

AUBURN JUNIOR HIGH SCHOOL
Student Handbook
2017-2018

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 www.auburnschools.org/ajhs

MISSION STATEMENT

The mission of Auburn Junior High School, the linchpin, is to assure success by uniting knowledge with passion through a system distinguished by:

- Recognition that time together impacts our futures
- Purposeful innovation
- Appreciation for diversity
- Compassion, respect, and commitment
- Unlimited possibilities through relevant learning experiences

GENERAL INFORMATION

Administrative Staff: Mr. Ross Reed, Principal
 Ms. Liz Kenemer, Assistant Principal
 Mr. Robert Swinney, Assistant Principal

Counselors: Ms. Patricia Frazier (8th Grade)
 Ms. Sally Pickens (8th/9th Grade Academic)
 Mr. Donnie Payne (9th Grade)

Support Staff: Mr. Marvin Brown, Administrative Assistant
 Ms. Mallory Kincaid, Instructional Coach
 Ms. Sarah Hillyer, Media Specialist

Office Personnel: Ms. Margaret Crocker
 Ms. Angela Neloms
 Ms. Connie Schnuelle

School Colors: Royal Blue and White

School Mascot: Tiger

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

TABLE OF CONTENTS

1	Mission Statement	18	Make-Up Work
3	Academic Honesty	19	Media Center
3	AJHS Regular Bell Schedule	19	Medication and First Aid
4	AJHS Friday Bell Schedule	20	Parent Conferences
4	Attendance	20	Parking/Driving
5	Bus Regulations	20	Phone Usage and Messages
5	Cafeteria Procedures	20	School Safety Plan
6	Computers/Use of Internet	21	Search and Seizure
7	School-Wide Detention	21	Sexual Harassment
7	School-Wide Discipline	21	Statement of Responsibilities
11	Dress Code	21	Supervision of Students
14	Driver's Permit/License	21	Suspension
14	Emergency Procedures	22	Tardies to Class
14	Field Trips	23	Teacher Assault
17	Final Exam Schedule	23	Tigers R
14	Grades	23	Visitors to Campus
18	Instructional Materials	23	Withdrawing from AJHS
18	Lockers	23	Worker's Permit
18	Lost and Found	24	Tigers R Matrix

ACADEMIC HONESTY

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

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

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

- 1st offense= zero on the assignment, student conference
- 2nd offense=zero on the assignment, parent conference
- 3rd offense=zero on the assignment, out of school suspension

AJHS REGULAR BELL SCHEDULE

Mondays through Thursdays

7:20-8:10 a.m.	Zero Period
8:15-9:45 a.m.	First Block
9:50-11:20 a.m.	Second Block
11:25 a.m.-1:25 p.m.	Third Block **Classes will rotate through lunch based on teacher assignments.
1:30-2:00 p.m.	Fourth Block/Advisory
2:05-3:35 p.m.	Fifth Block

IMPORTANT NOTES:

- Students enrolled in a zero period class meet for class from 7:20-8:10am daily. Student who do not arrive for class by 7:20am will receive a tardy for that class.
- Students should not report to AJHS prior to 7:50am unless enrolled in a zero period or under the direct supervision of a designated faculty member.
- 9th grade students report to the cafeteria; 8th grade students report to PE gym after arriving on campus at 7:50am unless they are reporting directly to the AJHS cafeteria and remaining there until dismissal.
- Students are required to leave the school by 3:45 p.m. each day unless they are under the direct supervision of a faculty member for a scheduled extracurricular activity.

AJHS FRIDAY BELL SCHEDULE

7:20-8:10 a.m.	Zero Period
8:15-9:54 a.m.	First Block
9:59-11:38 a.m.	Second Block
11:43 a.m.-1:52 p.m.	Third Block **Classes will rotate through lunch based on teacher assignments.
1:57-3:35 p.m.	Fifth Block

IMPORTANT NOTES:

- Students enrolled in a zero period class meet for class from 7:20-8:10am daily. Student who do not arrive for class by 7:20am will receive a tardy for that class.
- Students should not report to AJHS prior to 7:50am unless enrolled in a zero period or under the direct supervision of a designated faculty member.
- 9th grade students report to the cafeteria; 8th grade students report to PE gym after arriving on campus at 7:50am unless they are reporting directly to the AJHS cafeteria and remaining there until dismissal.
- Students are required to leave the school by 3:45 p.m. each day unless they are under the direct supervision of a faculty member for a scheduled extracurricular activity.

