



2023

AUBURN HIGH SCHOOL

STUDENT HANDBOOK

This handbook is not intended to, nor does it contain all rules, policies, procedures, and/or regulations that relate to students. Every effort has been made to provide parents and students with complete and accurate information. However, Auburn High School (AHS) reserves the right to change program requirements, and to modify, amend, or revoke any rules, regulations, and schedules both academic and financial. **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*.**

This 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 non-discrimination in all its educational and employment activities. Any person having inquiries concerning Auburn City School District's compliance with the regulations implementing the American Disabilities Act or Section 504 should contact:

Dr. Tim Havard, Auburn City Schools
P.O. Box 3270
Auburn, AL 36831-3270
334-887-2100

Auburn High School Mission Statement

The mission of Auburn High School, the treasure of exemplary education, is to champion and cultivate creative and critical thought, empower independent and collaborative study, and develop healthy and responsible citizens, through a vital system distinguished by:

*Innovative, enriching and relevant educational experiences
Kindness and investment in one's self and others
Celebration of diversity
Commitment to equity
Community presence*

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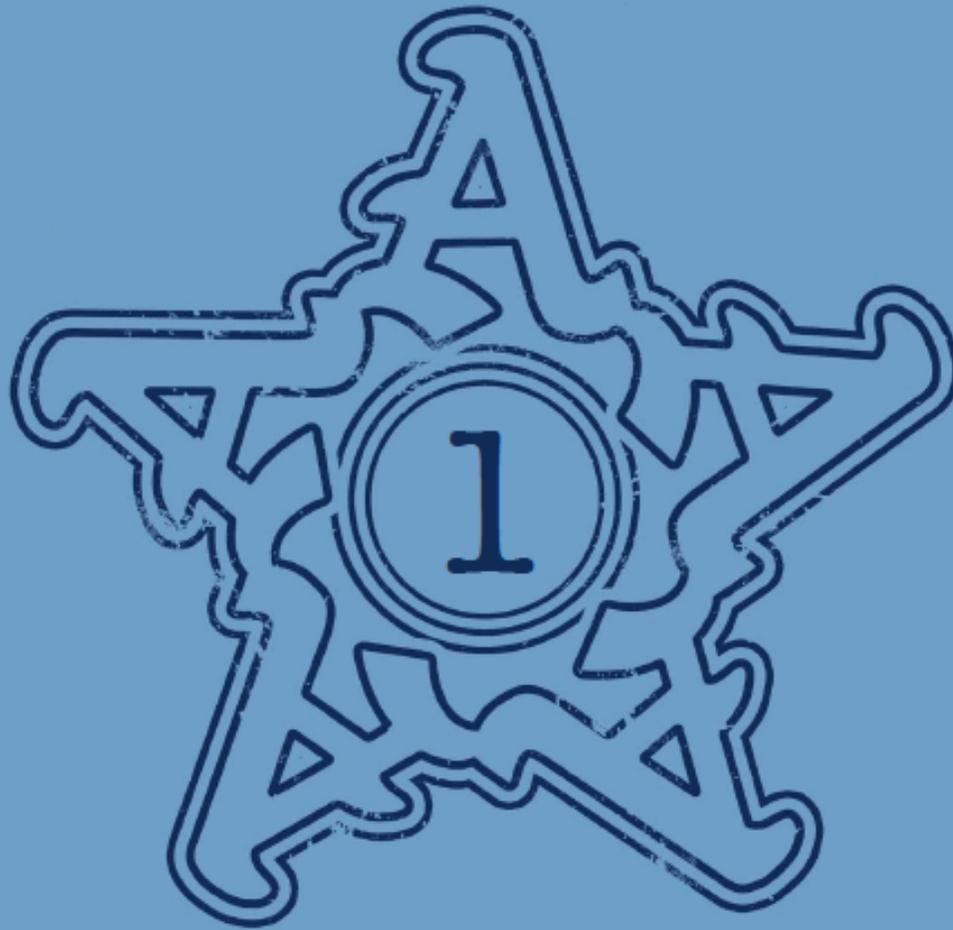
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OPERATIONS

AHS Honor Code

The Honor Code is a physical representation of the values that Auburn High School should encompass honesty, integrity, respect, and responsibility. Honesty is a value that holds each person to the truth--to tell the truth and to defend the truth. Honesty results in fairness for each member of the Auburn High School community. Integrity is firm adherence to our values with and without the presence of others. Respect is treating others, as we would like to be treated. In an environment of respect, work we turn in as our own is our own. Responsibility is the quality of being accountable for our actions and accepting the consequences of our actions.

At any educational institution, a code of conduct must be established so that people, teachers and students alike, know the proper way to behave. The behavior students acquire through their actions is the most valuable gift they can carry after their graduation, and it is the most valuable gift any educational institution can give. Formulas and facts can carry students only so far in life. True success lies in one's desire to be good for the sake of being good – doing the right thing, even when no one is looking. The Honor Code is not meant as an imposition but rather a standard to which all students and faculty should be held. At Auburn High School, we push each other to higher academic achievement; this code asks that we hold each other to a standard of integrity in all we do.

AHS Alma Mater

Our Alma Mater, Auburn High
We love to roam thy halls,
Where knowledge grows,
And friendship glows,
Within thy dear old walls.
You showed us how to make our way
With steadfast faith in thee,
To live aright from day to day In truth and loyalty.
We offer you our song of praise
As days go drifting by.
We'll always cherish memories
Of dear Ol' Auburn High.

Administrative Office

The administrative office, also referred to as the front office, is the information station of the school. In the front office, you can find our administrative staff, including our administrative secretaries, our bookkeepers, our nurses, our assistant principals, and our principal. This should be your first stop if visiting our campus, and from there, we will get you where you need to go!

The School Day

The school day at AHS officially begins at 8:15, and campus opens to the student body at 7:45 a.m. The day concludes at 3:35, and faculty are available to students until 4:05 p.m., though many after school events and activities continue throughout the remainder of the day. At least one administrator will be available in the mornings at 7:30 a.m. for early morning incidentals and needs, and at least one administrator and office staff will be available daily until 4:05 p.m., as well.

Most school days will operate on our regular bell schedule. In this schedule, students receive 96 minutes of instruction each of our four blocks with a seven-minute passing period. Students who are not scheduled to be on campus during a particular block should only come on campus for scheduled events or meetings at which their presence is necessary. Otherwise, students should arrive in time to make it to the blocks on their schedule and leave after the last block on their schedule. We run a modified block schedule, which means our classes are long but semester based. If a class is scheduled daily, it will end at the change of the semester. If a class is scheduled to alternate with another class in that same block of time, every other day, it will end at the conclusion of the school year. We call alternating days “blue days” and “white days”. Almost every course we offer follows this structure; however, there are some courses that conclude at the end of a nine-weeks period, and even fewer courses that meet every day, all year, as well.

Students also receive a 25-minute-long lunch during the third block on their schedule. Students attend a weekly advisory and academic support time called Tiger Connect. During this time, students have 30 minutes to complete homework, receive tutoring from their teachers, study, or take a mental break.

Alternate Bell Schedules

Periodically, we will run an alternate bell schedule to accommodate schoolwide events. These schedules offer protected time for the event, but also keep students as close to a regular school day as possible, with 70 and 75 minutes of instructional time and lunch during third block.

Lunch Waves

Students will eat in the cafeteria according to the wave their third block course is assigned. There are no assigned seats, and students are encouraged to use this time to socialize with old friends, make new friends, and get fueled for the last half of the day. Our school has a large student body, and while we do have four lunch waves, each wave accommodates hundreds of students. During lunch, it is important to stay seated (exceptions: throwing trash away, going to the bathroom, emergencies), to keep voice volume to speaking level or lower, and to clean up your area after eating. Students will eat lunch during their third block class, except for the first three days of student orientation. Our waves are structured to eat by department, and students should make note of their lunch waves if they have an alternating day class during third block or if their class changes at the quarter or the semester’s end:

First wave: Math and Arts classes

Second wave: Science, English, Career Technical, and Resource classes

Third wave: Social Studies and World Languages classes

Fourth wave: Science, Physical Education, Online, and Community Service/Work Based Learning classes

Bell Schedules

Regular Bell Schedule			
Block	Time	Minutes	Lunch Waves
1st	8:15 – 9:51	96	<i>26 min lunch during 3rd block</i>
		10	
2nd	10:01 – 11:37	96	
		7	
3rd	11:44 – 1:52	128	
		7	
4th	1:59 – 3:35	96	

Tiger Connect Bell Schedule			
Block	Time	Minutes	Lunch Waves
1st	8:15 – 9:41	86	<i>25 min lunch during 3rd block</i>
		10	
2nd	9:51 – 11:17	86	
		7	
3rd	11:24 – 1:25	121	
		7	
Tiger Connect	1:32 – 2:02	30	
		7	
4th	2:09 – 3:35	86	

Student Orientation Bell Schedule			
Block	Time	Minutes	Lunch Waves
Orientation	8:15 – 9:30	75	<i>25 min lunch during 2nd block</i>
		7	
1st	9:37 – 10:47	70	
		7	
2nd	10:54 – 1:01	127	
		7	
3rd	1:08 – 2:18	70	
		7	
4th	2:25 – 3:35	70	

Attendance Procedures

All students between the ages of 6 – 17 are required by law to enter school on the opening date and to be in regular attendance. Attendance is the responsibility of the parent/guardian and the student. Students who are under expulsion from another school are not eligible for enrollment in the Auburn City Schools system. Excessive absenteeism or withdrawal from school by any student shall be reported to the Auburn City Schools Attendance Officer.

