



## **Student Handbook 2021-2022**

332 East Samford Avenue  
Auburn, AL 36830  
Phone: 334-887-1960  
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Website: <https://www.auburnschools.org/ess>

### **MISSION STATEMENT**

The mission of East Samford School, the compass for guiding students through personal discovery in academic and social pursuits, is to guarantee that each student is empowered to explore their passions, enhance 21<sup>st</sup> century skills, and develop independence through a vital system distinguished by:

- Safe and nurturing environments
- Rigorous academic challenges that are incorporated into innovative and diverse learning experiences
- Engaged stakeholders who are invested in the social development and educational process
- Inspired learners who are globally, socially, and emotionally accountable
- A culture that values and develops digital literacy and prepares students to be responsible digital citizens

### **Administrative Team**

Dr. Duriel Barlow, Principal

Mrs. Lisa Jones, Assistant Principal

Mrs. Cindy Bishop, Counselor (A-K)

Mrs. Laura Lowe, Counselor (L-Z)

Mrs. Lania Harrison, Secretary

Mrs. Kristine McClary, School Nurse

Ms. Angie Tillis, Registrar

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:10am-8:15am</b>	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
<b>8:18am-9:15am</b>	A(1)	B(2)	C(3)	D(6)	E(7)
<b>9:18am-10:15am</b>	B(2)	C(3)	D(6)	E(7)	A(1)
<b>10:18am-11:15am</b>	C(3)	D(6)	E(7)	A(1)	B(2)
<b>11:18am-12:54pm</b>	Static/ Lunch(4)	Static/ Lunch(4)	Static/ Lunch(4)	Static/ Lunch(4)	Static/ Lunch(4)
<b>12:57pm- 1:30pm</b>	Advisory/I.E. (5)	Advisory/I.E. (5)	Advisory/I.E. (5)	Advisory/I.E. (5)	Advisory/I.E. (5)
<b>1:33pm-2:30pm</b>	D(6)	E(7)	A(1)	B(2)	C(3)
<b>2:33pm-3:30pm</b>	E(7)	A(1)	B(2)	C(3)	D(6)

# East Samford School Bell Schedule

## **Students are required to read and observe the rules and policies outlined in this handbook and in the Auburn City Schools Parent and Student Handbook.**

### **ABSENCES**

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

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

Alabama state law requires us to have this verification. In order to receive credit toward promotion, a student shall not have more than 10 unexcused absences per year in any class.

If a student is ill and must be absent from school for 3 days or more, you may contact teachers concerning pick-up or email of any available make-up work. When a student returns to school from an absence, it is the student's responsibility to make-up any required work.

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

### **ARRIVAL & DISMISSAL SCHEDULE**

Due to faculty work hours, the school cannot assume responsibility for students who arrive at school before 7:40 a.m. or remain after 3:45 p.m. unless they are involved in scheduled school-sponsored activities.

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. Please be on time to pick up your student from after-school activities. Our teachers have many after-school obligations.

### **BADGES**

All faculty, student and students will be issued an East Samford School identification badge and lanyard. Students and staff will be required to properly wear this form of identification around their neck throughout the entire day. Badges will be checked every morning during homeroom.

Students may only remove their identification badge during PE. If they choose to remove during PE, they will need to properly secure it. Damaged, lost, or badges that have been altered in any way, will result in students having to purchase a new badge.

Replacements costs: Entire badge set- \$5; ID Card- \$3; Lanyard- \$2; Plastic Cover- \$1.

Disciplinary consequences for students not having their identification badge are as follows:

1st Offense – warning and temporary badge issued

2nd Offense – student serves one (1) day of silent lunch

3rd Offense – student serves two (2) days of silent lunch and administrative conference

4th Offense – student serves one (1) day in after-school detention

5th Offense and subsequent offenses – student serves 2 days of after-school detention up to ISS Placement.

### **Bullying and Harassment**

Bullying is the act of one or more individuals intimidating, threatening, ridiculing, humiliating, frightening or causing increased anxiety to one or more individuals through verbal, written, electronic or physical interactions or behaviors. Bullying or any form of harassment will not be tolerated at East Samford School or any school-related events (Alabama State Code). If a student is bullied or harassed, they should report the incident to an administrator. Students should fill out a Bullying and Harassment Form, which can be found in the main office and on the school website and return it to an administrator. An investigation will take place promptly and a determination of any disciplinary action will be made.

### **Bus Regulations**

Riding a bus is a privilege which will 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 school rules will receive progressive discipline. See the ACS handbook for more information.

### **CAFETERIA EXPECTATIONS**

1. All students must report to the cafeteria and remain in the cafeteria during their assigned lunch wave.
2. Students should go to the end of the serving line upon entering the cafeteria.
3. Students must talk in a normal tone of voice. Shouting or yelling will not be accepted.
4. Students should not rap/beat on the cafeteria tables/seats.
5. Due to federal guidelines, students are not allowed to have food/drink brought to them at school from any fast food or regular restaurant.
6. Students will be allowed to charge up to two lunch and breakfast meals. When this limit is reached, students will be given an alternate meal until charges are paid in full.
7. All cafeteria debt must be cleared by the first week of May.

Breakfast items may be purchased from 7:50-8:10 am. 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.

