

# Auburn Junior High School

Parent/Student Handbook

2025 - 2026



**TABLE OF CONTENTS**

***Introduction and General Information***

Signing..... 6  
Welcome..... 7  
District and School Mission..... 8  
Parent Compact..... 9 - 11  
Board of Education and Central Administration..... 11  
Faculty and Staff ..... 12 - 14  
Where Do I Go For...?..... 15  
Social Media for AJHS..... 16

***Important Dates, Meetings and Schedules***

Marking Periods and Progress Reports..... 17  
Open House..... 17  
Parent Organization Meetings..... 18  
Title 1 Meetings..... 18  
Breakfast..... 19  
Daily Schedule..... 19  
Emergency Closing Procedures/Two-Hour Delay Schedule..... 20-21

***Positive Behavior Interventions and Supports***

AJHS Pride/Social Emotional Learning..... 21 - 22  
Behavior Matrix..... 23

***Student Responsibilities and Expected Behavior***

Attendance and Tardiness..... 24-26

Early Dismissal.....	27
Dress Code.....	28-29

***Student Responsibilities and Expected Behavior (continued)***

Electronic Devices.....	29-31
Texts and Materials.....	31
Library (lost and damaged Library materials).....	32
Use and Care of Lockers.....	32
Bicycles.....	33
Motorized Vehicles.....	33
Skateboards/Rollerblades/Scooters.....	33
Eligibility for Dances, After-School Events, and the 8th Grade Trip.....	33-34
Behavior in the Cafeteria and Halls.....	34
Smoking (State Policy).....	35
Food and Drink (District Policy).....	35
Trespassing.....	35
Prohibited Student Conduct (Code of Conduct).....	35-41
Disciplinary Penalties and Procedures.....	41-42
Student Discipline	
After School Detention.....	43
Extended Detention.....	43
Time to Regroup.....	43
In-School Suspension.....	43
Out-of-Class Suspension.....	44
Out-of-School Suspension.....	44
Bullying – Peer Abuse in the Schools.....	44-47

***Academic Program and Co-Curricular Opportunities***

Guidance.....	48
---------------	----

Required Courses.....	48-49
Computation of Grades.....	50
District Marking and Grading Policy.....	50-53
Promotion.....	53
Honor Roll/High Honor Roll.....	53
Assessment Test Schedule.....	53
School Activities, Clubs and Organizations.....	54
Co-Curricular Activities Policy.....	54
National Junior Honor Society.....	55
S.G.O.....	55
Yearbook.....	56
Ski Club.....	56
Modified Athletics.....	56
Sports Study Hall.....	56
Restriction.....	57
Academic Eligibility (District Policy).....	57

***Student Health and Safety***

Health Office.....	58
Illness.....	58
Gym Excuses.....	58
Screenings.....	58
Medication.....	59
Elevator Passes.....	59
Accidents/Injuries.....	59
Front Door Entrance.....	60
Bus Drills.....	60
Safety Drills.....	60

***Student Services and Parent Involvement***

Cafeteria.....	60
Bus Transportation.....	61
Remaining after school.....	61
Family ID Guidelines.....	61-62
Extra Help.....	62
Homework.....	62

**AUBURN JUNIOR HIGH SCHOOL**

Dear Parent/Guardian:

After reviewing this year's Student Handbook with your child, please sign below, have your child sign below and have your child return this form to his/her homeroom teacher by Friday September 5<sup>th</sup>, 2025.

Student's Signature \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

---

***Student Use of Computer Procedure***

Students who have not signed this agreement will not be able to use the computers in school. By signing below you are stating that you have read and understand the district's policy and regulations and agree to abide by their provisions.

You must understand that you have no rights to privacy when using the district's computer network and the Internet. You consent to the district staff monitoring your communications.

You further understand that any violation of these provisions may result in suspension or revocation of your system access and related privileges, other disciplinary action, as appropriate, and possible legal action.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

## *Welcome to Auburn Junior High School*

### **Dear Auburn Junior High School Families,**

Welcome to the 2023-2024 school year! We are excited to have your 7th and 8th grade students as part of the Auburn Junior High community. Together, we will work to make this year a memorable and successful experience for every student.

At Auburn Junior High, we are committed to creating a school environment that supports both academic growth and personal development. Our dedicated staff is here to help guide your child through these important middle school years.

### **Attendance Matters**

We recognize that regular school attendance is essential for student success. Students who are present are better able to grasp the material being taught, and their ability to keep up with classwork is strengthened. Therefore, we will hold students accountable for both absences and tardiness. Please ensure that your child attends school regularly and arrives on time.

