



Auburn Junior High School

2020 - 2021

Meet Our Administrators



Ross Reed
Principal



Liz Kenemer
Assistant Principal
Serving students A-F



Mallory Kincaid
Assistant Principal
Serving students G-N



Chris Daniel
Assistant Principal
Serving students O-Z

Meet Our Counselors



Krystal Pritchett

Counselor

Serving students A-F



Grace Christian

Counselor

Serving students G-N



Donnie Payne

Counselor

Serving students O-Z

Staff to Know



Angela Neloms
Receptionist



Bettie Jo Phillips
Secretary



Kerri Byrd
Bookkeeper



Belinda Thompson
Registrar



Kristen Ferrell
Instructional
Technology Coach



Katie Rainer
Library Media
Specialist

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SCHOOL IN THE
TIME OF COVID-19

20/21 Instruction Details

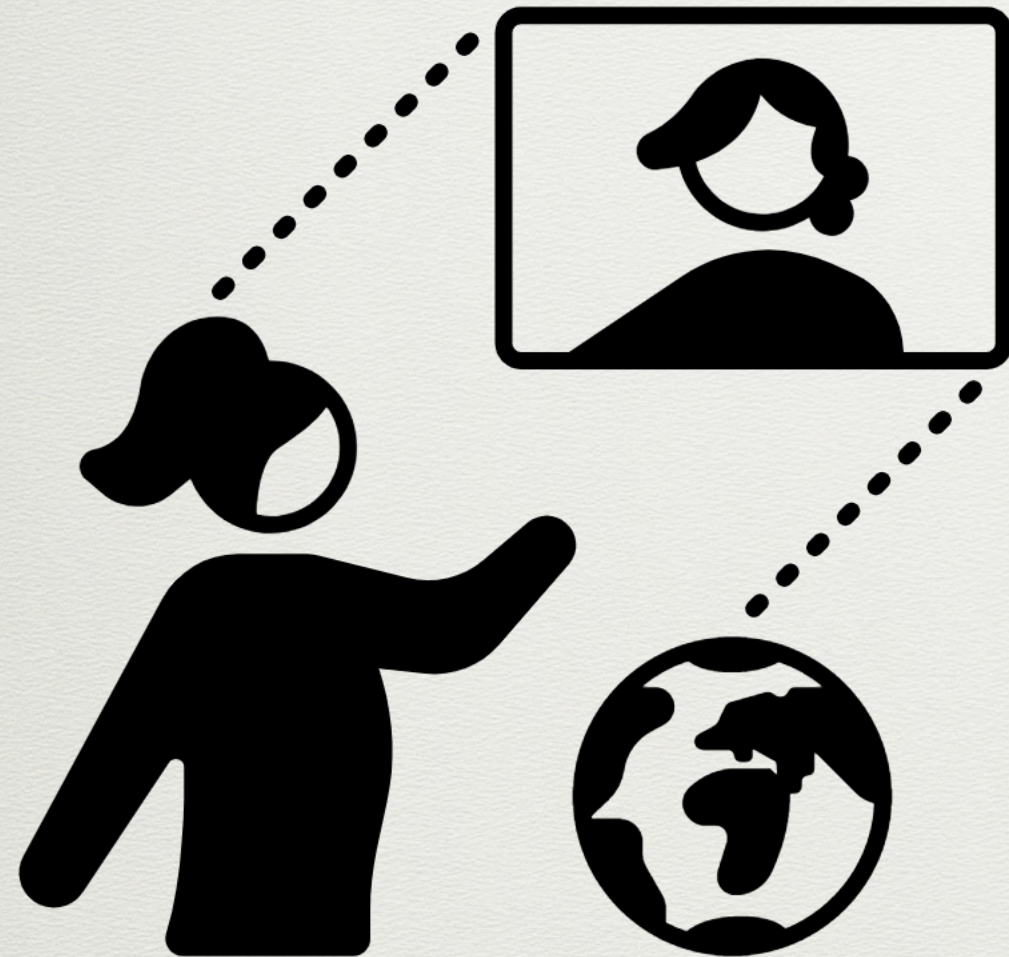
Traditional vs. Remote

Traditional Learning	Remote Learning
<p>Students are expected to report to the AJHS campus daily to receive face-to-face instruction as they have in the past.</p> <p>With Traditional Learning, students may engage in WebEx conferences with their teachers and classmates, have specified assignments due online with due dates, and they may take notes, complete handouts and/or take paper/pencil test.</p>	<p>Students will use learning platforms such as Access and Schoology that are all virtual, with no face-to-face interaction.</p> <p>All assignments will be completed online.</p>

Instruction Details – Distance Learning

- A situation that may arise for students that choose Traditional Learning is Distance Learning.
 - This may occur if a student is quarantined, becomes ill, has to have surgery, is injured, etc. and there is an anticipated return date.
- Students will continue their assignments and instruction with their classroom teacher, participate in WebEx meetings with their teachers, and turn in all assignments.
- Students will return to Traditional Learning at the end of injury, illness or quarantine.
- In the event of a school closure, Traditional students will continue with Distance Learning.

Remote Learning Students



- Remote Learners will utilize ACCESS and the Schoology platform where learning will be rigorous, require daily participation during school hours, and daily students/teacher interaction during normal school hours.
- Remote Learners will be allowed to return to face-to-face (traditional school) January 2021 or the following school year.

Face Coverings

- Students in Auburn City Schools will be required to wear masks, as feasible. Students attending school on campus will be provided a reusable, washable face cover at the beginning of the school year.
- The wearing of masks by students during the school day will follow practical guidelines that are appropriate for the student's health needs and developmental stage.
- Face masks must cover the nose and mouth (N95, buffs/gaiters, scarves, etc.) and be school-appropriate. Any face mask/covering with designs or logos must meet student dress code regulations.