Excused Absences: Excused absences include personal illnesses, emergencies, death in the immediate family, court subpoena, board approved religious holidays, legal quarantine and school-sponsored functions. All other absences will be counted as unexcused. Students are allowed up to four absences for college visits during their time at AHS. Official proof of attendance at a college or university orientation session will be required to have the absences excused.

Unexcused Absences: Students may submit parent documentation to excuse up to five absences per semester. This includes checking in and out of school for more than 30 minutes of a period. If a student misses more than five times per semester because of illness, s/he must provide an excuse from a doctor showing medical treatment was received on the date of the absence in order for the excessive absences to be excused. Students with special circumstances (chronic illness, accidents, etc.) may appeal to the school administration for special consideration. Any student with five unexcused absences will be referred to the system's attendance officer for referral to Juvenile Court for early warning. Credit cannot be given for make-up of missed assignments or tests until the absence is excused.

Getting an Absences Excused: A student must deliver a written explanation (place in Excuse Box in front office) for the absence signed by a parent/ guardian or a doctor's excuse within three days of returning to school for the absence to be excused.

Tardy Policy: A student is tardy when he/she is not in the assigned classroom when the tardy bell stops ringing. Students may not miss time from a class without first obtaining permission from the teacher of that class. Students will be allowed one free tardy to each class per nine-week period. Recording of tardies starts over each quarter.

Start of Day Tardies: Students who arrive between 8:15 and 8:25 should report directly to their first block class. Students who arrive after 8:25 will report to the front office to check in. Students who have a doctor/legal excuse or a parent present to excuse them will always check in at the front office when they arrive to school.

Checking In: All student check-ins are unexcused unless the student brings someone on their contact list with them to sign them in for an excusable reason (which will use one of their five parent notes per semester) or a doctor/legal excuse. If a person on the contact list is not available when the student is checking in and wants to use a parent/guardian note to excuse the tardy or absence, they must come to the school and sign to excuse the check in within three days. Students will be given a time-stamped office pass when they check in at the office, and they will give this to the teacher when they enter the classroom. Hand-written notes, emails, and phone calls are not accepted to excuse student check-ins.

During the School Day Tardies: Once a student arrives to school, they are expected to be in class at all times unless they check out through the office or have an off campus course scheduled. Students are tardy when they are not in their assigned classroom when the tardy bell stops ringing. A student who is late to class by fewer than 10 minutes is considered tardy (please reference the Skipping section below to learn the difference between tardies and skipping). Students may not miss time from a class without first obtaining permission from the teacher of that class.

Skipping: A student who is late to class and arrives after the first 10 minutes of class is considered skipping. Leaving class without adult permission is also considered skipping, as is receiving permission to go one place (i.e. the counseling office) and going to another or an additional place without permission (i.e. the bathroom). The whereabouts of all students on our campus must be known and granted by an adult who is in charge of their supervision at that time.

Checking Out: A student may only check out of school when a person on the student's contact list comes to the school to check them out. A person on a student's contact list may come to the school ahead of a scheduled checkout time and complete a "pre-checkout" for the student. Check-outs are excused by doctor/legal excuse or by a parent/guardian excuse, which will use one of their five parent notes per semester. Excuses must be turned in to the front office within three days of the check-out. Emails and phone calls are not accepted to excuse student check-outs.

Leaving Campus: Once students physically arrive on campus, they are considered present for the day, and check-in/check-out procedures must be followed before leaving. Students are not allowed to leave campus during school hours. Exceptions are those students who leave to attend college level classes elsewhere, work based and internship students, and community service students. Leaving campus without properly checking out is considered skipping and will result in disciplinary consequences and loss of parking privileges. Students must leave campus within ten minutes after the end of their last class unless they are participating in a faculty supervised activity

Early Release/Late Arrival: Students are required by state law to attend school full time for 180 days of the year. Only students who receive principal approval and/or are dually enrolled in a post-secondary institution, have applied for community service, or are employed and receive Work Based Learning (WBL) credit qualify for early release. A senior who is on track for graduation with required credits may request late arrival and/or early dismissal. Late arrival and early dismissal times are based on the class period schedule for that day, and not on a specific time.

Vacations: Students are expected to schedule out-of-town trips and other activities during pre-set vacation periods and holidays on the ACS academic calendar.

Truancy Withdrawals: Students, age 18 or older, accumulating at least 10 consecutive or 15 cumulative unexcused absences in a semester will be withdrawn school.

Utilizing the Front Office

Of course, the front office is the first stop a parent or visitor will make if needing to interact with a student. Visitors to campus have designated spots to park in the front parking lot. Visitors should check in at the front desk, even if expected elsewhere on campus. Here are some other things to know ahead of time.

Messages for Students: Students may use the front office phones to contact parents/guardians for school/athletic related needs. Parents/guardians may contact the school to communicate with their student in emergency situations. The school cannot guarantee that phone messages to students will be delivered. No deliveries of flowers, balloons, etc., will be made to students.

Outside Food on Campus: If your student forgets his/her lunch, you may bring a home lunch to the school and our front office staff will alert your student to pick it up. Outside food and drink (food from restaurants) are not permitted in school. Please make sure your student has food stored in a lunch box or bag. Students cannot have meals from restaurants delivered to campus and these will not be accepted for delivery by school personnel. Food and drinks are not permitted in the auditorium. Students bringing and/or accepting food deliveries on campus (including parking lots) will have their food confiscated and will be subject to disciplinary action.

Registrar's Office

The registrar's office is where your student information lives. It houses the official record of students' enrollment, academic progress, and high school completion for at least the duration of their time with us at Auburn High School. This is the place to go for ensuring enrollment and requesting records.

Enrollment Procedures

Auburn City Schools welcomes all eligible students for enrollment and operates under the laws and regulations established by state and federal government. Any question of enrollment in Auburn City Schools should be addressed prior to the student/parent or guardian's request to begin the registration/ enrollment process.

Residency: All students are required to furnish proof of residency within the school district annually prior to the start of the school year. Students will not be allowed to attend Auburn High until this information is provided.

Change of Address: Parents are required to inform the school registrars if an address, telephone number or other student information changes during the school year. Students must have a phone number on file where parents or guardians can be reached during the day. Residency documents are needed to change address and parents should come to AHS to update contact information in person.

Proof of Enrollment: Documentation (letters of enrollment, statement of attendance, duplicate diploma) can be requested in the AHS counseling office. These items will not constitute an official record and may not be issued with a school seal or notary stamp.

Transfers and Withdrawals: An official transcript and other student records will be requested from a student's former school during the enrollment process. Student records should be complete and inclusive of all schooling. For students in grades 9-12, the transcripts will be evaluated and Carnegie Units will be applied and calculated to assure proper placement. Withdrawing a student from AHS requires an in-person meeting with the school registrar.

Academic Records

Academic records are the collection of a student's academic progress through the school system. These records are housed with the school registrar and can be accessed upon request.

Cumulative Folder: The AHS cumulative folder contains grades, standardized assessment reports, and other information from a student's educational life. It also contains personal and legal documents, such as a copy of the student's birth certificate and immunization card. All cumulative folders are kept in the registrar's office. Please see the appropriate counselor to review student's records when necessary.

Transcripts: Transcripts created from the ACS data base are the only official statement provided by ACS to verify a student's academic history. Transcripts may be requested in writing from the Auburn High School Counselor's office or by visiting www.needmytranscript.com. There is a processing fee for ordering transcripts. Only cash or money orders will be accepted for school transcripts, unless ordering online from needmytranscript.com. For questions regarding this procedure, contact the Auburn High School Counseling Office Secretary.

A current or former student, parent or legal guardian may make a written request for an official transcript to be sent by mail from an ACS school to another education institution, an unofficial transcript to be given directly to a requesting student/parent or legal guardian, or an education verification to be sent to an employment verification company.

Counseling Center

Counselors work with teachers to develop the whole student, maximizing student success and promoting access and equity for all students. As vital members of the school leadership team, school counselors create a school culture of success for all.

Requests to see a Counselor: Students can make requests to meet with their counselor between classes or before/after school by completing the counselor appointment request form. These forms are available with the Counseling Department secretary. Counselors schedule appointments by availability. The requested counselor will send a notice to the appropriate teacher to release the student from class either at the teacher’s convenience or immediately, depending on the situation. The teacher is asked to sign the pass and indicate the time that the student left the classroom. Except in extreme emergencies, students should not be allowed to leave class to go to the Counseling Department without a written request from a counselor on the proper form. Students who arrive late to class from the Counseling Department should have a signed pass from a counselor or the counseling secretary for the tardy to be considered “Excused”.

Social/Emotional Counseling

Counselors are often the first to know information about student’s social and emotional lives, providing the crucial support needed when students begin to struggle academically and/or behaviorally. Teachers and counselors communicate often to develop a collaborative approach for meeting the needs of students. In case of an emergency, teachers are asked to write a pass to the specific counselor and indicate the time the student leaves the classroom. Counselors will sign the pass to return the student from his/her office to class.

