiscated device kept for remainder of the semester, then returned to parent/ guardian.

If a student has a cell phone or electronic communication device, the student must secure the item. J.F. Drake Middle School is not responsible for lost or stolen cell-phones or digital devices.

The principal or his/her designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. The use of electronic equipment, such as iPads, distributed by the school system for instructional purposes is allowed. **Please refer to the ACS Parent Student Handbook for any additional information.

EMERGENCY NUMBERS

The office must have on record parent/guardian telephone numbers, as well as the telephone numbers of at least two local individuals who can be contacted in case of an emergency. Please complete the "Contact Update" form in the front office as soon as possible to report any changes to student information.

EMERGENCY PROCEDURES

Safety drills are conducted monthly 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 remain open. The school follows a normal schedule under 'watch' conditions during the day; however, after-school activities will be cancelled under a watch.

If the opening of school is questionable because of emergency conditions, please listen to the local radio stations. **Announcements will be made by 5:00 a.m. Listen for the Auburn City Schools announcement, not the 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 the student information system (PowerSchool) or to persons with written permission from parents.

FAST FOOD

Fast food meals and carbonated drinks for breakfast or lunch at school is a violation of federal guidelines for child nutrition. Fast food meals and carbonated drinks cannot be delivered to school by parents, outside food vendors, or delivery services.

FIELD TRIPS

A signed 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 who 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.

FLOWER/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.

GRADES

Students will receive a report card every nine weeks. At DMS, students will receive a reasonable amount of classwork and homework daily. Students are expected to approach classwork and homework seriously, and parents should emphasize its importance and check student progress via the PowerSchool parent portal. The grading scale is as follows: 90 – 100 (A) 80 – 89 (B) 70 – 79 (C) 50 – 69 (D) 59 and below (F)

Grading Period Dates

Mid-term progress reports and report cards will be sent home on the following dates unless unforeseen circumstances occur for grades K – 12:

Period	Begin Date	End Date	# of Days	Mid-term Progress Reports	Report Cards
1 st	August 8	October 10	45	Week of September 9, 2024	Week of October 22, 2024
2 nd	October 11	December 19	44	Week of November 12, 2024	Week of January 13, 2025
3 rd	January 7	March 19	46	Week of February 3, 2025	Week of March 31, 2025
4 th	March 20	May 22	45	Week of April 21, 2025	Week of May 22, 2025

Honor Roll

Honor roll is a great academic honor for students at Drake Middle School. At the end of the school year, students will be celebrated for their academic success.

- All A Honor Roll
 - All A honor roll is defined as achieving nothing lower than an A average in all classes (including PE and exploratory) every nine weeks of the school year.
- All A/B Roll

- All A/B honor roll is defined as achieving nothing lower than a B in all classes (including PE and exploratory) every nine weeks of the school year.

Missing Assignments

Parents should emphasize the importance of turning in projects, classwork, and homework on its due date. If a student fails to turn in an assignment, they will be allowed to turn in assignments during two grace periods each quarter. After each grace period ends, assignments will no longer be accepted for a grade.

Missing assignments will be identified in the PowerSchool parent portal as a 0 or 1.

- A "1" denotes an assignment that may be completed and turned in for credit during the missing assignment grace period.
- A "0" denotes an assignment that cannot be completed and turned in for credit because it is past the missing assignment grace period or the student earned a zero.

Administrators may grant additional days for assignments to be submitted due to extenuating circumstances. These circumstances require explicit approval from the principal or assistant principal.

Grading Period	Missing Assignments Grace Period #1	Missing Assignments Grace Period #2
1 st Nine Weeks	Aug. 8 – Sept. 6	Sept. 9 – Oct. 8
2 nd Nine Weeks	Oct. 14 – Nov. 8	Nov. 12 – Dec. 11
3 rd Nine Weeks	Jan. 7 – Jan. 29	Jan. 30 – Feb. 28
4 th Nine Weeks	Mar. – Apr. 11	Apr. 14 – May 2

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 unfinished work. 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 ensure homework assignments are submitted or 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 chosen. Insurance forms are distributed to students during the first week of school.