Quarantine Procedures

Auburn City Schools will follow the guidance of local, state, and national health professionals and adopt a symptom-based strategy that recommends a 10-14 day quarantine period for persons both exposed to COVID-19 through close contact or for persons with a positive test. These recommendations are based on current information and are subject to change as new information is gathered.

- *See Quarantine procedures on pages 17-18 on the ACS Return to Learning.*
- *See Quarantine procedures on page 3 of the A7HS School in the Time of COVID Parent Roadmap to Reopening*

Sanitation/Cleanliness

- Parents are asked to discuss the importance of proper hand washing/ hand sanitizing with their students. Students are encouraged to have their own supply of hand sanitizer.
- Our custodial staff will use EPA registered products to clean classrooms, restrooms, and high traffic areas. They will continue to clean these areas throughout the day.
- Water fountains and water bottle refill stations will remain open. Students are encouraged to bring their own water bottles to school.
- Each classroom teacher will receive a bottle of disinfectant (that cleans surfaces after 3 minutes), a bottle of hand sanitizer, a bottle of foaming sanitizer, and other cleaning supplies. However, should parents offer cleaning supplies, we will accept donations.
- Signage will be posted promoting social distancing, frequent handwashing/hygiene through various methods of communication.

AJHS COURSE INFORMATION

Schoology – Learning Management System

- All course updates, materials, and information can be found on Schoology.
- Teachers will communicate daily with students through Schoology. It is crucial that students access Schoology to find any and all learning materials.
- Set up a Parent Account on Schoology
 - Go to www.schoology.com
 - Enter a parent code (any of your child's teachers can provide this code)
 - Enter your personal email address
 - Look at notification settings
 - Add additional students to the same parent account

8th Grade Configuration

8th grade

- Core Classes are in the 200 and 800 buildings
- Language Arts – daily, all year
- Science and Social Studies swap in January and meet daily during the semester
- Math – daily, all year
 - Advanced (Algebra 1) and 8th grade Math (Pre- Algebra)
 - Algebra 1 does meet the High School's Algebra requirement but does not impact the student's high school GPA.

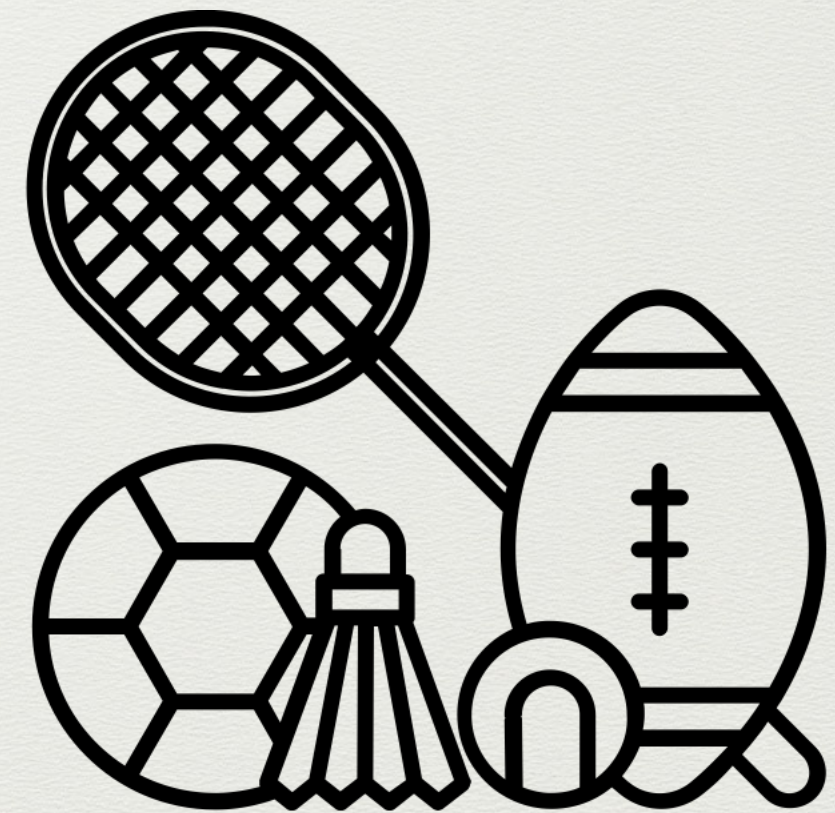
9th Grade Configuration

9th grade

- Credit Bearing and GPA
- Core Classes are in the 200, 300, and 9000 buildings
 - English – Alternating day for the year
 - Mathematics – 2 Options:
 - Geometry that alternates every other day with a Math Lab.
 - Geometry every day first semester; Algebra 2/Trig everyday second semester.
 - Biology and World History swap in January and meet daily during the semester.
 - Advanced Courses for English, World History and Biology – $\frac{1}{2}$ quality point on GPA.

Physical Education

- Students will not be allowed to use lockers during Physical Education. All personal items will be placed in a designated area. AJHS Administration asks that students do not bring anything of value that could be lost or misplaced (Money, Air Pods, etc.)
- The Gym(s) and outside areas will be utilized to maximize distance as possible.



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Elective Courses

- Students in fine arts classes (band, choir, theater, and art) will be socially distanced as much as possible. In some areas this will be six feet. Students will use lockers in the band room for instrument storage only.
- Remote Learning Students will have limited elective choices through the ACCESS platform.
- In addition to fees for some of these courses, other consumable items may need to be purchased.

Electives Offered This Year Include:

- Physical Education – required for all 8th graders
- Weight Training – students must sign up for this course in their PE class
- Fine Arts (Band, Choir, Theater, Art)
- Foreign Language (Spanish, German, French)
- Health – required for all 8th graders
- ACCESS Courses
- Career Preparedness - 9th grade
- Career Technical
- Culinary Arts – 9th grade
- JROTC – 9th grade
- Project Lead the Way – Introduction to Engineering Design, Robotics

Extracurricular Activities

- All students, Traditional and Remote Learners, may participate in after school activities and athletic teams.
- Students may participate in extracurricular athletic teams as long as they meet Alabama High School Athletic Association guidelines and eligibility requirements.