Students are assigned to counselors as follows:

Isalie Corneil:	A – E	Sheryl Smith:	Mental Health Counselor
Marie Harris:	F – K	James Tindell:	IB Students (Juniors and Seniors)
Heather Langford:	L – R		
Nichole Warren:	S – Z		

Scheduling

Counselors also work with students and parents to develop yearly academic schedules. Our counselors are the first, best source of information when it comes to answering questions about credits, GPA, course options, schedules, post high school plans, etc.

Academic Sessions: Each year, students attend at least one academic advisement session per year with their school counselor to review their 4-Year plan (developed in 8th grade), as well as their short and long-term academic and career goals. During this session, students will be given a copy of their transcript of courses with credits earned. Graduation requirements are also reviewed, and a grade level activities checklist will be provided to assist students with post high school readiness planning. Academic advisement sessions are typically conducted in small groups but can be held in individual sessions as needed.

Course Registration Window: AHS offers a comprehensive educational program to meet the needs and interests of all students. The Master Schedule is developed from course requests submitted beginning in February and finalized in March to create students’ and teachers’ schedules for the entire school year. It is imperative that parents and students seek the guidance of their assigned counselor when choosing courses, if warranted. It is in the student’s best interest to have an appropriate completed schedule prior to the beginning of the following school year.

Changes/Course Drop Policy: Schedule changes are made only with the approval of a counselor or administrator and contingent on availability and during the course change window. If a student transfers into a new class because of a schedule change, the absences recorded in the previous class will transfer with the student to the new class.

Library Media Center

The school library media center is where students can access resources, especially those that support literacy. The AHS Library Media Center is also where our school technology is managed. We have librarians, technicians, and library/technology staff that can assist students throughout the day.

Hours of Operation

Students may visit the library during hours of operation. The library is open Monday – Thursday from 7:45 a.m. until 4:00 p.m. and Fridays from 7:45 a.m. until 3:35 p.m.

Library Staff

Ms. Elizabeth Lundey serves our campus as Library Media Specialist/Technology Coordinator and can assist with iPad and technology issues.

Ms. Amy Robertson serves our campus as Library Media Specialist and can assist with wished for titles and assistance with writing and research assignments.

Ms. Andrea Armenakis serves our campus as the Library Media Aide and can assist students with both library and technology needs.

Books, Books, Books: Students may also log in to Destiny, our digital library, to search titles and reserve copies of books anytime. Students may check out 3 items for up to 2 weeks at a time. Items may be renewed if no one else is waiting on them. Overdue notices are sent home at the end of each quarter. New materials cannot be checked out until overdue items are returned. Books lost, damaged, or not returned by the end of the school year must be paid for.

Audiobooks and eBooks: Our school library has many titles in our eBook collection that we do not have in the physical collection, as well as additional copies of popular titles. In addition to the 3 checkouts of library materials, students may borrow 2 eBooks at a time. Students can access these books through Sora, the Overdrive app, which may be downloaded to smart phones or tablets and is available in Self Service on student iPads. Students will select our school then log in using Clever.

Technology Resources

Computer Labs: The library manages two computer labs for the school. One lab is a PC lab and the other, located in the library itself, is a Mac lab. These computers are available for students to use for schoolwork under teacher supervision or at teacher discretion.

iPads: Auburn City Schools' 1:1 iPad Program enhances the delivery and individualization of instruction. iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher. Students are liable for appropriate use of the iPad and any damages or losses associated with possession of the iPad; however, the iPad is

the property of Auburn City Schools. Therefore, school staff and administration have the right to check any material stored on a student's iPad at any time. Consult the [ACS iPad Handbook](#) on the website for more information.

Nurse's Station

Our registered nurses are available to see students at any time of the school day. If a student has a medical concern, they may see the school nurse.

Immunizations

All students are required by law to have a non-expired Alabama certificate of immunization which must be updated during the entire enrollment at AHS. Students will be sent home until immunizations are current.

Medication Procedures

Students needing to take over the counter or prescription medication during the school day must follow the guidelines outlined in the *ACS Parent and Student Handbook* and turn in any necessary forms. Students may not be in possession of unauthorized medications during the school day.

1. School personnel will not administer any medication to students unless they have received a medication form properly completed and the medication has been received in an appropriately labeled container from the parent/guardian. There will be no exceptions to this policy.
2. Students are not allowed to have prescription drugs in their possession while on the AHS campus.
3. Teachers cannot administer medicine of any kind to students (this includes Aspirin, etc).

In the Event of Sickness or Injury

You must provide active contact information at the beginning of every school year and at any time contact information changes. Accurate contact information must be maintained in the event your child becomes ill with a potentially infectious condition, is injured, or experiences an emergency at school.

Limited Mobility: AHS has an elevator to assist students with limited mobility. If your student needs access to the elevators, please contact our nurses to activate their student ID for elevator use. Even if a student does not need access to the elevator to move through a typical school day, please note that AHS participates in fire drills that require the school to evacuate the building. Communicate with teachers so that an informal or formal plan for such events can be developed to meet your student's needs.

Emergency Situations: In the event of a life-threatening emergency, Emergency Medical Services (EMS: 911) will be called for your child. School staff is not responsible for making the decision to transport your child by ambulance. EMS personnel will advise you and decide if your child needs EMS transport by ambulance. If you cannot be reached at contact numbers provided to the school, EMS will make the final decision regarding transporting your child by ambulance. You will be responsible for all EMS transport and treatment costs. Auburn City Schools will not be financially responsible for EMS treatment or transport costs.

Emergency Tools on Campus: All AHS faculty have received basic training in areas including but not limited to allergies, asthma, drug and alcohol abuse, mental health, and seizures. Many AHS professionals are CPR certified. In the event of an emergency situation, AHS facilities are equipped with first aid kits, EpiPen, Narcan, AEDs, Safety Chairs, and wheelchairs.

Cafeteria

The AHS Child Nutrition Program provides nutritionally balanced meals for students during each school day. All school locations offer a school breakfast and lunch meal for enrolled students as part of the National School Breakfast and Lunch Program.

Hours of Operation

Breakfast

25 minutes in the mornings

7:45 – 8:10

Mid-morning break

10 minutes in the mornings

9:51 – 10:01

Lunch

25 minutes in the afternoons

Child Nutrition Program Payment

It is the responsibility of the parent/legal guardians to pay for student meal purchases in advance or daily. Parents may access and deposit funds in each student's meal account online at www.myschoolbucks.com.

Breakfast Price	Lunch Price
\$1.50	\$2.75

Free and Reduced Lunch Options: Students may qualify for free or reduced-price meals (breakfast and lunch) if the income level of the household and the number of members living in the household meet national school lunch and breakfast federal guidelines. Families may complete a **Free and Reduced-Price** School Meals application during registration and/or at any time during the school year. Applications are available at the schools or can be accessed online at www.myschoolbucks.com. The qualification for free or reduced-price meals is not retroactive to any fees and/or meal charges already incurred.

Insufficient Funds in Meal Account: National School Lunch and Breakfast Program regulations do not allow for charged meals. Therefore, it is the responsibility of the parents/guardians to pay for student meal purchases in advance or daily. Students in grades 10-12 will not be allowed to charge meals and will not have access to an alternative meal.

A-la-carte Items: Students who bring their meals from home may purchase items offered in the cafeteria at a-la-carte prices. Students will not be allowed to charge a-la-carte items.



SAFETY

Campus Safety

Ensuring adequate supervision is the first step to keeping our campus safe. To assist us on a campus as large as ours, we require AHS students, faculty, and staff to visibly wear around the neck a valid, working campus ID (access card) at all times. As part of professional responsibilities, faculty and staff have duties that ensure the safety and supervision of students. School employees have the responsibility to question situations that seem out of the norm at any point during any school-related function and to seek administrative support and guidance if necessary. Administration works closely with our school resource officers to maintain a safe environment for all students.

AHS Official Campus ID: All faculty, staff, and students on Auburn High School’s campus during operating hours must visibly wear their official AHS campus ID around the neck. Replacement IDs cost \$5.00. If student IDs are lost or missing, the student must report the missing/lost ID to the administration, purchase a replacement ID on MySchoolBucks, and/or receive progressive discipline (see below).

Violation	1 st offense	2 nd offense	3 rd offense	Next step
Campus ID not visible	Administration issues student warning	Administration issues second warning and contacts parents	Administrative detention assigned	Administrative detentions up to ISS

Facilities Use: All AHS Building use must be scheduled through the appropriate person/procedures. Students cannot schedule building use and must have adult supervision for activities. Anyone utilizing the building who is not an AHS employee must have administrative permission.

Visitors to Campus: AHS uses the Raptor Visitor Identification system to ensure the safety and security of our campus. Students and visitors are required to identify themselves and display a valid pass when asked to do so by AHS faculty, staff, and other authorized personnel. Visitors must check-in at the office. Students are not allowed to have visitors on campus.

Fundraising and Solicitation: The solicitation, sale or distribution of any materials (including food items) or services on school property by individuals or by school organizations is prohibited without prior approval of the principal. The sponsor of a school organization must submit a written request for fundraising activities to the principal before any school-sanctioned sales can begin.

Prohibited Items and Behaviors: AHS is a weapon-free, smoke-free, alcohol-free, and drug-free environment. Auburn City Schools’ policy prohibits possessing or using prohibited items in any form in Auburn City School buildings, on school buses, on school grounds, or during school-sponsored events.

Search and Seizure: Administration reserves the right to search or request appropriate authorities to search any student, locker, desk, automobile, 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 violations.