IN-SCHOOL SUSPENSION

ISS placement can only be made by administration. While assigned to the ISS program, a student will receive credit for classwork completed and turned in. More specific guidelines will be given to the student and parent/guardian once a student is placed in ISS.

IPAD USE AND GUIDELINES

Students attending Auburn City Schools 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 communications capabilities at all schools in the system. Students and their parents/guardians, in return for the privilege of using the computing resources, software, and communication infrastructure of ACS, must agree to this policy. Students and their parents agree that violation of these policies could result in the suspension of their computing privileges but will not relieve or waive the responsibility of the students to complete any work assigned by their teachers.

Disciplinary consequences for students not using DMS iPads appropriately are as follows:

- **First Offense:** Warning and parent contact.
- **Second Offense:** Student serves one (1) day of silent lunch.
- **Third Offense:** Student serves one (1) day in after-school detention.
- **Fourth Offense and Subsequent Offenses:** Detention up to ISS as deemed appropriate by school administration.

- Searches for, possession of, or transmission of **vulgar and/or pornographic material** will result in automatic placement in In-School Suspension and the removal of discipline points in accordance with the student handbook.
- Searches for, electronic possession of, or transmission of **material promoting violence or destruction of property or the manufacture and use of explosive or destructive devices such as, but not limited to, explosives, guns, or other devices capable of causing injury** or damage to property will result in automatic placement in ISS and the removal of discipline points in accordance with the student handbook.

Acceptable Use of Technology Equipment

The use of computers at ACS is a privilege afforded to our students to enrich their education and prepare them for the technology they will use in both college and the workforce after graduation. Students who abuse this privilege in any way will be barred from using the computers in the future and subject to discipline appropriate for the offense. Disciplinary measures can include the following: detention hall, ISS, out-of-school suspension, expulsion, and/or legal charges if in violation of state and federal law.

Proper and Ethical Use

With this learning tool, students and staff must understand and practice proper and ethical use. All individuals using this system must attend in-service training (or receive special instructions) regarding procedures, ethics and security involving using the Internet.

No Student or Staff Personnel Shall:

1. Utilize ACS computing resources except for the purpose of meeting educational requirements of an activity directly assigned as part of classroom work, extra credit activity, or school-supported functions, which are supervised and monitored by school personnel. Students are to use the computers only for educational purposes related to their classes. Things they may not use the computers for include but are not limited to, games, chat rooms, downloading any type of music, movies, videos, pictures, etc. E-mail is to be used only when supervised by a teacher for educational activities. Students are not to use the internet to access any type of pornographic sites, sites containing profanity, or other sites inappropriate for the educational setting. At no time will a secondary (grades 6-12) student be allowed to use a faculty member's computer for any reason.
2. Access, transmit, copy, or retransmit material, which promotes violence or destruction of property or the manufacture and use of explosive or destructive devices such as, but not limited to, explosives, fireworks incendiary devices or other devices capable of causing injury or damage to property.
3. Access, transmit, copy, or retransmit any material judged obscene by community standards as defined by the Auburn City Board of Education or any entity designated by the Board to provide such definition. Material, including text, lyrics, images, or sound that is pornographic material designed to stimulate erotic feelings by the description or portrayal of sexual activity, is strictly prohibited.
4. Access, transmit, copy or retransmit material which promotes or advocates violence, hatred, harassment/bullying, defamation, cyber bullying or discrimination against any individual or group on the basis of race, ethnic origin, gender, age, religion, sexual preference and/or disability.
5. Utilize ACS computer resources to purchase, lease, sell, or otherwise engage in any form of commerce.
6. Access, transmit, copy, create, possess, or retransmit software, executable files, codes, scripts, macros, or any other material not specifically authorized and installed by ACS.
7. Commit or attempt to commit any willful act involving the use of ACS equipment or network capabilities that disrupt the operation of the ACS equipment or network capabilities.
8. Access, transmit, copy, create, possess, or retransmit software, executable files, code, scripts, macros, or any other material commonly known as a computer virus or worm.
9. Access, create, engage in or otherwise participate in role-playing or the playing of games or gaming software, other than as specially authorized by ACS personnel.
10. Willfully or negligently, damage ACS equipment or facilities including but not limited to computing equipment, network equipment, printers, or other peripheral equipment.
11. Hold over reimbursement to ACS for the cost of repair to pre-damage status or value of the equipment as determined by ACS including labor at the prevailing local rate for any willful or negligent damage.
12. Copy, retrieve, modify, transmit, or retransmit copyrighted materials, except with permission, or as a single copy to reference only.