AJHS PROCEDURES FOR TRADITIONAL LEARNING

Expectations and Responsibilities



- Attendance
- Student ID Badges
- Dress Code
- Electronic Devices
- Transportation and Buses
- Cafeteria and Media Center
- Arrival, Dismissal, Bell Schedule

Absences

Excused Absences

- Illness of the student
- Death in the immediate family
- Inclement weather which would be dangerous to the life and health of the student as determined by the principal
- Legal quarantine
- Emergency conditions or extenuating circumstances as determined by the principal
- Religious holidays, upon receiving prior approval from the student's principal

Unexcused Absences

- Any absence that does not fall under the category of excused absence is recorded as an unexcused absence. Any student with five unexcused absences may be referred to Early Warning Court in the proper court of jurisdiction. In addition, absences are unexcused for the following:
 - Student and parent fail to provide the excused absence written statement with required information to school officials within three days of the student's return to school.
 - The student has been suspended.

Attendance Policy

- Students will not be excused from school if parents choose to quarantine them – meaning if they just decide it isn't safe to be at AJHS. However, students who are required to quarantine will, of course, receive an excused absence.
- Fear is not an excused absence. This is in effect K-12.
- The Auburn City Schools Attendance Policy will still be in effect and may be referenced in the [student handbook](#) starting on page 18.

Check-Ins / Check-Outs

- Necessary check-ins or check-outs must be processed by the parent through the school's office.
- Appointments not of a critical nature should be scheduled for times and days when school is not in session.
- Check-ins/outs are considered excused for the same reasons as excused absences. An unexcused check-in/out will be considered a tardy. Excessive check-in/outs may result in a home visit by the ACS Attendance Supervisor.

Make-Up Work

- Students are expected to make up work for absences. Traditional students will be given five days to make up missed work. It is the student's responsibility to contact teachers to initiate all make-up work.
- 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' Schoology pages and related links should enable students to stay current with assignments in their classes.

Student ID 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 altered badges, will result in students having to purchase a new badge for \$5 through My School Bucks (link on homepage).
- Consequences for not having ID Badge are in the Auburn Junior High School Student Handbook on page 23.

Dress Code

District Wide Grades K-12 Guidelines

- Face Masks are required
- Clothing should fit properly
- Clothing must be in good taste for the age and maturity of student, safe, and not a distraction to others.
- Any apparel that may be distracting in the classroom (as deemed by the school administration) is not permitted.
- Clothing that displays immoral or illegal behavior is not permitted.
- Undergarments must be worn in an appropriate manner and not be visible.

Dress Code Examples...

- Clothing that is not able to provide coverage to undergarments and private body areas at all times, and during activities, is not permitted. This includes clothing with rips, tears, or holes that expose underwear or private areas of the body.
- Students must not wear clothing that reveals the body in an inappropriate manner (examples: clothing that is too tight, too short, bare at the midriff, bare at the sides, sheer or see-through clothing, etc.).
- Students cannot wear jewelry or accessories that distract other students or interfere with the learning environment. Items such as heavy metal chains, spikes, etc., are not permitted.
- Appropriate shoes must be worn at all times. House shoes, slippers, shoes with cleats, and shoes with wheels are not permitted.

Dress Code Examples...

- Dresses, skirts, and shorts (front and back) must conform to the 4-inch rule. No slits or leg openings can be higher than 4 inches above the top of the kneecap whether the student is standing or sitting.
- Leggings, yoga pants, joggers, and other tight-fitting spandex or lycra-based pants must be worn with an acceptable top that comes to the wearer's mid-thigh on all sides.
- Biking shorts are not permitted.
- Students may not wear pajamas or loungewear.
- Pants or jeans may only have holes at the knee or below.

Please see the [ACS Parent and Student Handbook](#) pages 22-23 and/or Auburn Junior High School's Student Handbook pages 12-15 for the complete list of dress code guidelines and consequences

Electronic Devices

- Cell phones and audio/video equipment such as radios, headphones, computer games, and electronic equipment should not be used in classroom unless permission is given by the current classroom teacher for use at a particular time and for a specific purpose.
- The school will not be held responsible for the devices if lost or stolen.
- If devices are used in class without 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.

This policy and consequences for not following policy can be found in the AJHS Student Handbook on page 10.

Transportation

Personal Vehicle

- Drop off at 7:50am
- Pick up at 3:40pm
- 8th grade drop off/pick up: 800 parking lot (entry off South Dean Rd.)
- 9th grade drop off/pick up: Fine Arts parking lot off of Samford Ave.