Prohibited Areas: Other school campuses are off limits to AHS students during regular school hours. Teacher workrooms, athletic fields, tennis courts, parking lots, other school campuses, and the areas adjacent to the baseball/softball fields are off limits during the school day except for the classes or teams using these areas at the direction of a teacher. Students should stay in the “U”.

Emergency Situations: There are four types of emergency situations that would affect the school at large, fire, weather, shelter in place, and lockdown. For each of these situations, we have plans and scheduled drills to ensure all people on campus know what to do in each event.

Transportation

At AHS, there are many ways students can get to school. We have walkers, bikers, skateboarders, car riders, bus riders, drivers, and carpoolers. Learn the ins and outs of how you will access our school campus.

Walkers, Bikers, and Other Foot Traffic

Students who walk, bike, skate, etc. to get to school have access to sidewalks and bike lanes on each of the roads leading into our campus. There are also bike racks around the building available for students to use. Use the entrance closest and safest for you!

Car Riders

Which entrance to use: Car riders will enter from the East Samford entrance of school. From there, they will take a left and stay in the right-most lane until they reach the front office entrance.

Carline: When picking students up, please proceed as far forward as the staff directs so that as many students can depart at one time as possible.

Buses

What bus to ride: If you live outside of a 2-mile radius of the school, you will have a bus stop. Bus stops can be found by plugging your address into our [bus stop portal](#) on the Auburn City Schools website.

Which entrance buses use: Buses enter campus from the East University entrance and drop students off at the athletics office, or the back entrance of campus. Avoid this entrance at the start and close of school.

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.

Drivers and Student Carpoolers

Which entrance to use: Drivers and students carpooling with other students will use the Glenn entrance of campus. This gives students direct access to their parking lots.

Visitors

Which entrance to use: When visiting our campus, please use the East Samford entrance of the school. The front office is where visitors will check in.

Athletics visitors: If you are visiting our campus for athletic purposes only, please continue past the front of the school, around the track, and to the athletic office (directly opposite the front office). This route will allow you to avoid bus traffic.

Visitor parking: Visitors may park in front of the school in the spots marked "Visitor" that are located closest to the front entryway. Athletics visitors may park in the back of the school in the spots marked "Visitor" that are located closest to the front athletic office entryway.

Parking on Campus

The following regulations apply to all motor vehicle operators on the AHS campus.

1. Parking hang tags are only valid for the current school year.
2. Skipping school, unauthorized absences, excessive tardies, inappropriate behavior and other discipline issues will not be tolerated and will result in the loss of parking privileges. Students with excessive discipline referrals (3) for any reason, including tardies to school/class, will have their parking privileges revoked for the remainder of the school year. Students with excessive or severe discipline referrals from the previous school year may not be eligible for parking.
3. If a student allows other students to use their assigned space without permission of the AHS administration, they may have their parking privilege revoked.
4. Speeding, reckless operation, littering, or excessive noise on school property will not be tolerated and can result in the revocation of parking privileges.
5. Students are not allowed to sit in vehicles once they are parked on campus.
6. Students are not to enter the parking areas during the school day.
7. Parking is allowed only in designated parking spaces. Students are not allowed to park on curbs, in faculty spaces, in front of the school, visitor spaces, or in handicap spaces. Doing this may result in the towing of the vehicle and/or loss of parking privilege.
8. Students must register vehicles and display parking hang tags on the rearview mirror while vehicles are on campus.
9. Any vehicle parked on campus without a properly displayed AHS 2022-2023 hang tag may be towed at the owner's expense.
10. Any student who has their driving privileges (driver's license) suspended/revoked or has to surrender their license to the Alabama Department of Public Safety for any reason will lose their parking privilege at AHS.
11. Any student who is placed in Alternative School will lose their privilege to park at AHS.
12. Only one reserved parking space will be sold per family/household.
13. Students are encouraged to carpool whenever possible. Parking lots will be monitored periodically to ensure that spaces are being used. The administration of Auburn High School reserves the right to recall the parking privilege of any person who is not using a reserved parking space on a daily basis.
- 14. Parking hang tags are only valid for the duration of enrollment. Early completers or students who withdraw will not receive refunds. Their space will be resold.**
15. Any student who loses their parking privilege will not receive a refund.
16. Sophomores are not eligible to drive to school.
17. Students must wear seatbelts at all times.
18. Violation of any of the above regulations may result in loss of driving privileges on campus.

HANG TAGS ARE REQUIRED AND MUST BE VISIBLE IN AUTOMOBILES PARKED ON CAMPUS DURING THE SCHOOL DAY.

Discipline

Creating a safe and organized learning environment is one of the most important responsibilities an educator has. Students assist in this effort by adhering to school and classroom rules and maintaining respect for adults and peers on campus. Classroom teachers will address classroom behavior by taking appropriate in-class disciplinary action. In the event that disciplinary action is administered, students are expected to comply. If the inappropriate behavior continues or the class is disrupted by the behavior, the student will be referred to an administrator. Students and families are to refer to the *ACS Parent and Student Handbook* for a comprehensive list of prohibited behaviors and consequences.

Discipline Procedures

Teachers handle the majority of discipline issues in the classroom. However, at times it can become necessary to refer a student to the office to see an administrator (Justina Wills, A-E; Chris Hames, F-K; Jamie Rice, L-R; or Beth Antoine, S-Z). Administrative discipline ranges from a warning conversation to expulsion in rare cases, depending on the severity of the discipline infraction. Below are the most common types of administrative discipline actions.

Administrative Detention: Administrative Detention is an afterschool detention that lasts for 90 minutes and occurs Tuesdays and Wednesdays every week in room 1242. It is a silent detention, void of electronics except for a school issued iPad. Students are allowed to work on schoolwork, but they may not play, sleep, eat, or socialize.

In School (ISS): A student may temporarily be denied attendance in regular classes for disciplinary purposes. 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. Teachers send work to students in ISS for each day of the discipline assignment. While in ISS, a student may not attend or participate in school activities until the assignment in ISS is completed. Parents will be notified of ISS assignments as soon as possible. ISS is held in Room 1113 from 8:15 a.m. to 3:35 p.m. daily. Students will be provided a statement of rules and policies for ISS at the time they sign in. Students who do not observe these rules will receive additional days in ISS or may be given OSS until they can come back to school to serve their originally assigned ISS days.

Out of School Suspension (OSS): A student may be temporarily denied attendance at school, Out-of-School Suspension (OSS), for disciplinary purposes. A suspended student will not attend school or any school related activities until the suspension is completed. A suspended student 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 given an OSS the time away from school is marked as an excused absence.

Alternative School: Auburn City Schools administrators make assignments to Alternative School. Rules for Alternative School are covered at the orientation meeting which follows the disciplinary hearing.

Reporting Harassment

No student shall engage in nor be subjected to harassment/bullying, intimidation, violence, or threats of violence on school property, on a school bus, or at any school-sponsored function by any other student in his/her school system that is based on the following personal characteristics of the student: Race, sex, religion, national origin and/or disability. Sexual Harassment/bullying in any form that is directed toward students and employees is prohibited. Persons who violate this policy will be subject to the full range of disciplinary consequences up to and including termination (for employees) and expulsion (for students) as dictated by the nature and severity of the violation and other relevant considerations.

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 Auburn High 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.

Sexual Harassment: Sexual harassment is illegal and will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature, which creates an intimidating, hostile or otherwise offensive environment in the school. A student who believes he or she is being subjected to any form of sexual harassment should immediately report the matter to administration, who will conduct an official investigation. Results of the investigation will be provided to the principal to determine if further action is needed.

ACS Acceptable Use Policy and Procedures (Technology)

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 communications capabilities at all schools in the system. Students and their parents/guardians in return for the privilege of using the computing resources, software, and communication infrastructure of ACS must agree to this policy. Students and their parents agree that violation of these policies could result in the suspension of their 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. The use of computers at Auburn City Schools is a privilege afforded to our students to enrich their education and prepare them for the technology they will use in both college and the workforce after graduation. Teachers may choose to allow students to use electronic devices for instructional purposes while in the classroom. This is left to the discretion of each individual teacher, and students must obey the policy set forth in each classroom.

Involving Law Enforcement

The school principal shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the principal is authorized to sign the appropriate warrant. If that person is a student, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five (5) school days.

If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person, the person may not be admitted as a transfer student or readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.

Drugs: Possession, use, sale and/or distribution of drugs (including prescription drugs) or alcohol is a Type III offense and will result in suspension and a hearing. Law enforcement officers, canine units, and administrators will conduct periodic searches of all school facilities including the parking lots.

Search and Seizure: Administration reserves the right to search or request appropriate authorities to search any student, locker, desk, automobile, 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 violations.



LEARNING

Curriculum and Learning

Auburn High School faculty and staff are a hard-working, critical-thinking bunch of professionals who care deeply about students and their futures. We value the work we are doing and the relationships we are building above all else. We strive daily to honor the tradition of educational excellence inherent to AHS.

Classroom Instruction

Every classroom teacher begins planning and preparation by using the Alabama State Department of Education standards to guide curricula. Then, educators use resources, like textbooks, and instructional methods, like think-pair-share, to bring learning to life and appeal to each type of learner in the classroom. From there, they begin the never-ending cycle of reflecting: Are students engaged? Is the lesson clear to students? What did they learn before this? What will they learn after? How do I know students are learning? Do students feel safe in this environment? Do they have access to resources they need? Do students have an opportunity to share their thoughts and ideas? How will they be assessed? Do they know how they will be assessed? And so on, and so on, and so on. At AHS, we strive to improve our instructional practice every day by having better and better answers to these questions like these.