***Please review the ACS Technology Use and Guidelines in the ACS Parent and Student Handbook for additional information.*

LOST & FOUND

A student's personal possessions should be labeled plainly with his/her name. This is especially important for items of clothing. Any lost and found items are kept on the team's hallway. 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

Each student has been assigned a lunch account and a PIN number. The funds in this account may be used to purchase a meal or extra items in the cafeteria. Students should put money in their account during breakfast or homeroom/Bridge. The cashiers will not accept money or lunch deposits during the student's lunch wave. If parents/guardians wish to eat lunch with their child, the cost of a visitor's lunch is \$5.00.

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. Money may be added to a student's account 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. Visit www.myschoolbucks.com online to check accounts and pay online. This will alleviate the need for students to make morning payments.

A-la-carte items are additional charges. Traditionally, the prices of breakfast is \$2.00 and lunch is \$3.00. Free or reduced-priced lunch applications must be completed annually during registration and/or during the school year. Applications can be accessed online at <https://www.auburnschools.org/domain/1332>. The application must be fully completed. If you have any questions, please contact our school office at 334-887-1940.

If you would like to celebrate your child's birthday with their lunch class, you may contact our cafeteria manager Marsha Baugh at mbaugh@auburnschools.org to purchase ice cream at a cost of \$1.00 per item. Ice Cream will be distributed on the day of your preference to the class to celebrate the birthday. Money may be added to your child's account by visiting My School Bucks.

MEDICATION

1. Any medication must be brought to school by a parent or guardian with the proper documentation.
2. ALL medications will be administered at the nurse's station, by the school nurse, or a parent/guardian may come and administer medication to their child.
3. Students **MAY NOT** have prescription medications OR over-the-counter medications in their possession. If a student is found to be in possession of any medication, parent contact will occur and disciplinary consequences may be assigned. 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.
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. 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.
6. **ALL** medications given at school must have a signed Medication Authorization Form. A new form must be completed annually. 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**

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

NONDISCRIMINATION POLICY

It is the policy of the Board that no person in this district shall, on the basis of 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 and provides equal access to the Boy Scouts and other designated youth groups

PHYSICAL EDUCATION EXCUSES

Physical education is a vital part of the school's curriculum. Students should wear clothes and athletic shoes that allow for participation in physical activity. If your child cannot participate in PE, please submit a doctor's excuse to your child's PE teacher. Your child may be given alternative assignments during the P.E. class.

PROGRESS REPORTS/REPORT CARDS

Report cards are issued every nine (9) weeks with DMS scheduling a progress report to be printed midway through the quarter (refer to the "GRADES" section above for dates). Students will be responsible for delivering these documents home. Report cards must be signed by the parent/guardian and returned to school. Parents/Guardians may also review their student(s) grades on the student information system (PowerSchool). Contact Mrs. Wetherbee in the front office for the PowerSchool Parent Portal login information.