Bus

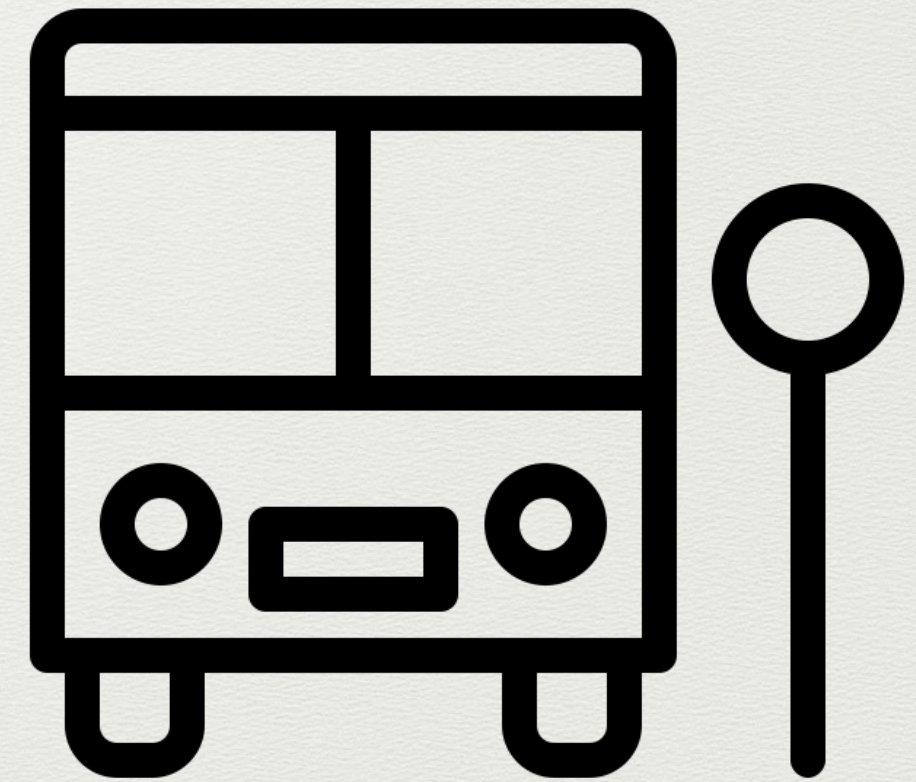
ACS Transportation, 334-887-4915

Walk & Bicycle

Bicycle racks are located in the Fine Arts entry and the 800 building entry

Bus Procedures

- Temperature checks prior to the school day are to be handled by families and not by AJHS faculty or by ACS bus drivers.
- All buses will have assigned seating.
- All students will wear a mask on the bus.



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Breakfast/Lunch/Cafeteria

- [MySchoolBucks](#) will be used to put money in all child nutrition accounts. Ala carte items will be available at a cash line that will not provide change. If a student purchases an ala carte item that costs \$2.00 and the student presents a \$5.00 for the purchase, the change will roll into the student's lunch account.
- AJHS students will use student IDs for scanning lunch accounts— we will not enter keypad data at the point of sale. It is imperative that your students have their student ID.
- We will serve breakfast in the cafeteria. Students that want to eat breakfast will report immediately to the cafeteria upon arrival. Students will sit socially distanced and remain in the cafeteria until they are released to first block. Students that do not eat breakfast will not be allowed in the cafeteria.
- We will serve prepared boxes or sack lunches for lunch.
- All students will eat lunch in their classrooms.
- There will be more limited options for meals this year.

Media Center Procedures

- There will be a self-check-in station at entrance, then books will be quarantined.
- Students will use hand sanitizer after the check-in station.
- Arrows will be placed on media center floor to control directional flow around library and at entrance.
- Classrooms will be identified to visit the library during specific times. This will provide an opportunity for each student to come at least once every two weeks.
- Any students wanting more frequent books can place hold in Destiny (library book management system) and books will be delivered to classroom.

Regular Bell Schedule

2020-21

7:20-8:10	Zero Period	50 minutes
7:50	Students report to 1 st block or Café for breakfast	
8:15-9:45	First Block	90 minutes
9:50-11:20	Second Block	90 minutes
11:25-1:25	Third Block	120 minutes
	Classes will rotate to lunch based on teacher assignments	
1:30-3:00	Fourth Block	90 minutes
3:05-3:35	Advisory	30 minutes

Arrival Procedures

- Parents are encouraged to drop off students no earlier than 7:50 am as our teachers are not on campus prior to that time.
- Students that want to eat breakfast will report immediately to the cafeteria upon arrival. Students will sit, socially distanced, and remain in the cafeteria until they are released to first block. Students that do not eat breakfast will not be allowed in the cafeteria.
- Students are not permitted to gather in groups in common areas.

Transition/Dismissal Procedures

- In instances of transition, or in situations when appropriate distancing may be difficult to maintain, there will be personal responsibility expected of each student. Parents are encouraged to discuss with their student the importance of social distancing to the extent possible.
- Students will be dismissed in waves:
 - 3:35 pm - First bus wave students released
 - 3:40 pm - Car riders, bicycle riders, and walkers released
 - 3:45 pm - Second and third Bus Waves students released

AJHS Procedure Changes for 2020-21

- All parent conferences should be conducted via WebEx.
- There will be no visitors allowed on campus. The only people that will be permitted past the glass doors are ACS employees, students, approved AU student interns, and social services personnel.
 - Administrators, counselors, etc., can schedule appointments to meet with parents via WebEx. There will be at least a 24-hour minimum notice required for all meetings.
- All outside food deliveries are prohibited. This also means no food for classroom activities.
- If your child forgets their lunch, there will be a box just inside the front door of the Administration building for you to leave your child's lunch. The lunch will need to be in a lunch box, lunch bag, paper sack, etc. It cannot be in a Subway, Wendy's, McDonalds, etc. Please put your child's name on their lunch and we will call for them.
- Currently, there are no field trips planned for this year