Alternative Types of Instruction

AHS has alternative instructional settings for disciplinary, behavioral, medical, and other reasons so that students can continue school in ways that best suit their needs. For disciplinary infractions, AHS has an on-site In School Suspension room that also can serve as an on-site alternative school in some situations. ACS also has access to an off-site alternative school called Chanticleer Day School. Other options for alternative schooling are listed below.

ACCESS Distance Learning: ACCESS is an online platform offered throughout the state of Alabama to students who would like to take courses not offered at their high schools or who need to take courses online rather than in a traditional face-to-face setting. ACCESS courses are taught by an accredited Alabama teacher who is highly qualified in the curriculum area they are instructing.

Dual Credit/Enrollment: Dual credit allows students to apply their college level work to both their high school curriculum and their college curriculum, earning credits at both institutions. Dual enrollment refers to students taking college courses while still enrolled in high school, but only earning college credit for the course. Students enrolled in a dual enrollment course must leave campus during the block of time they are scheduled for that course.

Virtual School (ACCESS): The Virtual Education Program option is open only for students in grades 9-12. All courses will be delivered through the Alabama State Department of Education's ACCESS program. Eligibility for enrollment in the virtual program includes the consideration of absence history for the student. Students enrolled in the virtual education option may earn 6-8 credits per school. The default length of term for a virtual course will match the length of term offered in the traditional program in Auburn City Schools. Tests for courses are not required to be taken under the supervision of an ACS designee on a campus site. Violations of academic integrity procedures may result in the requirement that an individual student take tests on an ACS campus. Progress in courses will be monitored by a Virtual Education Facilitator. Attendance for the student will be based on timely completion of assignments and tests under the supervision of the Facilitator and based on pacing requirements for courses.

Work-Based Learning: A work-based learning experience provides students with educational opportunities in a work setting that typically cannot be obtained in a classroom and may include, but is not limited to, cooperative education, internships, clinical experiences, and other related opportunities. Students enrolled in Work-Based Learning must leave campus during the block of time they are scheduled for that course.

Academic Support Programs

Teachers, counselors, and administrators communicate about students throughout the term to ensure needs are met and all resources are made available to students who need them. The following programs are used when necessary to support students.

After School and Before School Tutoring: Many AHS teachers offer tutoring before or after school. Check with individual teachers to learn their tutoring schedules. AHS also hosts an After School Success Program that provides tutoring in a variety of subjects and space and time for students to complete/makeup tests and assignments. The program runs from 3:45 to 5:15, Monday through Thursday in room 1139. A late bus will run for students that attend the After School Program. Students that need to ride the bus must stay until dismissal at 5:10. If a student has personal transportation, they may leave after they complete their work.

Credit Recovery: This may be offered to students who fail a course with an average of 40 or more. Students can take credit recovery courses during the school year and summer. Students should consult with their counselor to determine which courses are available through Credit Recovery.

Response to Intervention (DSI) Team: Response to Instruction (RtI) refers to an instructional framework that promotes a well-integrated system connecting general, gifted, supplemental services by providing high quality, standards-based instruction and intervention that are matched to students' academic, social-emotional, and behavioral needs. In Auburn City Schools (ACS), RtI combines core instruction, assessment, and intervention within a multi-tiered system to increase student achievement and reduce behavior problems. The ultimate purpose of the RtI process is to proactively enhance the success of students with a variety of academic and/or behavior needs, rather than solely determine whether a student qualifies for Special Education services. Teachers are responsible for maintaining documentation of Response to Instruction (RtI) program through intervention meetings assigned by counselor caseloads and requests from the RtI team.

Special Education, 504 and ESL

Individualized Education Plans (IEP), 504 plans, ESL plans and health care plans are all recognized plans under federal and/or state guidelines. Students with special needs are evaluated to determine if they qualify for an individualized plan to accommodate or modify their educational experience. Students who have a diagnosed disability may not necessarily qualify for a plan. Contact the administration, the 504 Coordinator, or the ESL Coordinator for more information.

English as a Second Language (ESL): The primary goal of the ESL program is to provide instruction that allows each student to become language proficient, thereby capable of receiving a quality education in the least restrictive and most conducive environment. The ease with which English Learner (EL) students make the transition from one language and culture to another depends upon many factors, including age, length of residence in the new country, and level of literacy in the native language. Although the transition varies from student to student, helping them make the transition smoothly is a priority for the ESL teacher as well as content area teachers.

Section 504: Section 504 plans are developed to accommodate the learning needs of students who have physical or mental impairments which substantially limit one or more major life activities.

Special Education: Individualized Education Plans (IEP) are developed to accommodate or modify instruction so that students with disabilities receive a free and appropriate public education through special education and related services.

Academic Policies

Each teacher will publish for each class a student evaluation procedure that explains the method of grading and the percentage for individual and/or group work, academic tests, homework and classroom participation. Grading policies should adhere to those outlined in the *ACS Parent & Student Handbook*.

Graduation Requirements: The Auburn City Board of Education has adopted graduation requirements that are consistent with the Alabama State Board of Education (ALSDE). It is expected that all AHS students will graduate by earning a minimum of 26 Carnegie Units. Except in cases of a bona fide change of residence or other circumstances equally valid for making an exception, a student is not to be graduated from AHS unless they have been in continuous attendance therein during the four semesters immediately preceding the date of graduation. See the [AHS Course Description Guide](#) for more information.

Special Education Diploma Pathways: Students with disabilities have three pathways for earning the Alabama High School Diploma: General Education Pathway, Essentials/Life Skills Pathway, and Alternate Achievement Standards (AAS) Pathway. The IEP team, including the parents, will determine which pathway is appropriate for the student.

Frequency of Grade Publication: Grades will be updated weekly in PowerSchool to allow for timely information on students' academic progress.

Makeup Work: If a student has an excused absence, s/he is eligible to make up the work. Students are responsible for contacting their teachers to complete missed class assignments and tests. Students are expected to make up work the day they return from an absence and no more than five days after returning. Teachers may schedule additional time for make-up work, considering the number of days absent and the amount of work which is due. Make-up work does not have to be the same work given to students in attendance.

All make-up work is to be completed before school or after school. Students will not be allowed to miss any of their classes to go to another class to make up work. Participation in school-sponsored activities and events is not counted as an absence, but the policy for make-up work applies in these cases also. Students will not receive credit for make-up work missed during an unexcused absence unless prior administrative approval has been given. Suspension, expulsion, and truancy are excused absences (truancy is defined as being physically away from the campus or classroom site without permission from the office).

Credit cannot be given for make-up of missed assignments or tests until the absence is excused. Absences must be excused within 3 days of returning to school. Students with absences have five school days in a semester upon returning to make up any missed work. Makeup work does not have to be the same work given to students in attendance. Makeup work should be done before or after school. Participation in school-sponsored activities and events is not counted as an absence, but the policy for makeup work applies in these cases also.

Incompletes: In rare cases, students may be awarded an incomplete to allow for additional time to complete assignments from the semester or term. Administration may approve incompletes if circumstances warrant such. Incompletes not cleared within 5 days after the end of the course will be changed to the grades earned.

Academic Dishonesty: Academic failure can happen when a student does not make grades that average to pass a course. However, failure can also happen because of dishonesty. Academic dishonesty is giving or receiving information or assistance on any graded assignment, which is understood to be an example of individual effort or representing another's work as your own. Academic dishonesty includes, but is not limited to, copying, plagiarism, or the use of unauthorized notes, books, calculators, or other electronic devices to procure answers during a graded assignment. The academic dishonesty policy will apply to all academic disciplines, elective courses, and school activities for which the student receives a grade.

Final Exams

Exam Policy: Midterm and Final Exams are mandatory. All classes give graded assessments on the day of exams. Teachers may not approve alternate exam schedules. No exemptions are given for end of course, semester, or term exams. Prior approval by the administration is required in these cases. Administration may approve an alternate exam schedule for a student on an individual basis if it is warranted.

Final Exam Weeks: The first two days of exams run on our regular bell schedule and are exam days for alternating day classes. The last two days of exams are half days and operate on a shortened bell schedule. These last two days are for remaining alternating day courses and everyday courses. Students will eat with their “first exam of the day” teacher/class. See the exam calendar and exam half-day schedule below. Seniors take spring exams during their last week of school.

Winter Exam Days

December 13	December 14	December 15	December 16
3 rd and 4 th Blue Day	1 st and 2 nd White Day	1 st and 2 nd Blue & Every Day <i>Half Day</i>	3 rd and 4 th White & Every Day <i>Half Day</i>

Spring Exam Days

May 22	May 23	May 24	May 25
3 rd and 4 th Blue Day	1 st and 2 nd White Day	1 st and 2 nd Blue & Every Day <i>Half Day</i>	3 rd and 4 th White & Every Day <i>Half Day</i>

Half-Day Exam Bell Schedule

Time	Block
8:15 – 10:10	First Exam of Day
10:10 – 10:35	Brunch
10:40 – 12:35	Second Exam of Day

Testing

Each year, students will take a state assessment that allows students, parents, and the school to monitor progress. The Alabama State Department of Education provides all students in Alabama an opportunity to take each of the ACT battery of tests (PreACT in 10th, ACT in 11th, and WorkKeys in 12th) one time for free before graduating. The school registers for the test, applies for any testing accommodations, and administers the test during the school day. The ACT battery of tests may also be taken electively through one of ACT's national testing opportunities, but national tests are not free, and the school does not register students to take them. National tests are given on Saturdays at a national testing site of the student's choice. AHS is a national testing site where a student can choose to take the ACT.