ATTENDANCE

The school will enforce the Alabama Code regarding mandatory school attendance. After five unexcused absences, a referral may be made to the Attendance Ssupervisor and the Early Warning Program will be implemented. If ten unexcused absences are accumulated, parents/guardians may be prosecuted for violation of Section 16-28-16, Code of Alabama.

According to the Auburn City School Board policy, students who have more than five unexcused absences per term may be retained.

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

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

Please refer to the *Auburn City Schools Pupil Progression Plan and Statement of Responsibilities for School Personnel, Parents and Students*.

BUS REGULATIONS

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

CAFETERIA PROCEDURES

Breakfast items may be purchased from 7:50-8:10 a.m. Lunch is prepared daily and usually consists of two choices for the entrée, vegetables, fruit, bread, dessert, and milk. Snacks are also sold to students who have purchased a school lunch or who have brought a lunch from

home. Students with allergies or food restrictions may request meal substitutions if proper documentation is on file in the cafeteria.

Each student is given a lunch account number. Money for these accounts is collected from 7:50-8:10 a.m. in the cafeteria. Checks should be made payable to AJHS CNP and should include the telephone number and student's full name. Money will be accepted during lunchtime only after all other students have been served. Money may also be deposited on-line at www.myschoolbucks.com. Students and parents should monitor the balance of their accounts.

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

Food items are not allowed anywhere on campus except in the cafeteria due to health and sanitation concerns. Food and drinks must remain unopened in a lunch carrier container until the student is in the cafeteria. After breakfast or lunch, food items should either be disposed of or remain in the lunch carrier container. Students cannot have fast-food meals delivered to them on campus. Food items should not be in containers with vendor advertising.

Students report with their classes and respective teachers at the designated lunch wave times and sit at the assigned tables for the duration of their time in the cafeteria. Use of cell phones and other electronic devices is not permitted at student tables.

COMPUTERS/USE OF INTERNET

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

Policies regarding proper and ethical use, network etiquette, and controversial material are specifically listed in the *ACS Parent and Student Handbook* and the AJHS Laptop User Agreement Form and handbook and must be agreed to by students and their parents or guardians in return for the privilege of using the computing resources, software, and communication infrastructure of ACS. These stakeholders agree that violation of these policies could result in the suspension of their privilege of using the ACS computing resources but will

not relieve or waive the responsibility of the students to complete any work assigned by their teachers.

SCHOOL-WIDE DETENTION

School-wide Detention will be held each Tuesday, Wednesday, and Thursday from 3:40 p.m. until 4:25 p.m. in the AJHS cafeteria. Students assigned to detention must serve on the date assigned or become subject to an ISS placement.

1. Students are not allowed in after 3:40 p.m.
2. Students must do academic work while in detention.
3. Students are not allowed to talk, communicate with other students or sleep during detention.
4. There will be no pass out of detention. If a student must leave early for any reason, then credit for attendance will be denied.
5. Any student who causes a disruption in detention will become subject to an ISS placement.

SCHOOL-WIDE DISCIPLINE

Student Conduct

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

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

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

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

Student Guidelines

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

- Tigers R, the AJHS School-wide Positive Behavior Support program, outlines student conduct in key areas on campus. (See the Tigers R section for details.)
- Disrespectful and inappropriate language and actions, disruptive behavior and failure to follow instructions will not be tolerated.
- Non-instructional items such as playing cards and toys should not be brought to school.
- Cell phones and audio and video equipment such as radios, headphones, computer games, electronic equipment, I-pods, etc. should not be used in the classroom unless permission is given by the current classroom teacher for use at a particular time for a specific approved purpose. If a student has these devices at school, he/she should make every effort to keep them secure because the school will not be responsible for them if they are lost or stolen. If they are used in class without the permission of the teacher or in an inappropriate manner, the devices may be taken up and turned into the office for a parent to pick up. Refusal to surrender these items when asked will result in having them kept in the office for a minimum of 10 school days.
- No earbuds should be worn in hallways, common areas or cafeteria.