INFORMATION FOR ALL
LEARNERS

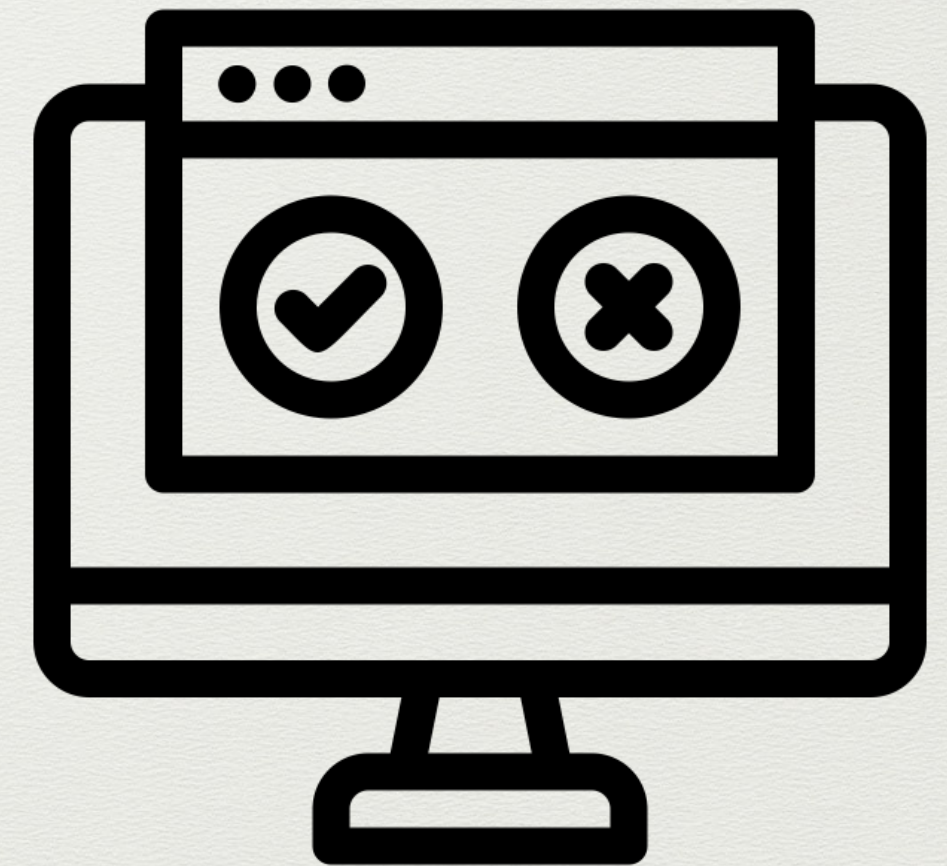
Bullying/Harassment

- Bullying occurs when one or more students threaten, harass, or intimidate another student through words or actions including direct physical contact such as hitting or shoving, verbal assaults such as teasing or name calling, or socially isolating or manipulating a student:
 - on the school grounds at any time;
 - off school grounds at a school function, activity, or event, or
 - en route to and from school or school-sponsored activity.
 - 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)

Final Exams

- Final Exam Schedule for all classes
 - Fall Semester exams are December 15th – 18th. December 17th and 18th are half days.
No early exams will be given.
 - Spring Semester exams are May 17th – 20th. May 19th and 20th are half day exams.
No early exams will be given.

*Final exams are mandatory for all courses.



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Get Involved at AJHS!

- The Auburn Edition (literary magazine)
- Team Innovation (tech club)
- MUSE (Music Enrichment)
- Artcidents (art club)
- Peer Tutors
- Tiger Pride
- Recycling Club
- FBLA
- Hal Moore Leadership Academy
- Student Council
- Youth in Government
- Drama Club
- Tiger Tales (Yearbook staff)
- What's Up, AJHS? (Broadcast team)
- Science Olympiad
- FCA
- Campus Life
- Auburn COLORS
- Archery Club
- Mountain Bike Club
- Lacrosse
- Alabama Junior Academy of Science
- Auburn Competitive Anglers
- National Junior Honor Society
- Peer Buddies
- Birthday Bunch

PTO – Help Give Back

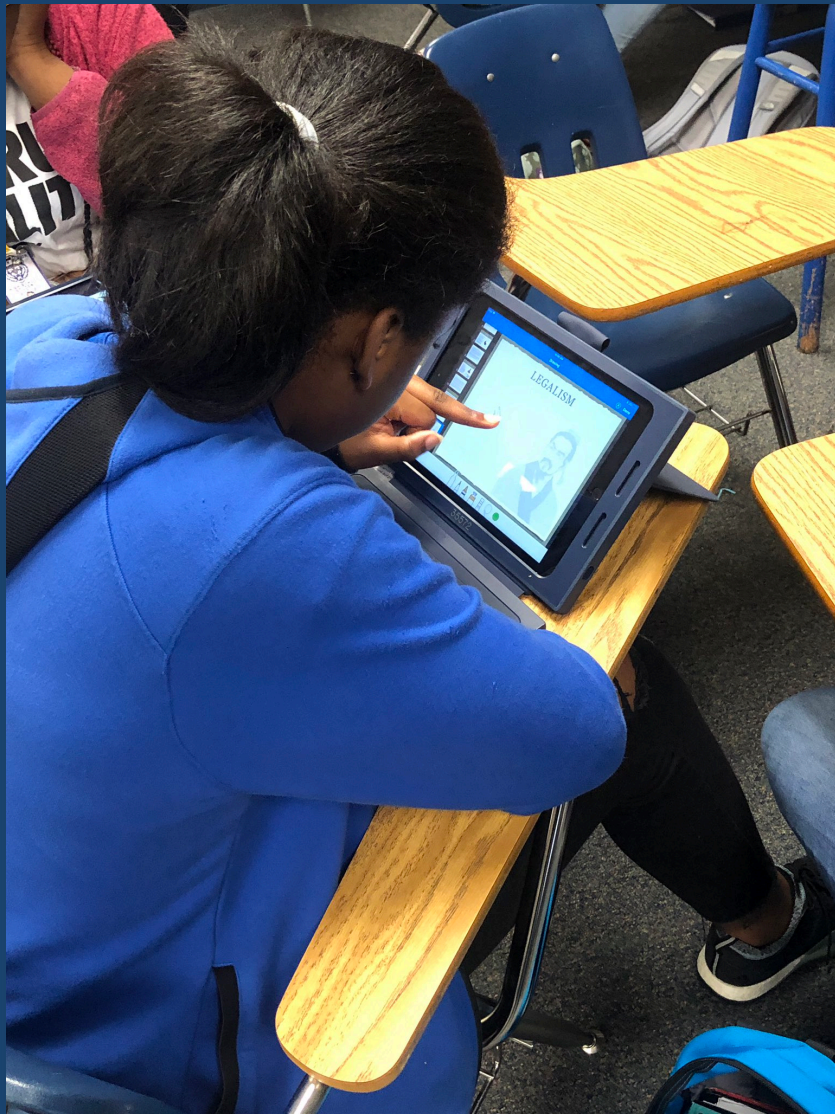
Join our PTO

- 2020-21 President – Florence Holland
- PTO provides support to teachers and students through grant opportunities
- All funds go directly to AJHS classrooms
- Follow [Auburn Junior High School PTO](#) on Facebook to stay up-to-date!

