

**AUBURN JUNIOR HIGH SCHOOL**  
**Student Handbook**  
**2020-2021**

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**MISSION STATEMENT**

The mission of Auburn Junior High School, the compass towards excellence, is to ensure each student navigates the future with curiosity, knowledge, and passion through a system distinguished by:

- **Guided opportunities**
- **Respectful relationships**
- **Openness to diversity**
- **Worthwhile innovation**
- **Technology – infused instruction**
- **Healthy, *compassionate* community**

## **GENERAL INFORMATION**

Administrative Staff:	Mr. Ross Reed, Principal Mrs. Liz Kenemer, Assistant Principal (A – F) Mrs. Mallory Kincaid, Assistant Principal (G – N) Mr. Chris Daniel, Assistant Principal (O – Z)
Counselors:	Mrs. Crystal Pritchett (A – F) Ms. Grace Christian (G – N) Mr. Donnie Payne (O – Z)
Office Personnel:	Mrs. Betty Jo Phillips Ms. Angela Neloms Mrs. Kerri Byrd
School Colors:	Royal Blue and White
School Mascot:	Tiger

## **EQUAL EDUCATION OPPORTUNITIES**

It is the policy of the Auburn City School's Board of Education that no person in this district shall, on the basis of race, color, disability, creed, religion, sex, age, or national origin be denied the benefits of, or be subject to discrimination in, any education program or activity and provides equal access to the Boy Scouts and other designated youth groups. This includes all career and technical education opportunities. This includes employment, retention, and promotion.

## TABLE OF CONTENTS

1	Mission Statement	16	Make-Up Work
3	Academic Honesty	16	Media Center
4	AJHS Regular Bell Schedule	16	Medication and First Aid
4	AJHS Activity Bell Schedule	17	Parent Conferences
5	Attendance	17	Parking/Driving
5	Bus Regulations	17	Phone Usage and Messages
5	Cafeteria Procedures	17	School Safety Plan
6	Computers/Use of Internet	17	Search and Seizure
6	School-Wide Detention	18	Sexual Harassment
7	School-Wide Discipline	18	Statement of Responsibilities
10	Dress Code	18	Student Identification Badges
12	Driver's Permit/License	18	Supervision of Students
12	Emergency Procedures	18	Suspension
12	Field Trips	19	Tardies to Class
12	Final Exam Schedule	19	Teacher Assault
14	Grades	19	Tigers R
15	Instructional Materials	20	Visitors to Campus
15	Lockers	20	Withdrawing from AJHS
15	Lost and Found	20	Worker's Permit
		21	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.

1<sup>st</sup> offense= zero on the assignment, student conference

2<sup>nd</sup> offense=zero on the assignment, parent conference

3<sup>rd</sup> offense=zero on the assignment, out of school suspension

## AJHS BELL SCHEDULES 2020 - 2021

<u>Regular Bell Schedule (Daily)</u>		
Zero Period	7:20-8:10 a.m.	50 minutes
1st Block	8:15*-9:45 a.m.	90 minutes
2nd Block	9:50-11:20 a.m.	90 minutes
3rd Block	11:25 a.m.-1:25 p.m.	120 minutes (w/lunch)
4th Block	1:30-3:00 p.m.	90 minutes
5 <sup>th</sup> Block	3:05-3:35 p.m.	30 minutes

\*Pledge of Allegiance, Moment of Silence, Attendance Check, Dress Code Check

<u>Activity Bell Schedule (Designated Dates Only)</u>		
Zero Period	7:20-8:10 a.m.	50 minutes
1 <sup>st</sup> Block	8:15*-9:35 a.m.	80 minutes
2 <sup>nd</sup> Block	9:40-11:00 a.m.	80 minutes
3 <sup>rd</sup> Block	11:05 a.m.-1:05 p.m.	120 minutes (w/lunch)
4 <sup>th</sup> Block	1:10-2:30 p.m.	80 minutes
Activity	2:35-3:20 p.m.	45 minutes
Return directly back to 4 <sup>th</sup> Block	3:20-3:35 p.m.	Approx. 10-15 minutes

\*Pledge of Allegiance, Moment of Silence, Attendance Check, Dress Code Check

In the event of testing dates or other special events that impact the bell schedule for the entire campus, unique bell schedules will be created to accommodate.