The following disciplinary action will be taken:

- 1st Offense: Parent/guardian picks up item in the office after school (3:35 p.m.) the day it is taken up by the faculty member
- 2nd Offense: Parent/guardian picks up item in the office after school (3:35 p.m.) the day it is taken up by the faculty member; Student serves two days of school-wide detention
- 3rd Offense: Parent/guardian picks up item in the office after school (3:35 p.m.) the day it is taken up by the faculty member; Student serves three days of In-School Suspension
- 4th Offense: Parent/guardian picks up item in the office after school (3:35 p.m.) at the end of the grading period; Student serves 5 days of In-School Suspension

- 5th Offense: Parent/guardian picks up item in the office after school (3:35 p.m.) at the end of the term; Student serves 5 days In-School Suspension
- Students on school grounds and/or on school buses may not sell items. This includes candy, gum, food, and/or drink.
- Skateboards and scooters must be stored in the school office upon arrival at school to be picked up after school. All bikes must be parked upon arrival in the bike racks provided in front of the school. Students may not ride these items on school grounds.
- Once students arrive on campus, they must not leave campus for any reason unless they are checked out. Students must not walk to any store, across the street, etc. before and/or after school and then return to campus.
- Students may only have water bottles, drink bottles, and food items in the cafeteria. These items may be confiscated/discarded if seen elsewhere.

The administration may use a variety of disciplinary methods including student conferences, parent conferences, detention of the student with a teacher or administrator, In-School Suspension, Out-of-School Suspension, or referral to the Board office.

Students who have been placed in In-School Suspension or given Out-of-School Suspension may be denied field trips, school events, or after-school activities (e.g., dances, performances, practices, athletic events, etc.) during the period of disciplinary action or suspensions.

Bullying

Bullying occurs when one or more students threaten, harass, or intimidate another student through words or actions including direct physical contact such as hitting or shoving, verbal assaults such as teasing or name calling, or socially isolating or manipulating a student: (a) on the school grounds at any time; (b) off school grounds at a school function, activity, or event, or (c) en route to and from school or school-sponsored activity. Physical and verbal bullying will not be tolerated. Any bullying incident should be reported to the AJHS administration promptly. (*Alabama State Code, Act No. 2009-57 Student Harassment Prevention Act*)

Substitute Teachers

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

action by the administration may be taken in addition to any action taken by the teacher. If the substitute teacher refers a student to the office, disciplinary action will be taken as deemed necessary.

Safe and Drug-Free School

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

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

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

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

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

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

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

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

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

- | | |
|--------------------------|---|
| 1 st offense: | 1 day Out-of-School Suspension |
| 2 nd offense: | 2 days Out-of-School Suspension |
| 3 rd offense: | 3 days Out-of-School Suspension; referral to district Disciplinary Review Committee |

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

DRESS CODE

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

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

District-wide Grades K-12 Guidelines

1. Clothing should fit properly: be the correct size for the student' body size and type.
2. Clothing must be in good taste for the age and maturity of the student, safe, and not a distraction to others.
3. Any apparel or appearance that may be distracting in the classroom (as deemed by the school administration) is not permitted.

4. Clothing that displays immoral or illegal behavior is not permitted. Any article of clothing, apparel, jewelry or haircut with words, colors, patterns (ex: bandana) or pictures depicting gangs, gang slogans or symbols, violence, sex, drugs, alcohol, mutilation, or language that could be considered obscene or vulgar will not be permitted.
5. Undergarments must be worn in an appropriate manner and not be visible.
6. Clothing that is not able to provide coverage to undergarments and private body areas at all times and during all activities is not permitted. This includes clothing with rips, tears, or holes that expose underwear or private areas of the body.
7. 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 side, sheer or see-through clothing, etc.)
8. 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.
9. Appropriate shoes must be worn at all times. House shoes, slippers, shoes with cleats, shoes with wheels are not permitted.