Upcoming Dates

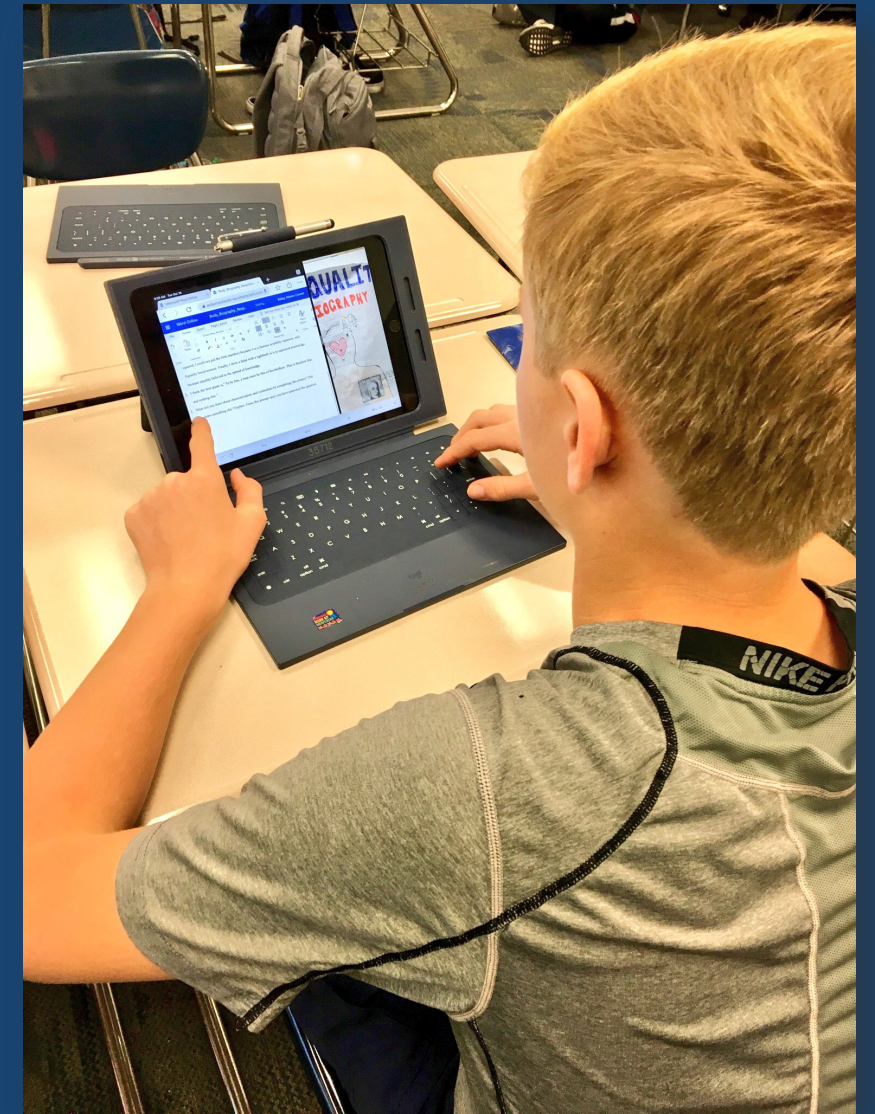
- Students will be able to view their schedules this year online **July 31, 2020** after 5:00 p.m.
- Meet the Teacher will be a virtual event this year on **August 6, 2020** at 5:00 pm.
- Remote Learner's iPad roll out will be **August 5th** for 9th graders and **August 6th** for 8th graders at 5:00-7:00 pm. Pick up will take place in front of the school.
- Traditional Learner's iPad roll out begins Tuesday, **August 11, 2020** during math classes.
- Curriculum Night will also be virtual this year on **August 25, 2020**.
More information to come.

IPAD ORIENTATION



Vision Statement

ACS will infuse information and communication technologies as well as digital learning resources into a vibrant learning community that promotes inquiry, analysis, and creativity as a catalyst for positive universal impact.



Student iPad Program



- **Required forms and payment**
- **Troubleshooting**
- **Acceptable Use, Responsibilities and Expectations**
- **General Information**

iPad Form and Fee (MySchoolBucks)

- [CLICK HERE](#) to go straight to the iPad fee and agreement page on MySchoolBucks!
 - QR Code: scan the code below to access it on your phone!
- **The iPad User Agreement must be completed before payment can be submitted.**
- Replacement costs (details on page 12-13 of [iPad Handbook](#)):
 - Broken/cracked screen - \$100
 - Case and keyboard replacement - \$100
 - Keyboard - \$50
 - Power adapter - \$16
 - Re-format due to policy violations - \$15
 - Lightning to USB cable - \$12



Troubleshooting

An online work order form will be readily available on the AJHS homepage when classes begin for ALL students!