The Civics Exam: A Graduation Requirement

Alabama Civics Exam: In 2017, the Alabama Legislature passed a law that requires public high school seniors to pass an American civics test as part of their graduation requirements. The test questions are the 100 questions about American history and government on which the U.S. citizenship and naturalization exam is based. Seniors will have opportunities to take and pass this test throughout the school year, but they must pass it to graduate. Test contact: Ms. Jennifer Foster

State ACT Tests

State PreACT for Sophomores: The PreACT provides tenth graders the opportunity to see how they are projected to score on the ACT as Juniors. The unique aspect of the PreACT is the interest inventory, as it provides students with a personalized view of college and career alignment and even scholarship opportunities. The PreACT has four sections: English (30 minutes), Math (40 minutes), Reading (30 minutes), and Science (30 minutes). Total testing time is two hours and 10 minutes, with approximately 60 minutes of pre-administration activities. The test is scored on the 1-36 ACT scale. Students who take the PreACT should receive their scores approximately 8 weeks after the tests are sent into the testing center. Test contact: Ms. Beth Antoine

State ACT with Writing for Juniors: The American College Test, or ACT, is a national college admission examination, accepted by most colleges and universities. ACT is an achievement test, designed to measure what has been learned in school. The ACT has sections for English, Math, Reading, and Science with an optional writing section. AHS provides the writing session during the state-wide administration. The ACT Plus Writing is 3 hours and 35 minutes. The test is scored on the 1-36 scale. Students should receive their scores approximately 8 weeks after the tests are sent into the testing center. Test contact: Ms. Beth Antoine

State WorkKeys for Seniors: WorkKeys is the career-oriented branch of the ACT testing system. This assessment measures essential workplace skills that estimate job performance and indicate to employers the candidates best fit for employment or for career advancement. The successful completion of WorkKeys results in a National Career Readiness Certificate®. Three different main assessments are offered: applied mathematics, locating information, and reading for information. The questions asked in the assessments are based entirely on situations that many employees experience daily within the working world. Total testing time is two hours and 45 minutes. Each time you take a WorkKeys test, you will receive a score report containing your skill-level score, your scale score, and an explanation of your skill level. The explanation may also include information on what you can do to increase your score. Skill-level scores are the most useful to students, jobseekers, and employers. Scores are released usually within 8 weeks of taking the exam. Test contact: Ms. Beth Antoine

Academic Program Tests

Career Credentialing Tests: In most of our Career Technical Programs, completers will be able to take a credentialing test that can provide them certification in that area. Test contact: Career Technical teacher

AP Tests: AP Exams are standardized exams designed to measure how well a student has mastered the content and skills of a specific AP course. Most AP courses have an end-of-year paper-and-pencil exam, but a few courses have different ways to assess what students have learned—for example, AP Art and Design students submit a portfolio of work for scoring. AP Exams are \$105.00/each and given in May. **NOTE:** Any student who modifies their schedules (i.e., by deleting and/or adding an AP course) after November 1, 2022 must pay an exam fee of \$145.00. Test contact: Mr. James Tindell

IB Tests: IB exams are given in May. They have two parts: an external assessment and an internal assessment. The external assessment is the more traditional exam portion and consists of two or three "papers," typically done on the same day or a few days in a row. The International Baccalaureate® (IB) assesses student work as direct evidence of achievement against the stated goals of the Diploma Programme (DP) courses. Test contact: Mr. Davis Thompson

National/Elective Tests

National tests are elective, meaning, you can take them if you want, or you don't have to take them at all! National tests are offered everywhere and by many different testing companies. You can take tests to be certified as an electrician or tests to qualify you for graduate school or tests to get a real estate license. However, you are most likely to take an elective test to get you where you want to be in the next phase of your life, which may be college. Most colleges require and accept the ACT or the SAT as part of their application process. So, these tests are made available all over the nation throughout the year. If you or your parents/guardians are interested in taking a national ACT or SAT, you will register for this on your own. Here are some of the national tests you may be interested to take.

PSAT-NMSQT: This is mostly a practice version of the SAT®, but it can also lead to more money for college. The highest performers on this exam are eligible to earn scholarships and even just becoming a Commended Scholar can be a helpful addition to your college application. Students can opt to pay for and take this test fall of their junior year. PSAT/NMSQT tests are \$25.00/each. The test is administered at AHS once per year (typically the third Saturday in October). Only 11th graders are eligible to qualify for the National Merit Scholarship Program. Test contact: Mr. James Tindell

SAT: The Scholastic Aptitude Test, or SAT, is a national college admission examination, provided through the College Board and accepted by most colleges. The SAT is an aptitude test, testing reasoning and verbal abilities. Students can opt to pay for and take this test their junior or senior year. Test contact: College Board

National ACT: The national ACT is a test students can opt to pay for and take on Saturdays throughout the year. Students may take this test with or without the writing component, or by section. Check the ACT website for national testing dates. Test contact: ACT or Ms. Sheryl Smith

ASVAB: The Armed Services Vocational Aptitude Battery, or ASVAB, is a timed multi-aptitude test, which is given at over 14,000 schools and Military Entrance Processing Stations (MEPS) nationwide and is developed and maintained by the Department of Defense. Students can opt to pay for and take this test fall or spring of their senior year. Test contact: Ms. Nichole Warren

Testing Accommodations

In most cases, students would have an active plan (504, IEP, IELP) in place for longer than 4 months and are already receiving testing accommodations for course work will be eligible to apply for accommodations. If the student is taking the test through our AHS state testing opportunity, the school will apply for the student's accommodations. If the student is taking an elective test, students will apply for accommodations through the organization's website. Accommodated Testing Contact: Ms. Justina Wills

2022 – 2023 State and Program Testing Schedule

FIRST SEMESTER		
Test Date(s)	Test and description (ALSDE tests are in blue)	Who Takes
August 11, 2022 (and throughout the year)	Civics Exam	All 12 th graders
October 5, 2022 (Altered school day)	PreACT	All 10 th graders
October 5 – 7, 2022	PreACT Accommodated WorkKeys Accommodated	Accommodated 10 th graders
November	ASVAB	Military-bound 12 th graders
October 5 – November 8, 2022	WorkKeys Online by Appointment	12 th graders who sign up
October 15, 2022	PSAT/NMSQT	10 th and 11 th graders who sign up
December	CTE Career Credentialing Tests	CTE students by course
SECOND SEMESTER		
Test Date(s)	Test and description (ALSDE tests are in blue)	Who Takes
March	ASVAB	Military-bound 12 th graders
January 17 – March 17	ACCESS for ESL	ESL Students
March 1 – April 7, 2023	ACAP Alternate	AAA students
April 19-28, 2023	WorkKeys Retest	12 th graders who do not have a CCRI
March 14, 2023 (Altered school day)	ACT with Writing	11th graders
March 14 – 17, 2023	ACT with Writing Accommodated	Accommodated 11 th graders
April 11, 2023	ACT with Writing Makeup	11 th graders who missed initial
April 11 – 14	ACT with Writing Accommodated Makeup	Accommodated 11 th graders who missed initial
May 1 – 19, 2023	AP Exams IB Exams CTE Career Credentialing Tests	AP, IB, and CTE students by course



===== CULTURE =====

Tiger Connect

Tiger Connect is an advisory period that meets weekly on Wednesdays. Students are expected to attend and should be referred to the administration if they skip. Tiger Connect Advisors build the culture and climate of the school, as they introduce policy to students from the first day by going through the student handbook and other school rules and procedures throughout the year. Advisors are encouraged to build relationships with their Tiger Connect students so that students have a trusted adult on campus.

Tiger Connect Classes by Grade

Sophomore Tiger Connects		Junior Tiger Connects		Senior Tiger Connects	
Alexander	1222	Bagwell, D	1328	Ahnell	1124
Bagwell, S	1233	Bohannon	1319	Allison	1209
Barnes	1339	Casey / Middleton, J	3130	Andrews	1105
Benitez	1004	Dillard	3126	Audaine / France	1002
Bloodworth / Edwards	1338	Echols	3129	Berry-Moore	1217
Bowlin	3128	Freeman	1218	Bradford	1215
Byrd	1311	Givens	1329	Bruns	1334
Cooper	1308	Glass / Disch	1145	Decker	1342
Cox	1344	Hall, Karen	1219	Engleman	1234
Cumberland	1309	Henry	1224	Garcia	1239
Dodgen	1327	Hughey	1313	Goolsby	2109
Dunn / Marshall, A	3132	Irwin	1111	Hames, A	1324
Fargason / Faulk	1306	Martin	1122	Hendricks	1212
Gentry	1141	Mock	3127	Holder, S	1110
Grubb	1332	Muschara / Hopf	1343	Johnson	1307
Halperin	1337	Oliver	1226	Marshall, D / Geiger	3117
Holder, R	1156	Sanders	1137	McGuire	1241
King	1225	Sanker	1335	Paleologos / Jones	1143
Lovelady	1321	Savrda / Bodine	1238	Pittman	1216
Middleton, T	1322	Sharman	1208	Reese	1315
Leslie / Pettis	1305	Snyder	1109	Sawyers	1116
Ramsey	1229	Summerlin / Thomas, Amanda	1331	Schiller	3117
Sasser	1326	Thompson	1221	Smith, E	3114
Shipman	1107	Watts-Lewis	1108	Thomas, Alicia	1232
Smith, L	1341	Wheeler	1207	Turner, H	1135
Smith, J / Hall, Kaylah	1317	Whitmire	1237	Ward	1139
Vatella	1211	Yeager, D	1205	Williams, H	1333
Vaters	1228	Zuwiyya	1114	Yeager, J	1235
Welch	1316				
Williams, K	1231				
Williams, P	1318				

Code of Dress

As educators, it is our charge to intentionally teach students how to succeed in life after they leave our classrooms. Learning the customs and codes of society can be the difference between getting along with others, getting a date, getting a job, or getting a promotion. By intentionally teaching a code of dress, we ensure that students will learn that it is important to observe rules or policies of organizations or society, even if they don't personally agree with them. We will also ensure that students will learn to dress for different settings, occasions, purposes, and places, especially if there is a code of dress.