### **Important Information in the Handbook**

Included in this letter is the student handbook. We encourage you to read it carefully with your child and discuss the expectations outlined inside. If you have any questions or need further clarification, please do not hesitate to reach out to me at 315-255-8480.

### **Our Goal for Your Child's Success**

We hope that the upcoming school year will provide your child with many positive learning experiences and lasting memories. Our entire staff is here to offer support, encourage growth, and prepare students for the future. Together, we can ensure that your child has the best possible education during their junior high years.

Thank you for being an essential part of the Auburn Junior High family. We look forward to a successful and rewarding year ahead!

Sincerely,  
David B. Oliver  
Principal

### ***STATEMENT OF INCLUSIVITY***

*The Auburn Enlarged City School District believes that people work best when their unique voices are heard and valued, their authentic selves are accepted and nurtured, and individual needs are addressed. We are committed to providing an equitable environment where the social, emotional, physical, academic, and professional development of each person is supported through a multi-faceted lens of diversity, allowing for the affirmation of individuality. Through listening, learning, and reflection, and purposeful action we are better able to cultivate awareness, model respect, and empower one another to become empathetic citizens with a global mindset.*

### ***AUBURN JUNIOR HIGH SCHOOLS MISSION STATEMENT***



*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.*

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

## **Shared Goal Setting for Academic Success**

### **Parent Agreement**

**I believe that my child can learn, and I will:**

- **Provide a nurturing environment that meets my child's basic needs (food, clothing, shelter, rest, cleanliness) and a quiet, comfortable space for studying and homework.**
- **Support my child in meeting high academic and behavioral standards by offering encouragement and positive reinforcement.**
- **Engage in regular conversations with my child about their day at school, their progress, and areas where they need support.**
- **Encourage my child to read regularly and be involved in their learning process.**
- **Set a positive example by showing respect and support for my child, their teachers, and the school community.**
- **Teach my child good manners, responsibility, and the importance of treating others with kindness.**
- **Ensure my child attends school regularly, arrives on time, and stays the entire day.**

- **Stay involved in my child’s learning by reviewing school materials, responding to notices, signing papers, and attending parent-teacher conferences.**

## **Teacher Agreement**

**I believe that each child can learn, and I will:**

- **Set high expectations for myself, my students, and my colleagues, striving to create an environment where each child can thrive.**
- **Respect the individuality of each child, their background, and family, and foster a classroom that is inclusive and welcoming.**
- **Provide a learning environment that meets each student’s needs and actively encourages student engagement.**
- **Maintain open communication with students, parents, and fellow staff members to support students' academic and personal growth.**
- **Demonstrate professionalism, maintain a positive attitude, and continuously seek ways to improve my practice.**
- **Teach students how to resolve conflicts positively and non-violently, encouraging them to work together as a community.**
- **Support Auburn Enlarged City School District’s educational goals while continuously working to grow professionally.**

## **Student Agreement**

**I believe that I can learn, and I will:**

- **Always strive to do my best in both my work and behavior, aiming for growth and improvement.**
- **Show respect for myself, my peers, teachers, and the school by listening attentively, following directions, and being kind.**
- **Take responsibility for my actions and accept the consequences of my choices.**
- **Come to school prepared with homework, supplies, and a positive attitude toward learning.**
- **Resolve conflicts peacefully and seek help when needed.**
- **Share my experiences and progress with my family by bringing home school papers and talking about what I've learned.**
- **Complete my homework on time and take pride in my schoolwork and achievements.**
- **Be proud of Auburn Junior High School and represent it with honor.**

**AUBURN JUNIOR HIGH SCHOOL  
FACULTY AND STAFF  
2025 – 2026**

***Administration.....315-255-8480***

Mr. David Oliver, Principal  
Mrs. Alexandria Vitale, Asst. Principal  
Mrs. Allison Teachout, Dean of Students

***School Resource Officer***

Officer M. Clancy

***Main Office Secretarial Staff***

Ms. K. Pelc  
Ms. P. Race

***Counseling Office***

Mr. G. Salvage, Counselor (A-L)  
Mrs. M. Walsh, Counselor (M-Z)

***School Psychologist***

Mrs. M. Gage

***School Social Worker***

Mrs. V. DeRoose

***Health Office..... 315-255-8536***

Ms. Leah Squires (Nurse)  
(Nurse)  
Ms. D. Brown (Clerk)