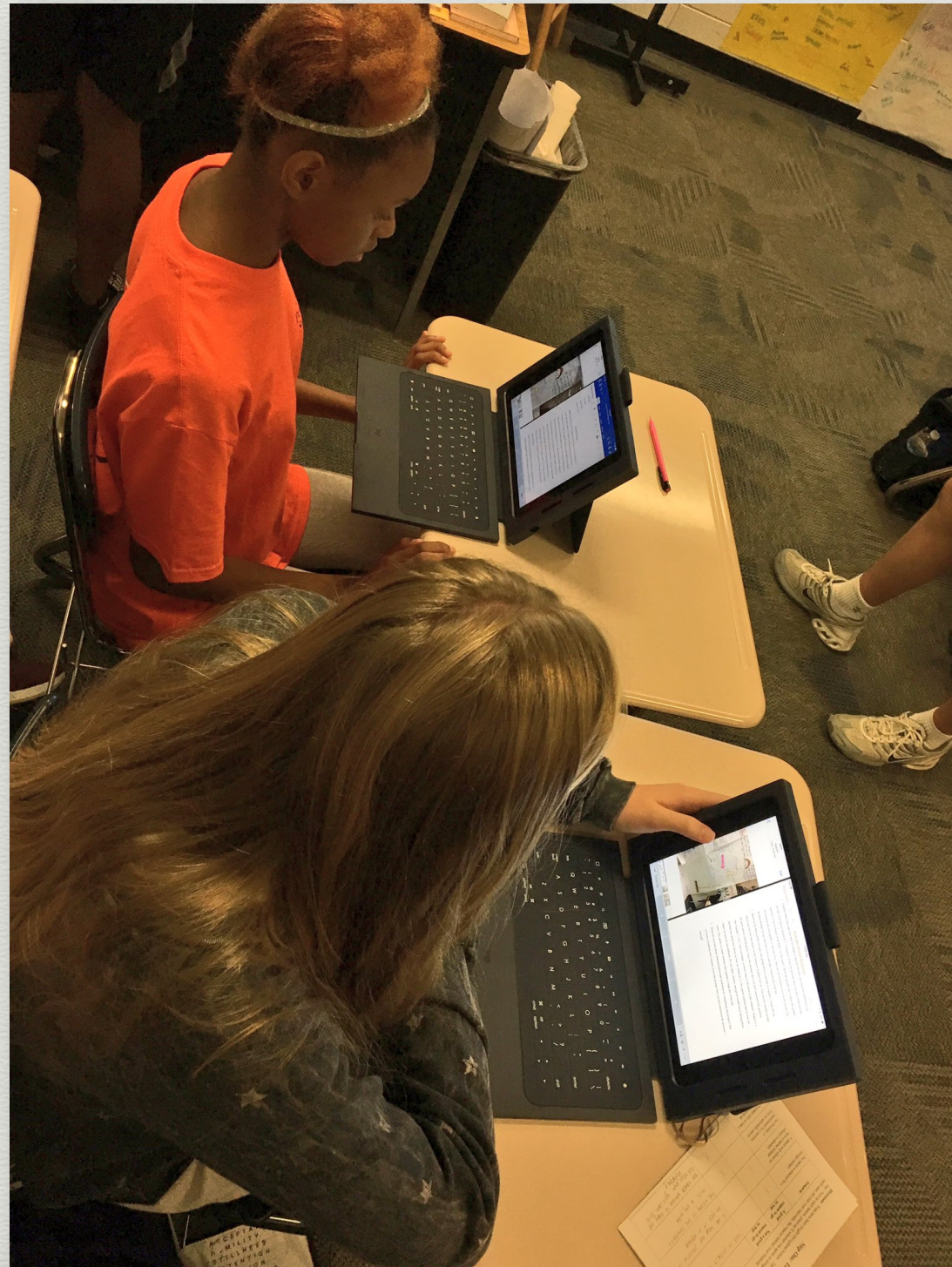
- **Remote Learners**

- Contact Kristen Ferrell (via Schoology message, email, or phone) for initial troubleshooting
- Make an appointment to come to the front office
- Upon arrival, you will be directed to Mr. Brackin, our IT technician.

- **Traditional Learners**

- iPads need to go to Mr. Brackin in room 213 with a completed work order.
- Work orders can be found on the AJHS website.