ACS K-12 Dress Code Guidelines

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.

Dress Code Discipline

Students in violation of the dress code will receive progressive discipline and will be expected to get back into dress code while on campus and may experience discipline for multiple infractions. **All ACS dress code rules for K-12 apply at Auburn High School. Please refer to the ACS parent/student handbook for a complete listing. Here are the most frequently reported infractions:**

Dress Code Frequent Infractions

Head Gear: Students may not wear hats or head coverings in school buildings or on school premises. This includes but is not limited to bandanas, hoodies, athletic headbands, headscarves/hair wraps, and other forms of headgear or hair covering. Exceptions include head gear worn with a school uniform as directed by the staff sponsor to be worn during the school day, religious headwear, and head coverings for warmth to be worn outside during extremely cold weather.

Undergarments: Clothing that is not able to provide complete coverage to undergarments and private body areas at all times, and during all activities, is not permitted.

Tops and Shirts: Tops that reveal the torso are not permitted. Tops must should have sleeves that have a minimum of two-inch width shoulder straps. This includes but is not limited to midriffs, bare at the sides, spaghetti straps, racerbacks, off-the-shoulder, cleavage baring, low-cut in front or back, sheer or see-through clothing, etc.

Pants, Skirts, Dresses, and Shorts (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. Pants or Jeans that have holes above the knee are not allowed, unless there is material beneath the holes. Skirts, dresses, and shorts must conform to the "4-inch rule" whether they are worn with tights, panty hose, or bare legs. Leggings, yoga pants, and other tight-fitting spandex or lycra-based pants must be worn with a top that covers all private areas of the body.

Shoes: Shoes that are for both indoor and outdoor wear must be worn on the feet at all times. For example, house shoes, slippers, shoes with cleats, shoes with wheels, etc., are not permitted.

Message: Clothing or apparel that displays immoral or illegal behavior is not permitted.

Extra-curriculars

Extracurricular student organization is defined by ACS as an organized school function that promotes or serves the intellectual, cultural, personal, or physical development of students in a manner that is consistent with the purposes of the school's mission statement, policies, and regulations. Extracurricular activities do not fall within the scope of a regular curriculum and provide no academic credit. Usually extracurricular activities require meetings, practice, performance, and/or competition outside of the school day.

Student Organization Requirements

Our extracurricular organizations fall into three main categories (student led, student and sponsor led, or sponsor/coach led) and eight distinct types, ranging from academic to athletic, from career technical to service oriented. Student and sponsor roles vary depending on the category the organization or activity falls into.

Extracurricular student organizations must meet the following criteria:

1. Have annual student interest and attendance that justifies the formation or reformation of the group.
2. Have an employee of the district act as Sponsor for the duration of the school year.
3. Have annual approval by the school principal.
4. Have accurate, current, and complete documentation and reporting throughout the school year.

Student Organizations Roles and Responsibilities

Student Led Organizations: Student led organizations do not necessarily have national, international, or curricular affiliations. They exist because of student interest and have been active at least one of the last two school years. To continue to be considered active, they require students to take initiative, express leadership, and exhibit stewardship.

Student and Sponsor Led Organizations: Student and sponsor led organizations have national, international, curricular or co-curricular affiliations. These organizations will not apply for approval annually but will submit documentation and reporting.

Sponsor/Coach Led Organizations: These organizations fall into different jurisdictions within the school system and document accordingly. They do not apply with, document with, or report to the Student Organizations Coordinator.

Student Rules for Extracurricular Activities:

1. Students may serve as an officer in a total of three (3) clubs or organizations per school year. Students, however, may participate in as many clubs or organizations as they choose.
2. Students may serve as a student council officer or as a class officer, but not both, in the same school year.
3. Students who have been president of their class may not be president again until their senior year.
4. Girls selected to be on the Homecoming Court cannot be selected again until their senior year.
5. Only students earning an AHS diploma are allowed to participate in AHS clubs and extracurricular activities.

The Auburn High School Fall Club Expo

Auburn High School hosts an expo of any currently active student led or student/sponsor led organizations at AHS. It is facilitated by the Student Organizations Coordinator and run by the student participants and sponsors from the previous school year. Because student led organizations require annual applications, there are applications for student led organizations on hand at each booth and directions for applying. All applications are due by **September 1**, and organizations may begin meeting after approval in the month of September. No club may fundraise or utilize funds during the month of September.

See the AHS website for a list of all active current student organizations and sponsors.

Student-led Organizations

The STUDENT will...	The SPONSOR will...
<p>Apply: Students must apply annually for club approval (see Student Organization Application form). Applications must be approved by the Student Organizations Coordinator before any meetings are scheduled. If the club has been previously approved, the process for re-approval will take up to one week. If the club has not been previously approved, the process for approval can take up to one month. Previously approved clubs are not guaranteed to be reapproved for reasons, including...</p> <ul style="list-style-type: none"> • Incomplete application • Lack of student interest to justify the approval • Misalignment with the mission of the school or the best interest of the student body <p>Document: The student leadership must provide the Student Activities Coordinator with required documentation.</p> <ol style="list-style-type: none"> 1. A list of participants 2. A copy of the organization’s rules and/or by-laws 3. Name of sponsor 4. List of officers <p>Report: The student leadership will also provide an accurate quarterly record of the organization’s yearlong progress, including...</p> <ol style="list-style-type: none"> 1. The organization’s student leadership 2. The organization’s annual goal(s) 3. Dates for meetings, drives, fundraisers, or events 4. Attendance count for each activity 	<p>Schedule: All meetings, activities, and events will be scheduled through the Student Organizations Coordinator. Scheduling meetings includes the reservation of facilities before, during, or after school. Approval for facilitates use must be granted at least 48 hours prior to the proposed meeting. Any club activity that occurs during the school day must me pre-approved.</p> <p>Monitor: The Sponsor will ensure only students who have signed up to be in and are participating in organizational activities.</p> <p>Supervise: Sponsors must be present or have an approved designee present at all functions. The Sponsor or designee is responsible for ensuring the school’s policies during functions. Note: Non-school persons may occasionally attend club meetings but will not direct, conduct, control or regularly attend activities of student groups. All non-school persons must be reported to the Student Organizations Coordinator prior to attending. This includes guest speakers or guest attendees.</p>

Student and Sponsor-led Organizations

The STUDENT will...	The SPONSOR will...
<p>Document: The student leadership must provide the Student Activities Coordinator with a list of participants.</p> <p>Report: The student leadership will also provide an accurate quarterly record of the organization’s yearlong progress, including the organization’s student leadership and any meetings, drives, fundraisers, or events.</p>	<p>Schedule: All meetings, activities, and events will be scheduled through the Student Organizations Coordinator. Scheduling meetings includes the reservation of facilities before, during, or after school. Approval for facilitates use must be granted at least 48 hours prior to the proposed meeting. Any club activity that occurs during the school day must me pre-approved.</p> <p>Monitor: The Sponsor will ensure only students who have signed up to be in and are participating in organizational activities.</p> <p>Supervise: Sponsors must be present or have an approved designee present at all functions. The Sponsor or designee is responsible for ensuring the school’s policies during functions. Note: Non-school persons may occasionally attend club meetings but will not direct, conduct, control or regularly attend activities of student groups. All non-school persons must be reported to the Student Organizations Coordinator prior to attending. This includes guest speakers or guest attendees.</p>

Dances

Auburn High School hosts two school dances, a Homecoming dance that is open to all students and their dates, and a Prom, open to juniors, seniors, and their dates. Learn more about the rules surrounding our school dances.

Tickets and Guests

All AHS students MUST have a valid AHS Student ID to enter AHS dances, including the Homecoming Dance or Prom. Tickets for dances will be available for purchase in the weeks leading up to the dance. In order to protect the students at AHS, administration reserves the right to remove the privilege of attending any of our dances based on the severity of a disciplinary infraction and to refuse guests for various reasons including, but not limited to, guests with criminal backgrounds, guests who have dropped out of high school, and former AHS students who were expelled from the school. Auburn High School students who bring a guest from another school are responsible for the actions of their guest. All students bringing a date from another school must follow the guidelines below.

Date List and Date Ticket: AHS student guests, including sophomores invited to Prom, must be signed up on the DATE LIST by the Monday a week prior to the dances. All guests of AHS students, including sophomores invited to Prom, must purchase a DATE TICKET. form payable to Auburn High School once the guest approval has been granted.