### IMPORTANT NOTES:

- Students enrolled in a zero period class meet for class from 7:20 – 8:10a.m. daily. Student who do not arrive for class by 7:20 a.m. will receive a tardy for that class.
- Students should not report to AJHS prior to 7:50a.m. unless enrolled in a zero period or under the direct supervision of a designated faculty member.
- 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.
- Upon arrival, students should report directly to their 1<sup>st</sup> block class unless they are going to the cafeteria for breakfast.

## ATTENDANCE

The school will enforce the Alabama Code regarding mandatory school attendance. After five unexcused absences, a referral may be made to the Attendance Supervisor 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 until 11:50a.m. 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.
  - Students will not be excused from school if parents choose to quarantine them. However, students who are required to legally quarantine, of course will receive an excused absence.
  - Fear is not an excused absence.
- Tardies to school – it is the responsibility of the parents and the student for the student to arrive on time. Oversleeping, car trouble, missed the bus, etc. is not a legitimate excuse for tardiness. The student arriving after 8:30, 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. The person checking the student out must present a photo ID and they must be on the student's checkout list.

### **Zero Period Attendance**

Some of our students have a Zero Period class (7:20 a.m. – 8:10 a.m.). Students who are tardy to Zero Period will be held to the same policy for tardiness to class during the regular school day. If a student accumulates five (5) unexcused absences in a semester, then that student will be removed from their Zero Period class.

Please refer to the *Auburn City Schools Parent and Student Handbook 2020 – 2021*

## **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 Parent and Student Handbook 2020 - 2021*. This includes being suspended from the bus for a specified time to being removed for the remainder of the year. All students are required to wear a facemask while they are on the bus and remain in their assigned seat for the duration of the route.

## **CAFETERIA PROCEDURES**

Breakfast items may be purchased from 7:50-8:10 a.m. Lunch is prepared daily and usually consists of sack or boxed lunches. 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. Students will be eating lunch in their classrooms.

Each student is given a lunch account number and student IDs will be required in order to make any purchase. Students will swipe their ID to ensure a touchless process. Money will be accepted during lunchtime; however, no change will be made. All money will be deposited into the student's account. Money must be deposited on-line at [www.myschoolbucks.com](http://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.

Students cannot have fast-food/restaurant meals delivered to them on campus. Food items should not be in containers with vendor advertising.

### **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 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. 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. Students, and their parents, may be subject to monetary restitution for damages, whether intentional or accidental, to their Auburn City School's issued iPad based on the ACS iPad Handbook. Only ACS issued iPads are allowed on campus. No personal computer devices (iPads, laptops, Macs, etc.) will be allowed on campus.

### **SCHOOL-WIDE DETENTION**

School-wide Detention will be held each Tuesday, Wednesday, and Thursday from 3:45 p.m. until 4:15 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 3:45 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:

- Students are required to wear a facemask/covering while on campus or ACS school bus. Facemasks/coverings must cover the nose and mouth (N95, buffs/gaiters, scarves, etc.) and must be school appropriate. Any facemask/covering must meet student dress code regulations.
- 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.
- Students on school grounds and/or on school buses may not sell items. This includes candy, gum, food, and/or drink.
- Skateboards and scooters are not allowed on campus. All bikes must be parked upon arrival in the bike racks provided near the auditorium for 9<sup>th</sup> grade students. 8<sup>th</sup> grade students may park their bikes outside the 800 building. 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.
- No earbuds should be worn in hallways, common areas, or cafeteria.

## **Student Disciplinary Consequences**

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*)

## **Cell Phones and Digital Devices**

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. Students who use their cell phones, iPad, or any other device to record audio, video, or photos that portrays other students or faculty members in a negative manner is not allowed resulting in confiscation of the device with potential disciplinary consequences.