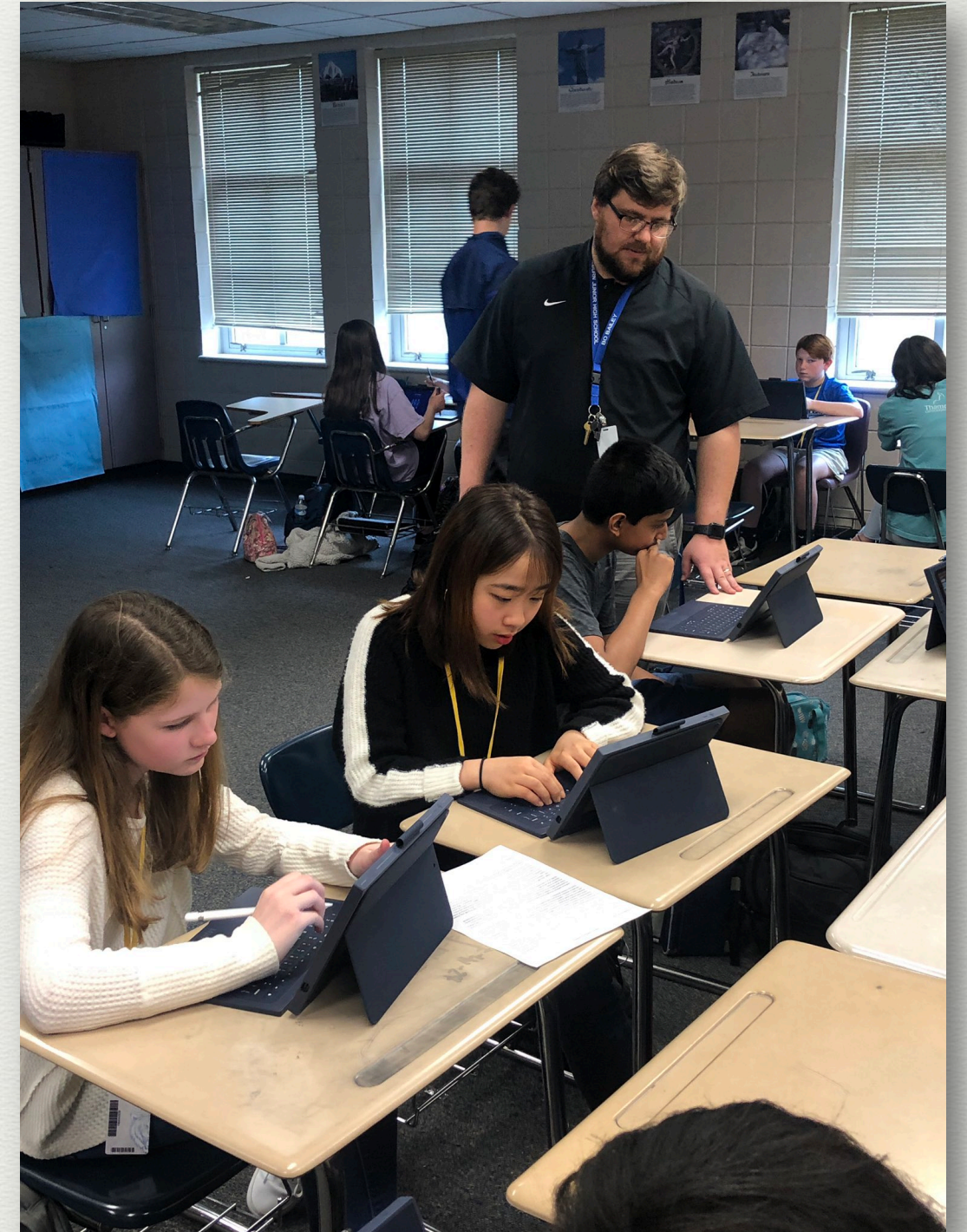
Acceptable Use



- Students are expected to use the iPad and other technology hardware, software, and computer networks including the internet as defined by the [*Student/Parent iPad Agreement*](#).
- All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the Media Center of each campus as well as the district website.
- Access to the Auburn City Schools network is a privilege and not a right.

Acceptable Use, Cont.

- Each student and parent/guardian are required to sign the Acceptable Use Policy Agreement form (through [MySchoolBucks](#)) and adhere to the guidelines in order to receive access to the network.
- The use of any network services at ACS must be in support of education and research and in support of educational goals and objectives of Auburn City Schools.



iPad Expectations

- **Screen Savers, backgrounds, and Sounds**
- **Use Microsoft OneDrive to save all your files**
- **Deleting apps**
- **No loaning or borrowing iPads.**
 - If your iPad is in the tech, you will be provided with a loaner iPad.
- **Unauthorized Access**
- **No bypassing the network or hotspots**
- **Social Media, Gaming, Music, etc.**



OneDrive



Responsibilities



- **Charging units**
- **Airdropping files/photos**
- **Transporting iPads**
- **Network Etiquette**
- **Saving files properly**
- **Adhering to Acceptable Use Guidelines**

Unacceptable Conduct

- Using the network for illegal activities.
- Using or possessing hacking software.
- Using another user's account and password, or allowing another user to access your account.
- Using personal hotspots to bypass the network.
- Accessing or exploring online locations or materials that do not support the curriculum or are inappropriate or illegal.

General Information

- AJHS is not a “bring your own device” campus. All students will have an iPad and that is the device all teachers expect to see in their classroom.
- Charging your iPad at home is **KEY!**
- Fix problems as soon as you notice them. Ms. Ferrell, Mr. Brackin, and Mrs. Rainer are all here for you, so don't be afraid to ask for help with your iPad if an issue comes up.

Stay Connected Online

- AJHS Website
- Facebook
 - [Auburn Junior High School](#)
 - [Auburn Junior High School PTO](#)
- Twitter - @AuburnJrHigh
- ACS Instagram - @auburncityedu
- Schoology



MySchoolBucks

- All fees and school-related purchases (except for the 2020-21 yearbook) will be made through MySchoolBucks.
- To create an account:
 - www.myschoolbucks.com
 - Set up account and add your student(s)
 - Direct links to different fees will often be available on the school's website and social media outlets.



An app version is available for iOS and Google devices

PREPARING FOR DAY
ONE OF CLASSES

Sample Schedule

Tells what days
class meets

1st day is a blue day and you will report to your first
block

9
weeks

Days Met	Period/Block	Section	Name	Teacher	Room
QTR1					
BLU, WHI	1	230011.001	Soc Studies	Malone, C	803
BLU, WHI	2	200003.002	Lang Arts	Gardner, T	804
BLU, WHI	3	210003.017	Math 8	Jackson, T	815
BLU	4	240001.011	PE 8B	McDonald, D	PE GYM
WHI	4	283601.002	Audacity 8	Holt, T	112
QTR2					
BLU, WHI	1	230011.001	Soc Studies	Malone, C	803
BLU, WHI	2	200003.002	Lang Arts	Gardner, T	804
BLU, WHI	3	210003.017	Math 8	Jackson, T	815
BLU	4	240001.011	PE 8B	McDonald, D	PE GYM
WHI	4	283601.002	Audacity 8	Holt, T	112
QTR3					
BLU, WHI	1	220003.019	Science	Baker, N	833
BLU, WHI	2	200003.002	Lang Arts	Gardner, T	804
BLU, WHI	3	210003.017	Math 8	Jackson, T	815
BLU	4	240001.011	PE 8B	McDonald, D	PE GYM
WHI	4	283601.002	Audacity 8	Holt, T	112

800
building
100
building

Day One

Please see corresponding room & building numbers

- 800 Building - Room numbers 801-843 they will report to the 800 building drop-off with drone video one
- 9000 Building - Room numbers 9102-9218 they will report to the 9000 building drop-off with drone video two
- 500 Building - Room numbers 501-523
- 300 Building - Room numbers 301-312
- 200 Building - Room numbers 201-211
- 100 Building - Room numbers 110-112



What do you need the first day?

- Face Masks
- Supplies
- Class schedule
- Water Bottle



Created by Milinda Courey
from Noun Project



Created by Izwar Muis
from Noun Project

- Hand Sanitizer
- Lunch if do not wish to eat in lunchroom. All lunch money should be put in My School Bucks

Important Forms/Links

- [Orientation Video](#) (with English and Spanish CC)
- [ACS Parent and Student Handbook](#)
- [AJHS Student Handbook](#)
- [ACS 2020-21 iPad Handbook](#)
- [MySchoolBucks](#) (main website) and [direct link to iPad fee/agreement](#)
- [Schoology](#) (Parent account page)