

Auburn Junior High School

Parent & Guardian Orientation 2026



Auburn Maroons Give 100 % 100% of the Time!

AJHS Leadership & Support Team

Administration & Safety

- Mr. Oliver — Principal
- Mrs. Vitale — Assistant Principal
- Mrs. Teachout — Dean of Students
- Officer Clancy — School Resource Officer (SRO)

Student Services Team

- Mr. Salvage — Counselor (Alphabet A – Le)
- Mrs. Almonte — Counselor (Alphabet Li – Z)
- Mrs. Gage — School Psychologist
- Mrs. DeRoose — Social Worker

Our administrative and student service team work together to support your child's academic, social and emotional growth through their time at the junior high.

School Mission & Core Values

📌 Our Mission

"The mission of Auburn Junior High School's Faculty and Staff, working in partnership with the family and community, is to develop well-educated, productive, caring citizens who grow in character, integrity, and social responsibility."

🌱 Lifelong Learning

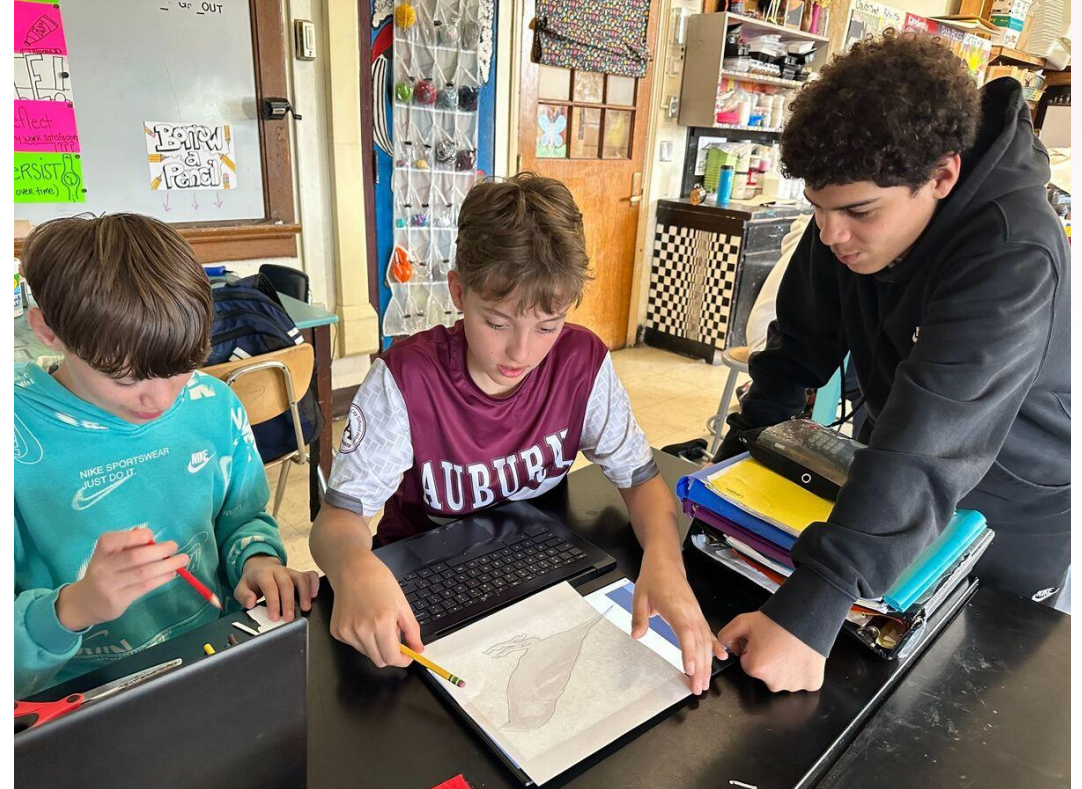
We promote the value of life-long learning in a safe environment during this crucial time of transition from childhood to young adulthood.

Auburn Maroons Standard: Focus on daily attendance, positive discipline, passing all classes, and participating in NYS Assessments!



Daily Schedule & Meals

- 7:20 AM: Cafeteria opens for free breakfast
- 7:42 AM: Doors open for non-breakfast students (access to lockers/homeroom)
- 7:50 AM: School begins promptly (Arrival peak is 7:30–7:42 AM)
- 2:20 PM: School Dismissal



Class Schedule & Curriculum



9-Period Schedule

Students follow a 9-period daily schedule operating on an A and B Day rotation to balance core requirements and electives.



Course Offerings

Includes PE, Tech in Society, Computer Literacy, AIS Math, Orchestra 7, and Chorus. 20-Week Semester Classes: Art, Tech 7, and General Music.

- Students have 3 minutes to get to their next class.
- **Backpacks are not permitted during the school day.** Students must use their lockers.
- Students are encourage to use the bathroom during passing time. If more time is needed they should report to their teacher first to get a hall pass.