The following disciplinary action will be taken when the device is collected:

- 1<sup>st</sup> 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
- 2<sup>nd</sup> 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
- 3<sup>rd</sup> Offense: Parent/guardian picks up item in the office after school (3:35 p.m.) the day after it is taken up by the faculty member; Student serves one day of In-School Suspension
- 4<sup>th</sup> and Subsequent Offense: Parent/guardian picks up item in the office after school (3:35 p.m.) at the end of the grading period; Student serves 3 days of In-School Suspension
- The administration may use other disciplinary means depending on the severity of events in which a cell phone or iPad was used to record, transmit, etc. an event.

## **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, vape, and related paraphernalia) at school or school-sponsored events will result in an immediate suspension from school.

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

**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.

**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.

## **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.

## **DISTANCE LEARNING AT AUBURN JUNIOR HIGH SCHOOL**

**Due to the impact of our community, state, and nation by the COVID – 19 Pandemic, Auburn Junior High School has developed the following Distance Learning Plan (DLP).**

**All Auburn Junior High Schools students will be issued an Auburn City Schools iPad for the 2020 – 2021 school year. This is a tool that will be used often in your child’s classes**

### **Instruction and Remote Learning Details**

- Parents and students may encounter three learning opportunities over the course of the next school year.
  - Traditional Learning- students are expected to report to the AJHS campus daily to receive face-to-face instruction as they have in the past. Even 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 and pencil test. Parents will need to indicate Traditional Learning on Parent Intent Survey sent by Auburn City Schools.
  - Remote Learning- students will use a learning platform that is all virtual, with no face-to-face interaction. All assignments will be completed online. Students that participate in Remote Learning will be issued a school iPad.
  - A situation that may arise for students that choose the Traditional Learning is Blended Learning. This may occur if a student is quarantined, becomes ill, has to have surgery, injured, etc. and there is an anticipated return date. They will continue their assignments and instruction with their classroom teacher, participate in WebEx meetings with their teachers, and be expected to turn in all missed 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 on the with Blended Learning.
- Students enrolled in Remote Learning will participate in a state purchased curriculum utilizing ACCESS and the Schoology platform where applicable.
- Remote Learning students may choose to enter the Remote Learning platform at any time, but may not return to face-to-face (Traditional school) until January 2021 or the following school year.
- Remote Learning will be rigorous, require daily participation during school hours, and daily student/teacher interaction through WebEx, where applicable. Students should be prepared to begin school daily at 8:15 and follow typical school day schedule.
- Remote Learning students will not be participating in identical learning activities that quarantined students are doing. Distance students (quarantined students) will be working with their classroom teacher, who will be continuing the classroom learning during quarantine/absence. Once a student is able to return to the traditional classroom they will continue learning on the traditional model.

## **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 or Out of 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, mesh, 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 four (4) inches from the top of the kneecap and around the perimeter of the legs when measured by a ruler.

## **Tops**

1. Tops must have shoulder sleeves that have a minimum two (2) 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 (4) 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, caps, or head coverings in school buildings or on school premises. This includes, but is not limited to bandanas, athletic headbands, headscarves/hair wraps, and other forms of headgear or hair covering.
  - a. Exceptions include:
    - i. Face masks, buffs, or other types of coverings used to protect an individual’s mouth and nose.
    - ii. 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 are allowed.
    - iii. Religious purposes, which have been approved prior to wearing.
    - iv. 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.
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, unless if there is material beneath the holes.
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 (4) inches above the top of the 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, and other tight fitting, spandex or lycra-based pants must be worn with an acceptable top that covers the private area of the body.
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:

- 1<sup>st</sup> offense: Student calls home and parents bring a change of clothing; student remains in In-School Suspension until the student changes clothing

- 2<sup>nd</sup> 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
- 3<sup>rd</sup> 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 (24)-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. Auburn Junior High School routinely conducts lockdown and secure your area drills through-out the school year.

See “School Safety Plan” regarding safety drills.

**FIELD TRIPS**

All fieldtrips are cancelled at this time.

**FINAL EXAMS/SEMESTER EXAMS**

Final exams/Semester exams will be administered in all courses at the conclusion of the Fall and Spring semesters. Attendance during these exam days is expected. No exams will be given prior to the scheduled exam time. In the event that an extreme circumstance prevents a student from being present for his/her scheduled exam time, the principal, as well as the teacher giving the exam, should be notified prior to the scheduled exam. If a student misses a scheduled exam it is the student’s responsibility to set up a time to take their exam. Failure to do so within a prescribed time will result in a 0 for the exam.