Dress Code for Secondary Schools Grades 6-12

The “4 inch Rule”

When a student is standing up straight with arms and hands straight down, the hem of the garment should be no higher than 4 inches from the top of the kneecap around the perimeter of the legs when measured by a ruler.

Tops

1. Tops must have shoulder sleeves that have a minimum two inches width shoulder strap; this includes t-shirts.
2. Tops that reveal the body in an inappropriate manner are not permitted. This includes but is not limited to midriffs, bare at the sides, sundresses, “spaghetti strap” type tops, Racer backs, off-the-shoulder tops, low-cut front or low-cut tops, tops that show cleavage, sheer or see-through clothing, etc.
3. T-shirts that extend below four inches from the top of the kneecap must be tucked in.
4. Men’s style undershirts are not permitted to be worn unless concealed under an acceptable shirt/top garment.

Headgear

1. Students may not wear hats or head coverings in school buildings or on school premises. This includes, but is not limited to bandanas, athletic headbands, headscarves/hairwraps, and other forms of headgear or hair covering.
 - a. Exceptions include:
 - i. Headgear used as part of a uniform, such as the JROTC cap, band uniform hats, and athletic headgear worn with a uniform on the playing and practice fields.
 - ii. Religious purposes, which have been approved prior to wearing.
 - iii. During extreme cold weather, students will be allowed to wear toboggans outdoors on campus.

Pants, Skirts, Dresses, and Shorts

1. Pants must be worn at the waist level.
2. Pants that are too tight or allow for exposure of undergarments are not permitted.
3. Baggy, overly loose fitting pants must be worn with a belt. No saggy pants are allowed.
4. Pants or jeans may only have holes at the knee or below. Pants or jeans that have holes above the knee are not allowed, even if there is material beneath the hole.
5. Students may not wear pajamas or loungewear.
6. The length of skirts, dresses, and shorts (front and back) must be deemed appropriate and must conform to the "4-inch rule". No slits or leg openings can be higher than four inches above the top of then kneecap.
7. Skirts, dresses, and shorts must conform to the "4-inch rule" regardless of whether they are worn with tights, panty hose, or bare legs.
8. Skirts, dresses, and shorts must be appropriate whether the student is standing or sitting.
9. 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.
10. Shorts must conform to the "4-inch rule". Nylon type spandex shorts (ex: bike shorts) are not permitted.

Students in violation of the dress code will be required to change immediately. If this requires a student to checkout, the absence will be marked as unexcused. Please note the specific consequences for dress code violations:

- 1st offense: Student calls home and parents bring a change of clothing; student remains in In-School Suspension until the student changes clothing
- 2nd offense: Student calls home and parents bring a change of clothing; student remains in In-School Suspension until student changes clothing; 2 days of school-wide detention is assigned and served

- 3rd offense and subsequent offenses: Student calls home and parents bring a change of clothing; student remains in In-School Suspension until student changes clothing; 3 days of In-School Suspension are assigned and served

DRIVER'S PERMIT/LICENSE: PROOF OF ENROLLMENT

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

EMERGENCY PROCEDURES

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

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

See "School Safety Plan" regarding safety drills.

FIELD TRIPS

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

GRADES

Students will receive a report card every nine weeks.

Because of our academic focus, students will be assigned a reasonable amount of homework daily. Students are expected to approach homework seriously, and parents should emphasize its importance and check student progress at any time via the parent portal of INOW.

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

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

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

8th Grade:

1. All 8th grade classes will post grades every quarter.
 - Final grades for year-long classes are determined by averaging the 4 quarter grades. (English, May 8)
 - Final grades for semester classes are running averages but still posted each quarter. (History, Science)
 - Final grades for alternating day classes are determined by averaging the 4 quarter grades. (PE, Electives)
2. Credit-bearing 8th grade classes will award ½ credit in December and May. (One credit total; 8th grade Algebra and Foreign Language)

9th Grade:

1. 9th grade classes that meet every day will post grades every quarter. This is a running average. One credit will be awarded either in December or May. (History, Biology, Math, Electives)
2. 9th grade semester classes that alternate (Blue or White day) will post grades every quarter. ½ credit will be awarded in December and May (½ credit total)(Electives)
3. 9th grade year-long alternating day classes (Blue or White day) will post grades every quarter. This is a running average per semester. ½ credit will be awarded in December and May. (One credit total)(English, Electives)
4. 9th grade Career Preparedness alternating day classes will post grades every quarter. Credit will be awarded in May. (One credit total)

Nine Weeks Grading Periods:

Grading Period	Begin Date	End Date	# of Days
1 st	August 9	October 11	45 Days
2 nd	October 12	December 20	45 Days
3 rd	January 8	March 9	44 Days
4 th	March 19	May 22	46 Days

Mid-term Progress Reports:

Mid-term progress reports will be sent home during the following dates unless unforeseen circumstances occur:

Week of September 11, 2017
Week of November 13, 2017

Week of February 5, 2018
Week of April 23, 2018

Report Card Dates:

Report Cards will be sent home on the following specified dates unless unforeseen circumstances occur for Grades K-12:

1st Nine Weeks: Week of October 16, 2017 3rd Nine Weeks: Week of March 26, 2018
2nd Nine Weeks: Week of January 8, 2018 4th Nine Weeks: by Thursday, June 7, 2018

Parent Conference Day:

Friday, October 20, 2017

Final Exams:

Final exams will be administered in all courses at the conclusion of the Fall and Spring semesters. Attendance during these exam days is mandatory. Students will be dismissed at 12:35pm on the last two exam days.

FALL SEMESTER

FRIDAY, DECEMBER 15 (BLUE)	MONDAY, DECEMBER 18 (WHITE)	TUESDAY, DECEMBER 19 (BLUE)	WEDNESDAY, DECEMBER 20 (WHITE)
0 PERIOD – CLASS	0 PERIOD – CLASS	0 PERIOD – EXAM	0 PERIOD – EXAM
1 ST BLOCK – CLASS	1 ST BLOCK WHITE ALTERNATING DAY EXAM	1 ST BLOCK EXAM AND 1 ST BLOCK ALTERNATING BLUEE DAY EXAM 8:15-9:55	3 RD BLOCK EXAM AND 3 RD BLOCK ALTERNATING WHITE DAY EXAM 8:15-9:55
2 ND BLOCK – CLASS	2 ND BLOCK WHITE ALTERNATING DAY EXAM	STUDENTS REPORT TO 2 ND BLOCK BRUNCH 10:00 – 10:50	STUDENTS REPORT TO 5 TH BLOCK BRUNCH 10:00 – 10:50
3 RD BLOCK – BLUE ALTERNATING DAY EXAM	3 RD BLOCK - CLASS	2 nd BLOCK EXAM AND 2 ND BLOCK ALTERNATING BLUE DAY EXAM 10:55 – 12:35	5 TH BLOCK EXAM AND 5 TH BLOCK ALTERNATING WHITE DAY EXAM 10:55 – 12:35
5 TH BLOCK – BLUE ALTERNATING DAY EXAM	5 TH BLOCK - CLASS		

SPRING SEMESTER

THURSDAY, MAY 17 (BLUE)	FRIDAY, MAY 18 (WHITE)	MONDAY, MAY 21 (BLUE)	TUESDAY, MAY 22 (WHITE)
0 PERIOD – CLASS	0 PERIOD – CLASS	0 PERIOD – EXAM	0 PERIOD – EXAM
1 ST BLOCK – CLASS	1 ST BLOCK WHITE ALTERNATING DAY EXAM	1 ST BLOCK EXAM AND 1 ST BLOCK ALTERNATING BLUEE DAY EXAM 8:15-9:55	3 RD BLOCK EXAM AND 3 RD BLOCK ALTERNATING WHITE DAY EXAM 8:15-9:55
2 ND BLOCK – CLASS	2 ND BLOCK WHITE ALTERNATING DAY EXAM	STUDENTS REPORT TO 2 ND BLOCK BRUNCH 10:00 – 10:50	STUDENTS REPORT TO 5 TH BLOCK BRUNCH 10:00 – 10:50
3 RD BLOCK – BLUE ALTERNATING DAY EXAM	3 RD BLOCK - CLASS	2 nd BLOCK EXAM AND 2 ND BLOCK ALTERNATING BLUE DAY EXAM 10:55 – 12:35	5 TH BLOCK EXAM AND 5 TH BLOCK ALTERNATING WHITE DAY EXAM 10:55 – 12:35
5 TH BLOCK – BLUE ALTERNATING DAY EXAM	5 TH BLOCK - CLASS		