Dates for Homecoming Dance: Student guests must not exceed the age of 20 and must not be below a high school freshman.

Dates for Prom: Student guests must not exceed the age of 20 and must not be below a high school freshman. Photo ID of the guest is required at the door upon entry.

Dance Rules

Students will demonstrate good character, maintain high community standards, and follow all school rules, including the DRESS CODE as outlined below.

- Students will respect and be courteous toward other students and chaperones.
- No inappropriate touching of dance partner or public displays of affection. The manner of dancing will be appropriate for a school function.
- No prohibited items (see prohibited items) will be brought into the dance or on school function grounds. Students suspected of being under the influence of drugs and/or alcohol may be subject to evaluation and/or a field sobriety test, which can include a breathalyzer test. Personal belongings and outerwear may be searched. Any vehicle on school property or event site may be searched if probable cause is present.
- Students may not bring food or drink into the dance, except with written medical authorization.
- Dance participants may not leave and re-enter the dance.

Dress Code: Homecoming and Prom are formal occasions, and students should be appropriately covered. Administration reserves the right to ask students to change or leave if a student's clothing is found to be inappropriate.

Consequences: Students violating the expected student behaviors will be removed from the dance or may not be allowed to enter. Student's parents will be called and expected to pick up their student immediately IF student is suspected of being under the influence of drugs and/or alcohol. Students violating these rules may not be allowed to attend future AHS Dances. NO refunds will be given if a student is directed to leave before the end of the dance. In addition to school-related consequences for misbehavior, students who commit illegal acts are subject to legal action, including but not limited to, being issued a citation or arrest.

Athletics

The purpose of Auburn City Schools Athletics is to provide the facilities, resources, coaches and leadership that will inspire, educate, and empower students so that each person may maximize his or her potential and to support the existence of a safe, competitive and equal opportunity athletic programs for students in grades 7-12 in Auburn City Schools. The mission of ACS Athletics is to provide opportunities for students to grow, develop, and excel by using athletics as a vehicle beyond the classroom to inspire, educate, and empower students to be successful and productive citizens. Our vision is a future in which student-athletes graduate from Auburn High school prepared to face the world as productive and contributing citizens using lessons learned through their experiences in interscholastic athletics. We believe dedication leads to excellence, hard work achieves goals, respect for others builds community, teamwork creates a family, and fair play and sportsmanship help reveal our character. We are serious about excelling in the classroom, winning in competition, and exemplary behavior on and off the field.

Eligibility

Students in grades 7-12 are eligible to participate in the Auburn City Schools Athletic Program providing that they meet the Alabama High School Athletic Association Academic and Eligibility Rules.

Dragonfly Management System

Auburn City Schools Athletics and the AHSAA use DragonFly Max (<https://www.dragonflymax.com/>) for online management of athletic eligibility forms. Once an athlete's files are stored digitally, they will be available for review by parents and school personnel online and via the DragonFly Max mobile app. DragonFly is endorsed by the Alabama High School Athletic Association and has been vetted from a legal and security / privacy standpoint.

Visit the Auburn City Schools Athletics website for up-to-date information or contact the ACS Athletic Office (334-887- 0050) for information regarding participation in ACS sports activities.

2021/2022 Athletics Teams

Baseball
Basketball
Bowling
Cheerleading
Cross Country
E-Sports
Flag Football
Football
Golf
Soccer
Softball
Swimming
Tennis
Track
Volleyball
Wrestling



COMMUNICATIONS

Modes of Communication

AHS has many vehicles of communication, but how do you make sure you know everything you need to know? For students, we have two places we publicize all our communications: Schoology and PowerSchool. For parents, we have one primary mode of communication: our weekly newsletter, Tiger Tales. Other communication vehicles include our school website, and social media, but these should be considered supplemental. If you are a parent, make sure you are receiving our emailed newsletter each week.

For Students

Schoology: Schoology is an online resource used by our AHS faculty as a learning management system. Schoology offers access to class announcements, assignments, and communication between student and teacher. Schoolwide announcements are also posted on the student's schoology home page. To access OUR system's Schoology, navigate to our website, click on "For students," scroll down to "Schoology 6 – 12", and log on with your system username and password.

PowerSchool: Our online student information system, PowerSchool is how we document student's demographics, attendance, discipline, fees, grades, schedule, reports, and alerts. Access to the PowerSchool link can be found on our website, www.auburnschools.org by selecting the Parent Portal link from the blue navigation toolbar at the top of the screen. To obtain directions for logging in to the PowerSchool Parent Portal, contact the school for a letter and directions on how to access.

Tiger TV: Tiger TV and AHS Mass Media are Auburn High School's go-to for sports video production and news. Tiger TV covers up to date school and local news. AHS Mass Media produces specially made videos in the community and is responsible for the Auburn Athletics broadcasts at Auburn High School. These sporting events can be watched on Facebook, Twitter, YouTube and the NFHS Network. Postseason games are only on the NFHS Network. If you have any comments, questions or concerns regarding Tiger TV or AHS Mass Media Sports broadcasts, please email TV Production Instruction Mr. Jared Dillard at jddillard@auburnschools.org. Tiger TV is uploaded on YouTube, and you can follow AHS Mass Media and Tiger TV on social media on Twitter, Facebook and Instagram [@ahsmassmedia](https://www.instagram.com/ahsmassmedia) for more up to date coverage on Auburn Athletics.

Printed Communication (Bulletin Boards, Posters, Signs, and Announcements): All signs, bulletins, posters and announcements must be digital, approved by the faculty sponsor, and submitted to the front office for display on our digital announcements boards. Announcements that are from non-school groups must have permission from the administration to post. Any items which are placed on walls, columns, windows, or doors, will be removed and placed in the trash. Announcements that are from non-school groups must have permission from the administration to post. Any items which are placed on walls, columns, windows, or doors, will be removed and placed in the trash.

For Parents

Tiger Tales, the Parent Newsletter: Each week, the administration will send out a weekly newsletter with need-to-know information about the upcoming week. Tiger Tales is sent to the email address associated with students through our PowerSchool management system. If you do not receive Tiger Tales, check your junk or spam folders and then contact the school to see if the email address we have is correct.

AHS Website: The website is a great place to find links to any of our publications, general announcements, directories, resources, and other important information.

Email: E-mail is the fastest way to contact teachers directly. If you need to reach out to a teacher, you can locate their school email at the AHS website.

Parent/Teacher Conferences: Parent/teacher conferences may be arranged with individual teachers or through the counseling office. Please schedule an appointment with the teacher in advance of the meeting so that instructional time is not interrupted.

Supplemental Communications

Supplemental communications will support our primary modes of communication, but not replace them.

Auburn High Twitter: <https://twitter.com/AHSAuburnTigers>

Auburn High Facebook: <https://www.facebook.com/AHSAuburnTigers/>

Auburn High Instagram: <https://www.instagram.com/AHSAuburnTigers/>

Whom to Contact

504 Plans	Justina Wills
Advanced Placement	James Tindell
AHS Ambassadors	Elizabeth Lundey
Athletics	Dan Norton and Jennifer Ferguson
Attendance	Jodie Hansell and Chris Hames
Band Director	Deanna Marshall and Shawn Geiger
Cafeteria Manager	Sharon Ogburn
Career Coach	Amy Hanna
Cheerleaders	Cameron Bohannon and Mary Beth Snyder
Child Nutrition Program	Sharon Ogburn
Choral Director	Chris Schiller and Eron Smith
Class Sponsor: Sophomores	Emily Murray and Tracy Paleologos
Class Sponsor: Juniors	Kayla Bradford and Kacie Williams
Class Sponsor: Seniors	Justin Yeager
Counselor Appointments	Isalie Corneil (A-E), Marie Harris (F-K), Heather Langford (L- R), Nichole Warren (S-Z)
Discipline	Justina Wills (A-E), Chris Hames (F-K), Jamie Rice (L- R), Beth Antoine (S-Z)
Dual Enrollment	Chris Hames
ELL	Samantha Shipman
GED Program	Isalie Corneil (A-E), Marie Harris (F-K), Heather Langford (L- R), Nichole Warren (S-Z)
Graduation and Senior Honorary Events	Justin Yeager and James Tindell
Harassment Complaints	Justina Wills (A-E), Chris Hames (F-K), Jamie Rice (L- R), Beth Antoine (S-Z)
IEPs	Special Education Case Manager
PowerSchool	Jacque Middleton and Janet Nelson
International Baccalaureate	Davis Thompson and James Tindell
Lockers	Chris Hames
Lost and Found	Allison Weaver
Medical Plans/Medications	Krystal Lorton and Alissa Compton
Parking	Jamie Rice
Public Relations	Elizabeth Lundey (AHS Socials and Website) and Daniel Chesser (ACS)
Registrars	Janet Nelson and Anna Veronese
Scholarships	James Tindell
Student Check-In/Check-Out	Maggie Hudson
Student Council	Shane Sanker and Caitlin Halperin
Technology and Student Resources	Elizabeth Lundey
Testing (State)	Beth Antoine (WorkKeys, ACT, Pre-ACT)
Testing (National/Elective)	Sheryl Smith (ACT and SAT) and James Tindell (PSAT-NMSQT, AP and IB)
Textbooks	Chris Hames
Theatre Director	Kim Mock
Tiger TV	Jared Dillard
Work Based Education	Audrey Marshall
Yearbook	Allyssa Gentry and Adrienne Hames



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