Students will be dismissed at 12:35pm on the last two exam days and bus transportation will run their normal routes, just at a different time.

Please see the final exams schedule below:

**FALL SEMESTER 2020**

TUESDAY, DECEMBER 15 (BLUE)	WEDNESDAY, DECEMBER 16 (WHITE)	THURSDAY, DECEMBER 17 (BLUE)	FRIDAY, DECEMBER 18 (WHITE)
0 PERIOD – CLASS	0 PERIOD – CLASS	0 PERIOD – EXAM	0 PERIOD – EXAM

1 <sup>ST</sup> BLOCK – CLASS	1 <sup>ST</sup> BLOCK WHITE ALTERNATING DAY EXAM	1 <sup>ST</sup> BLOCK EXAM AND 1 <sup>ST</sup> BLOCK ALTERNATING BLUE DAY EXAM 8:15-9:55	3 <sup>RD</sup> BLOCK EXAM AND 3 <sup>RD</sup> BLOCK ALTERNATING WHITE DAY EXAM 8:15-9:55
2 <sup>ND</sup> BLOCK – CLASS	2 <sup>ND</sup> BLOCK WHITE ALTERNATING DAY EXAM	STUDENTS REPORT TO 2 <sup>ND</sup> BLOCK <b>BRUNCH 10:00 – 10:50</b>	STUDENTS REPORT TO 5 <sup>TH</sup> BLOCK <b>BRUNCH 10:00 – 10:50</b>
3 <sup>RD</sup> BLOCK – BLUE ALTERNATING DAY EXAM	3 <sup>RD</sup> BLOCK - CLASS	2 <sup>ND</sup> BLOCK EXAM AND 2 <sup>ND</sup> BLOCK ALTERNATING BLUE DAY EXAM 10:55 – 12:35	4 <sup>TH</sup> BLOCK EXAM AND 4 <sup>TH</sup> BLOCK ALTERNATING WHITE DAY EXAM 10:55 – 12:35
4 <sup>TH</sup> BLOCK – BLUE ALTERNATING DAY EXAM	4 <sup>TH</sup> BLOCK - CLASS		

### SPRING SEMESTER 2021

MONDAY, MAY 17 (BLUE)	TUESDAY, MAY 18 (WHITE)	WEDNESDAY, MAY 19 (BLUE)	THURSDAY, MAY 20 (WHITE)
0 PERIOD – CLASS	0 PERIOD – CLASS	0 PERIOD – EXAM	0 PERIOD – EXAM
1 <sup>ST</sup> BLOCK – CLASS	1 <sup>ST</sup> BLOCK WHITE ALTERNATING DAY EXAM	1 <sup>ST</sup> BLOCK EXAM AND 1 <sup>ST</sup> BLOCK ALTERNATING BLUE DAY EXAM 8:15-9:55	3 <sup>RD</sup> BLOCK EXAM AND 3 <sup>RD</sup> BLOCK ALTERNATING WHITE DAY EXAM 8:15-9:55
2 <sup>ND</sup> BLOCK – CLASS	2 <sup>ND</sup> BLOCK WHITE ALTERNATING DAY EXAM	STUDENTS REPORT TO 2 <sup>ND</sup> BLOCK <b>BRUNCH 10:00 – 10:50</b>	STUDENTS REPORT TO 4 <sup>TH</sup> BLOCK <b>BRUNCH 10:00 – 10:50</b>
3 <sup>RD</sup> BLOCK – BLUE ALTERNATING DAY EXAM	3 <sup>RD</sup> BLOCK - CLASS	2 <sup>ND</sup> BLOCK EXAM AND 2 <sup>ND</sup> BLOCK ALTERNATING BLUE DAY EXAM 10:55 – 12:35	4 <sup>TH</sup> BLOCK EXAM AND 4 <sup>TH</sup> BLOCK ALTERNATING WHITE DAY EXAM 10:55 – 12:35
4 <sup>TH</sup> BLOCK – BLUE ALTERNATING DAY EXAM	4 <sup>TH</sup> BLOCK - CLASS		