INSTRUCTIONAL MATERIALS

A student who fails or refuses to pay for lost or damaged school property, including textbooks, library books, laptops, etc. may not be issued any additional textbooks, library books or media materials until restitution is made. Appropriate restitution for a lost book is determined by the district board policy. School personnel will assess an appropriate charge for damaged books. Written notice will be sent to parents/guardians when a student needs to make restitution for lost or damaged books or materials. All laptops, bags and chargers must be turned in before spring final exams can be administered.

LOCKERS

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

LOST AND FOUND

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

MAKE-UP WORK

Students are expected to make up work for absences. It is the student's responsibility to make contact with all teachers to initiate all make-up work. The contact should be made the first day the student returns to class. The student will be given five days to make up the missed work. Work may be requested through the school office before 9:00 a.m. on the second day of an absence. Work can be picked up in the school office between 2:40-3:40 pm that day.

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

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

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

MEDIA CENTER

The media center is open daily from 7:45 a.m. – 3:45 p.m. and has books and magazines for completion of school assignments and for leisure reading. The media specialist will assist students in locating materials needed. Students must have a pass from a faculty member to visit the media center.

MEDICATION AND FIRST AID

Whenever possible, an alternative schedule for distributing medicine outside of school hours should be arranged. Parents/guardians must become familiar with the Auburn City Schools policy on medication in the *Auburn City Schools Pupil Progression Plan* available at http://www.auburnschools.org/PDFs/PPP_SOR.pdf. In accordance with the Auburn City Schools policy on medication at school, the following procedure must be followed for both prescription and over-the-counter medications:

1. Parents/guardians must bring the correctly-completed School Medication Prescriber/Parent Authorization Form (page 76 of the *ACS PPP*) and the appropriately-packaged prescription or over-the-counter medication to the school. Students should not carry medications to and from school.
2. Students may not have prescription medications or over-the-counter medications in their possession. The only exceptions are inhalers and Epi pens, which may be carried by the student as long as the proper forms are on record in the office.
3. All medications will be administered in the office or the parent may come and administer medication to the child.
4. School personnel will not administer any medication unless this policy has been followed. There are no exceptions to this policy.

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

PARENT CONFERENCES

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

PARKING/DRIVING

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

PHONE USAGE AND MESSAGES

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

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

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

SCHOOL SAFETY PLAN

Auburn Junior High School has a school safety plan that addresses safety procedures and responsibilities for incidents such as, but not limited to intruders, weather, locked doors, evacuations, and fire. Drills for such situations are held on a regular basis.

SEARCH AND SEIZURE

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

SEXUAL HARASSMENT

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

STATEMENT OF RESPONSIBILITIES

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

SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL

Due to faculty work hours, the school cannot assume responsibility for students who arrive at school before 7:50 a.m. or remain after 3:45 p.m. unless they are involved in scheduled school activities or are detained because of misconduct.

Students who are enrolled in zero period classes should arrive no earlier than 7:10 a.m. and should report directly to their classrooms.

SUSPENSION

A student may temporarily be denied attendance in regular classes for disciplinary purposes. Parents/guardians will be notified of ISS placement as soon as possible. A student assigned to In-School Suspension (ISS) will continue to come to school and receive credit for completed

assigned work; however, he/she will be isolated from the school's student population. While in ISS, a student may not attend or participate in school activities. All work assigned to a student in ISS must be completed by 3:35 p.m. on the last day of the placement. Students who do not observe these rules will receive additional days in ISS or may be given Out-of-School Suspension (OSS) until they can come back to school to serve their originally assigned ISS days.