Meals:

- Breakfast = 7:20 a.m. - 7:45 a.m.
- Lunch = 20 minutes- Bells 5, 6, and 7
- All meals are free for all students.
- Student meal choices may be limited depending on demand but they are never denied a meal.

After School Procedures:

Students dismissed at 2:20

All other students must be:

- With a teacher for extra help or a detention
- At Athletic Study Hall
- Participating in After School Program

Extra help time ends at 2:50 *(with exception of ASIP)*

Late bus is available Monday thru Thursday.

Attendance & Sign-Out Policies

Attendance & Tardiness

Reporting Absences: Call 315-255-8482, message via ParentSquare, or send a note upon return.

Excused: Illness, religious event, family death, medical/dental, legal mandates, or approved emergency.

Unexcused: Car trouble, weather, overslept, late ride, babysitting, family vacation.

Tardiness: Any arrival after 7:50 AM is tardy. Every 5th tardy results in disciplinary action.

Early Sign-Out & RAPTOR

Early Dismissal: Submit a parent note to Main Office before homeroom. Student must track leave time and sign out at Main Office.

Emergency Pickup: Parent/guardian must enter Main Office to sign out student. *No release via phone call!*

RAPTOR Security: Photo ID required for all visitors (NYS Driver's License/ID, NYS Benefits Card, or Military ID).

Please keep contact information updated with the office at all times.

Cell Phone & Dress Code Policies

NO Cell Phones or Personal Devices: Prohibited from the moment students walk into school until dismissal. Strictly **NONE** during lunch, study halls, hallways, or as rewards. **NO** headphones or Smart Glasses!



Device Confiscation Offenses:

- **1st Offense:** Device sent to Main Office; student retrieves at end of day.
- **2nd Offense:** Phone call home; parent/guardian must retrieve device from office.
- **3rd Offense:** Phone call home, parent retrieval, and disciplinary consequences.



Dress Code Compliance: Non-compliant students will call home for a change of clothes. If unavailable, school-provided clothes must be worn. Refusal is deemed insubordination and results in I.S.S.

Event Eligibility & Academic Intervention

Event Eligibility Requirements

For dances, after-school activities, and the 8th Grade Trip:

- **Attendance:** Present for at least half the school day on the event day.
- **Discipline:** No In-School (ISS) or Out-of-School Suspension (OSS) within 30 days of event.
- **Academic:** Must attend tutoring if failing a core course.
- **Pickup:** Parents must pick up children promptly after events.

ASIP (Academic Success Program)

Mandatory Tutoring: Students failing a core course must attend after-school tutoring.

Athletic Eligibility: Students failing 2 consecutive marking periods may remain on the team but cannot play in games until grades reach 65+.

Guidance counselors will directly notify students required to attend ASIP.



Building Logistics & Property Policy



Parking & Drop-Off

Loop closest to building is reserved **ONLY** for buses during arrival/dismissal. Use the outer loop (near visitor parking). Do not park in fire lanes or on grass.



Lockers

Students must use their locker. Do not share locker combination! Lockers may be searched at anytime.



Property Damage Policy

Replacement costs have increased due to misuse. District policy holds families financially responsible for damaged or destroyed school property.

SchoolTool

SchoolTool Password Reset

Step 1: Log onto your Chromebook, open Chrome, go to the AJHS homepage, and click the SchoolTool link.

Step 2: Click "Forgot Password" in the center of the screen.

Step 3: Enter your email: `firstnamelastname@aecsd.education` and click Submit.

Step 4: Open a new tab, go to your school Gmail account, and find the email from SchoolTool.

Step 5: Copy the temporary password from the email (Highlight & CTRL + C).

Step 6: Go back to the SchoolTool tab and click "Back to Login".

Step 7: Type in your username and paste the temporary password (CTRL + V) to log in.

SchoolTool Password Change

Step 1: Once inside SchoolTool, click on the Accounts tab on the right side of your screen.

Step 2: Paste your temporary password into the "Old Password" field.

Step 3: In "New Password", type a password you will remember.

Requirement: Must start with a capital letter and include at least one number.

Step 4: Enter the password again in the "Confirm" field to verify they match.

Step 5: Click **Submit** to save changes (do not just press enter).

Stay Connected & Get Involved

Communication Channels

- ParentSquare & SchoolTool
- Website: www.aecsd.education/jhs

PTO & Key Events

- PTO Meetings: 1st Wednesday of month @ 6:00 PM in Library (First meeting: Sept 8th)
- Fall Parent Teacher Conferences: October 22nd (5:30 – 8:00 PM)
- Spring Parent-Teacher Conferences: Thursday, Feb 12th (5:30 – 8:00 PM)





Questions & Support

✉ Principal Email: davidoliver@aecsd.education
☎ Main Office Phone: (315) 255-8480

**Auburn Junior High School — Let's Have a Great
Year!**

Thank you for partnering in your student's education!