### 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.

**8<sup>th</sup> Grade:**

1. All 8<sup>th</sup> grade classes will post grades every quarter.
  - Final grades for year-long classes are determined by averaging the 4 quarter grades. (English, Math)
  - 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 8<sup>th</sup> grade classes will award ½ credit in December and May. (One credit total; 8<sup>th</sup> grade Algebra and Foreign Language)

**9<sup>th</sup> Grade:**

1. 9<sup>th</sup> 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. 9<sup>th</sup> 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. 9<sup>th</sup> 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. 9<sup>th</sup> 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 <sup>st</sup>	August 10	October 12	45 Days
2 <sup>nd</sup>	October 13	December 18	44 Days
3 <sup>rd</sup>	January 5	March 5	43 Days
4 <sup>th</sup>	March 15	May 20	48 Days

**Mid-term Progress Reports:**

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

Week of September 7, 2020  
 Week of November 9, 2020

Week of February 1, 2021  
 Week of April 12, 2021

**Report Card Dates:**

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

1<sup>st</sup> Nine Weeks: Week of October 19, 2020    3<sup>rd</sup> Nine Weeks: Week of March 8, 2021  
 2<sup>nd</sup> Nine Weeks: Week of January 4, 2021    4<sup>th</sup> Nine Weeks: by Thursday, June 1, 2021

**Parent Conference Day:**

Friday, October 16, 2020

**INSTRUCTIONAL MATERIALS**

A student who fails or refuses to pay for lost or damaged school property, including textbooks, library books, iPads, 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 iPads 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. Students should have their lockers completely empty by the last day of school, May 20, 2021. Any materials left in lockers will be disposed of on May 21, 2021. Locker fees maybe paid for on MySchoolBucks.com.

**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. We encourage students to rent a school locker. Auburn Junior High School will not be held liable for any items that are either lost, stolen, misplaced, or damaged.

### **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 2:00-3:0 p.m. 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 7:30 a.m. – 4:00 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 health program and medication policy in *The Auburn City Schools Parent and Student Handbook 2019 - 2020* (pgs. 45 – 52) available at <http://www.auburnschools.org> under the “For Parents” tab, “Health Services” section. 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 (available on the school district website under “For Parents” tab, “Health Services” link) and the appropriately-packaged prescription or over-the-counter medication to the school. The parent/guardian should deliver ALL medications to the school; a student should not deliver any medications.
2. Students may not have prescription medications or over-the-counter medications in their possession. The only exception are inhalers, Epi pens, or medications pre-approved by the school nurse. These are still required to be delivered by the parent/guardian with proper paperwork to the school nurse, prior to the school nurse determining if the medication can be self-carried.

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 will be conducted via WebEx and are to be arranged a minimum of 24 hours in advance. Parents may call, e-mail, or send a written request. If a question arises regarding a student in a particular class, parents should contact the teacher.

No visitors will be allowed on campus.

### **PARKING/DRIVING**

Students will not be allowed to drive any motorized vehicle to school and park on campus. Visitor/Parent parking spaces are available on a first come, first serve basis and are located in front of the Administration Building. 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. It is the student's responsibility to be prepared for school prior to leaving for school, daily.

Only emergency messages will be delivered to students during school hours. 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, 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 2019 - 2020*. 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.

## **STUDENT IDENTIFICATION 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 badges that have been altered in any way, will result in students having to purchase a new badge for \$5. Disciplinary consequences for students not having their Identification Badge are as follows:

- 1<sup>st</sup> Offense – warning and temporary badge issued
- 2<sup>nd</sup> Offense – student serves one (1) after school detention
- 3<sup>rd</sup> Offense – student serves two (2) after school detentions
- 4<sup>th</sup> Offense – student serves one (1) day in In-School Suspension
- 5<sup>th</sup> Offense and subsequent offenses – student will serve two (2) days of In-School Suspension up to Out of School Suspension.

## **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 2<sup>nd</sup> 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.

### **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 (24)-hour notice is requested.

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