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

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

TARDIES TO CLASS

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

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

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

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

TEACHER ASSAULT

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

TIGERS R

Auburn Junior High Students are expected to display Respectful, Responsible, and Ready behavior at all times as outlined on the Tigers R matrix. (See matrix on page 24)

VISITORS TO CAMPUS

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

WITHDRAWING FROM AJHS

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

WORKER'S PERMIT

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

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

AJHS TIGERS R 2017-2018

	Classroom	Restroom	Dismissal Areas	Morning Stations	Passing Periods (hallways, courtyards, etc.)	Cafeteria	Technology
Respectful	<ol style="list-style-type: none"> 1. Listen to all adults. 2. Be considerate of classmates. 3. Use polite/appropriate language. 	<ol style="list-style-type: none"> 1. Take care of school property. 2. Knock on stall door before entering. 3. Respect privacy of others. 	<ol style="list-style-type: none"> 1. Listen to all adults. 2. Keep hands/feet and belongings to yourself. 3. Maintain order during loading and unloading. 	<ol style="list-style-type: none"> 1. Listen to all adults. 2. Take care of school property and equipment. 3. Keep hands/feet to yourself. 	<ol style="list-style-type: none"> 1. Listen to all adults. 2. Walk at all times. 3. Keep hands/feet to yourself. 	<ol style="list-style-type: none"> 1. Listen to all adults. 2. Stay in line. 3. Be polite/respectful to cafeteria staff. 	<ol style="list-style-type: none"> 1. Read and abide by the Internet Usage Agreement and Laptop User Agreement. 2. Demonstrate maturity when using technology equipment. 3. Recognize that access to this equipment is a privilege and can be limited if you do not make wise decisions. 4. Use this equipment as/when directed by your teachers.
Responsible	<ol style="list-style-type: none"> 1. Bring all materials to class. 2. Keep your area clean. 3. Keep up with assignments and due dates. 4. Follow acceptable use policy for all technology. 	<ol style="list-style-type: none"> 1. Flush toilet after each use. 2. Place all disposable items in trash cans. 3. Use your inside voice. 	<ol style="list-style-type: none"> 1. Stand behind line until bus/vehicle stops. 2. Keep up with your belongings. 	<ol style="list-style-type: none"> 1. Use your inside voice. 2. Stay seated in assigned areas. 3. Keep up with your belongings. 	<ol style="list-style-type: none"> 1. Walk on the right side of the hallway. 2. Use your inside voice. 3. Keep lockers locked. 4. Do not use cell phones, laptops, or other electronic equipment in the hallways/passing areas. 	<ol style="list-style-type: none"> 1. Sit at assigned table. 2. Use your inside voice. 3. Do not use cell phones, laptops or other electronic equipment. 4. Clean your table area. 5. Use designated trash can for your class. 	<ol style="list-style-type: none"> 1. Follow Internet Usage Agreement and Laptop User Agreement. 2. Transport laptop and battery charger in approved containers when not in use. 3. Avoid placing laptop in locations where damage may occur. 4. Maintain confidentiality of user name and password information. 5. Keep up with laptop style pen and battery charger parts. 6. Use this equipment as/when directed by your teachers. 7. Do not use cell phones, headphones, laptops or other electronic equipment in common areas (cafeteria, hallways, passing areas, etc.).
Ready	<ol style="list-style-type: none"> 1. Be on time. 2. Be prepared for class to begin. 3. Move quickly to seat. 	<ol style="list-style-type: none"> 1. Return quickly to class. 2. Use restroom closest to your class. 	<ol style="list-style-type: none"> 1. Move quickly to designated area. 	<ol style="list-style-type: none"> 1. Move directly to your station. 2. Turn off and stow away all electronic devices for remainder of school day. 3. Move quickly to class when dismissed by teacher. 	<ol style="list-style-type: none"> 1. Be on time to class. 2. Know your locker combination. 3. Keep moving to next class. 	<ol style="list-style-type: none"> 1. Enter/exit in an orderly manner. 2. Remember your account code. 3. Keep accounts updated. 	<ol style="list-style-type: none"> 1. Bring laptop and related materials to class as directed by teachers. 2. Charge your laptop every night so that it will be ready for the next school day. 3. Maintain an organized electronic filing system to help you be ready for class instruction and review content materials.