SCHOOL PICTURES

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

STATE TESTING

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

STUDENT ID BADGE

Students are required to properly wear an identification badge during the school day. Damaged, altered, lost, or badges will result in a \$5.00 replacement fee. One school-issues lanyard and protective pouch will be given to each student. Replacement costs of these items is \$2.00 per item. PBIS points are also available to purchase these items (200 points for a clear plastic pouch or a generic team lanyard; 300 points for the ID badge). Disciplinary consequences will be assigned for students not having or refusing to wear their identification badge. Consequences will be assigned as follows:

- **First Offense:** Warning and temporary badge issued
- **Second Offense:** Student serves one (1) day of silent lunch (*counts in our discipline plan*)
- **Third Offense:** Student serves one (1) day in after-school detention.
- **Fourth Offense and Subsequent Offenses:** Student serves two (2) days of after-school detention up to an ISS Placement

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 is tardy to school five times or to an individual class during a nine-week grading period, the parent/guardian may be contacted by 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):

- 1st and 2nd tardy will be recorded, but no disciplinary action will be taken.
- 3rd tardy to class/school = 1 school detention
- 4th tardy to class/school = 2 school detentions
- 5th tardy to class/school = 3 school detentions and Parent Conference.
- 6th tardy to class/school = ISS placement

OFFICE TELEPHONE

Students are allowed to use the office phone only in cases of emergency (i.e. illness). After-school plans 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 with messages for students.

ONLINE RESOURCES FOR STUDENTS AND PARENTS

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

Clever (which includes Office 365, Savvas Math, Schoology, etc.): <https://clever.com/in/acstigers>

PBIS Rewards: <https://www.pbisrewards.com/login/>

PowerSchool Parent Portal: <https://auburncs.powerschool.com/public/>

My School Bucks: www.myschoolbucks.com

TEXTBOOKS

Although textbooks are no longer issued to students, a class set may be utilized during instruction. Occasionally, a student may check one out. Students are expected to take good care of these textbooks. Lost books and damaged books 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. Students living within two miles of J.F. Drake School do not qualify for 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. If a student would like to ride a different school bus, parents must complete the Parent/Guardian Transportation Consent Form. The student must give this form to the bus driver. It is the parent's responsibility to bring or pick up his or her student who misses the bus.

VISITORS

Visitors are welcome; however, anyone entering the school building must first come to the main office.

Visitors must present a valid state/government issued I.D. when asked to do so by front office staff. Drake Middle School uses the Verkada Visitor Identification system to ensure the safety and security of our campus. Visitors are required to visibly wear the visitor's pass when on campus.

Parents are welcome on campus, when they have an appointment, for teacher/admin conferences or to do the purposeful work of PTO. These appointments should be made in advance.

Classroom observation requests are governed by procedures outlined in the ACS Parent Student Handbook on pages 42 and 43 in the section "Classroom Observations by Authorized Agents".

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.

AUBURN CITY SCHOOLS 2024-2025 SCHOOL CALENDAR

July 2024							AUBURN CITY SCHOOLS 2024-2025							January 2025										
S	M	T	W	T	F	S	AUGUST 2024							S	M	T	W	T	F	S				
	1	2	3	4	5	6	New Teacher Orientation.....TBA Great Beginnings										1	2	3	4				
7	8	9	10	11	12	13	*Teacher Planning DaysAugust 2,5,6							5	6	7	8	9	10	11				
14	15	16	17	18	19	20	*Staff Institute Day.....August 7							12	13	14	15	16	17	18				
21	22	23	24	25	26	27	First Student Day.....August 8							19	20	21	22	23	24	25				
28	29	30	31															26	27	28	29	30	31	

August 2024							SEPTEMBER 2024							February 2025						
S	M	T	W	T	F	S	OCTOBER 2024							S	M	T	W	T	F	S
				1	2	3	Labor Day Holiday.....September 2													1
4	5	6	7	8	9	10	End of 1st Nine Weeks.....October 10							2	3	4	5	6	7	8
11	12	13	14	15	16	17	2nd Nine Weeks Begin.....October 11							9	10	11	12	13	14	15
18	19	20	21	22	23	24	October Holiday.....October 18							16	17	18	19	20	21	22
25	26	27	28	29	30	31	Staff Development/Parent Conf Day.....October 21							23	24	25	26	27	28	