### **CANDY, GUM AND PERSONAL ITEMS**

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

### **CARE OF SCHOOL PROPERTY**

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

### **CHECK-OUT PROCEDURE**

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

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

Check-outs: 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 until 11:50a.m. in order to be counted as present and/or to attend any after school activities that day.

### **CITIZENSHIP**

Good citizenship qualities are learned first in the home. Parents/guardians are their children's first teachers. Just as the home and the school are partners, good grades and good behavior are partners. A good citizen is respectful of other people and their property; follow school rules; display good character; and give back to the school community.

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

### **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 iPad User Agreement Form and handbook and must be agreed to by students and their parents or guardians in return for the privilege of using the computing resources, software, and communication infrastructure of ACS.

## PARENT CONFERENCES

It is our belief that parent-teacher conferences are an essential part of the student's educational program. Anytime you desire a conference with your child's teacher, please schedule an appointment time by calling the school secretary at 887-1960. Teachers must have advanced 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.

## 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 East Samford students will be allowed to attend the school dances.
3. Any student that is currently under suspension, assigned in-school suspension, or does not have any discipline points will not be allowed to attend that dance.
4. All students must be off campus no later than FIFTEEN MINUTES after the conclusion of the dance.
5. The school dances are school-sponsored activities; therefore, all rules and regulations (including dress code) will apply.

## DISCIPLINE

### **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 = Assigned an additional detention and parent is contacted.
- Missed 2 detentions= Parent conference and ISS assigned

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

### **FIGHTING**

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

### **IN-SCHOOL SUSPENSION (ISS)**

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

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

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

### **SUSPENSIONS**

Students suspended must not return to any ACS 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.

## DISCIPLINE POINTS

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

**Team Detention-** 10 points per assignment

**School-wide Detention-** 15 points per day

**In-school suspension-** 70 points per placement

**Bus suspension-** 25 points per suspension

**Suspension (Out-of-School)-** 25 points per day

**Alternative School Placement-** 100 points per semester

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

## DRESS CODE

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 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 receive progressive discipline and will be expected to get back into dress code while on campus.

Updated 7.1.2021 (An updated handbook will also be available on the ESS website and students' iPad)

Please refer to the [Auburn City Schools Parent and Student Handbook for the district's policy concerning dress code on pg. 22.](#)

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. For secondary schools, additional consequences could include detention, In-School Suspension, or Out-of-School Suspension if violations become chronic.

#### **ELECTRONIC COMMUNICATION DEVICES**

In order to support and expand 21<sup>st</sup> century instructional strategies in the classroom, use of electronic devices (i.e. cell phones, tablets, E-book readers, wearable technology, etc.) may be allowed at each classroom teacher's discretion. However, all electronic devices must be turned off and secured in their backpacks until permission is given by the individual teacher. If they are actively using these devices in class without the permission of the teacher or in an inappropriate manner, the devices will be confiscated and turned into the office for a parent to pick up.

#### **The following disciplinary action will be taken:**

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

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

3<sup>rd</sup> Offense: Confiscated equipment kept for remainder of nine weeks, then returned to parent.

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

#### **EMERGENCY NUMBERS**

In the office, we must have a record of parent telephone numbers and the telephone numbers of two local individuals who can be contacted in case of an emergency. Please contact the school as soon as possible to report any changes to student/parent information.

#### **EMERGENCY PROCEDURES**

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

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

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

#### **FIELD TRIPS**

A permission slip will be required prior to each field trip. The permission slip must be returned to school PRIOR to the field trip. Misbehavior on a field trip may result in denial of future participation in such activities. Due to required pre-payment to venues, some fieldtrips may be non-refundable.

#### **HOMEWORK/CLASSWORK**

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

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

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

### LOST & FOUND

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

### LUNCH PROGRAM

At the beginning of school, each student will be assigned an account and a PIN number. The funds in this account may be used to purchase a meal or extra items in the cafeteria. Students will need to put money in their account before school.

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

1. Personal Check must have student's first and last name and phone number written on the check;
2. Cash in a sealed envelope with the student's name and the amount enclosed on the outside of the envelope.
3. You may also check accounts and pay on-line at: <https://www.myschoolbucks.com>

The price of our daily student lunch is **\$2.75** and **\$1.50** for breakfast. The cost of visitor lunches is **\$3.50**.

Free or reduced-priced lunch applications will be in the school folder distributed the first week of school. The application must be completely filled out and returned to school. All students who were eligible for free or reduced-price lunches last year in this system will continue receiving free or reduced-price lunches for a limited time until the new forms are processed.

### MEDICATION

Students needing to take over-the-counter or prescription medication during the school day must follow the guidelines outlined in the [Auburn City Schools Parent and Student Handbook](#) and turn in any necessary forms. Students may not be in possession of unauthorized medications during the school day.

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

### MIDTERM PROGRESS REPORTS/ NINE WEEKS REPORT CARDS

Final grades will be posted every nine (9) weeks with a progress report scheduled midway in the quarter. Parents may also review their student(s) grades via INOW with the pin number received in the mail. Dates will be available on the ESS website.

### SCHOOL PICTURES

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

### TARDIES

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

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

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

### TELEPHONE

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

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

### TEXTBOOKS

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

### **TRANSPORTATION**

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

### **VISITORS**

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

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

### **WITHDRAWAL**

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

### **RULES**

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

### **NONDISCRIMINATION POLICY**

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