September 2024							NOVEMBER 2024							March 2025										
S	M	T	W	T	F	S	DECEMBER 2024							S	M	T	W	T	F	S				
1	2	3	4	5	6	7	2nd Nine Weeks End.....December 19													1				
8	9	10	11	12	13	14	Veterans Day HolidayNovember 11							2	3	4	5	6	7	8				
15	16	17	18	19	20	21	Thanksgiving Holidays.....November 27 - 29							9	10	11	12	13	14	15				
22	23	24	25	26	27	28	Winter Holidays Begin.....December 20							16	17	18	19	20	21	22				
29	30																	23	24	25	26	27	28	29

October 2024							JANUARY 2025							April 2025										
S	M	T	W	T	F	S	FEBRUARY 2025							S	M	T	W	T	F	S				
		1	2	3	4	5	*Staff Development Day.....January 6									1	2	3	4	5				
6	7	8	9	10	11	12	3rd Nine Weeks Begin.....January 7							6	7	8	9	10	11	12				
13	14	15	16	17	18	19	Martin Luther King Holiday.....January 20							13	14	15	16	17	18	19				
20	21	22	23	24	25	26												20	21	22	23	24	25	26
27	28	29	30	31														27	28	29	30			

November 2024							MARCH 2025							May 2025										
S	M	T	W	T	F	S	APRIL 2025							S	M	T	W	T	F	S				
				1	2		Spring Break.....March 10 - 14											1	2	3				
3	4	5	6	7	8	9	End of 3rd Nine Weeks.....March 19							4	5	6	7	8	9	10				
10	11	12	13	14	15	16	4th Nine Weeks Begin.....March 20							11	12	13	14	15	16	17				
17	18	19	20	21	22	23	April Holiday (Weather Make Up Day if needed)....April 18							18	19	20	21	22	23	24				
24	25	26	27	28	29	30												25	26	27	28	29	30	31

December 2024							MAY 2025							June 2025										
S	M	T	W	T	F	S	NINE WEEKS PERIODS							S	M	T	W	T	F	S				
1	2	3	4	5	6	7	1st	August 8 - October 10					45	Days	1	2	3	4	5	6	7			
8	9	10	11	12	13	14	2nd	October 11 - December 19					44	Days	8	9	10	11	12	13	14			
15	16	17	18	19	20	21	3rd	January 7 - March 19					46	Days	15	16	17	18	19	20	21			
22	23	24	25	26	27	28	4th	March 20 - May 22					45	Days	22	23	24	25	26	27	28			
29	30	31																29	30					

This calendar is subject to change due to unforeseen circumstances.
 Board Approved Nov. 8, 2022

 First/Last Student Day
 *Staff Day, No students in Attendance

STUDENT DATA GUIDE

ATTENDANCE: Use this chart to track how many days you are tardy to and absent from school each month.

	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
SCHOOL TARDIES										
DAYS ABSENT										
PERCENT ATTENDED										

STAR SCORES: Using the appropriate STAR test chart below and the month listed at the bottom of the chart, shade the column up to the number that is closest to your STAR score. Write your score at the top of the shaded column.

Reading

1200					
1100					
1000					
900					
800					
700					
600					
500					
400					

Aug. Oct. Jan. Mar. May

Math

1200					
1100					
1000					
900					
800					
700					
600					
500					

Aug. Nov. Jan. Mar. May

DISCIPLINE POINTS: Each semester's box above has 100 small cubes, representing your 100 discipline points for the semester. Shade in one box for each point you lose over the course of the semester.

1st semester:

2nd semester:

GRADES: You always have access to your live grades via PowerSchool student portal.