***Special Education Staff***

Ms. H. Barbuti

Ms. S. Grabowski

TBD

Mr. A. Barcia

Mr. C. Lepak

Ms. S. Deacon

Ms. A. Tallcot

Mr. N. Boedicker

Ms. J. Wood

***AIS***

Miss J. Mondo

Mrs. A. Gabak

Miss. J. Malone

Mrs. N. Testa-McCants

***Art***

Mrs. K. Flanigan

Miss. K. Fletcher

***CTE***

***TBD***

***TBD***

***Technology***

Mr. G. Powers

Mr. J. Sheppard

***Health/Physical Education***

Mr. R. Carberry – Health/PE

Miss M. Hamilton-PE

Mrs. S. Connors - PE

Miss J. Hare- PE

Mr. A. Giannone – PE

Mrs. K. Newton – Health/PE

***World Languages***

Mr. D. Boudov - Spanish  
Mr. L. Tozzi – Italian

Mrs. R. Hernandez - Spanish

TBD– Spanish

Mrs. C. Porten - French

***Music***

Mr. N. Farrell - Band

Ms. M. Hommel - Orchestra

Mrs. K. Sheppard – Chorus/General Music

***Library/Media Center/Other***

Mrs. M. Didio

Mr. R. Sauro – ISS

**7<sup>TH</sup> GRADE TEAMS**

***Team 7-1***

Mr. G. Cosentino

Mr. M. Dillon

Mrs. L. Spencer

Mr. M. Stuart

***Team 7-2***

Mr. T. Bolster

Miss Leader

Miss. K. Marsden

Mr. B. Piscioti

***Team 7-3***

Mr. D. Cook

Mrs. K. Hitchcock

Mrs. A. Viccaro

Mr. G. Wilson

***Accelerated***

Mrs. C. Rigby

**8TH GRADE TEAMS**

***Team 8-1***

Mr. J. Alberici

Mrs. J. Atkins

Miss. D. O’Shea

Mr. K. Smith

**Team 8-2**

Mrs. C. Beckley

Mr. C. Bolha

Miss. A. Bova

**Team 8-3**

Mrs. L. Baker

Mrs. K. Becker

Mrs. H. Hope

Mrs. A. Martinez

**Accelerated**

Mr. T. Izzo

**Where do I go for.....?**

Scheduling.....  
.....School Counselor

Grades.....  
.....Teacher/School Counselor

Hall  
Passes.....  
.....Teacher

To Be Excused  
Early.....  
.....Main Office

Working  
Papers.....  
.....Main Office

Locker  
Trouble.....Tea  
cher/Security Monitor

Lost and  
Found.....  
.....Main Office/Cafeteria

Social or Personal Problems.....Teacher/School Counselor/Main  
Office/School Social Worker

Sickness or  
Injury.....  
.....Nurse's Office

Problems in a Particular Class.....Teacher/School Counselor/School  
Social Worker

Remaining After  
School.....  
.....Teacher

Improvement of Study Habits.....Teacher/School Counselor/School  
Social Worker

Change of Address/Phone  
Number.....Main Office



## Communication and Social Media at AJHS

At Auburn Junior High School, we are committed to fostering strong communication between school and home. In addition to traditional methods, we utilize various digital platforms to keep families informed, celebrate student achievements, and provide a glimpse into classroom learning.

### Communication Tools:

- **ParentSquare** – Our primary platform for sending announcements, reminders, and updates to families.
- **SpeakUp** – A confidential, anonymous tool for students or families to report concerns or issues.
- **SchoolTool** – Allows families to monitor student grades, attendance, and discipline records.
- **AJHS Website** – A central hub for school news, event calendars, important documents, and more.

### Social Media:

We use social media to share highlights from daily school life, promote upcoming events, and showcase the great things happening at AJHS.

- **Facebook** – Follow us: [@AuburnJrHS](#)

## IMPORTANT DATES, MEETINGS AND SCHEDULES

**The calendar at the end of the handbook provides a quick reference guide to events and activities scheduled at Auburn Junior High School this year. We hope it will be helpful as you plan your family’s schedule. In addition, academic progress report dates, parent organization and site-based meeting schedules are included below.**

### *2025 – 2026 Marking Periods and Progress Reports*

Quarter	End of Five Weeks	Five Week Reports	Marking Period Ends	Report Cards Mailed
---------	-------------------	-------------------	---------------------	---------------------

1 <sup>st</sup>	October 3	October 10	November 7	November 14
2 <sup>nd</sup>	December 12	December 19	January 23	January 30
3 <sup>rd</sup>	March 6	March 14	April 10	April 17
4 <sup>th</sup>	May 15	May 23	June 19	June 26

**OPEN HOUSE**

**5:30 – 8:00 p.m. September 18<sup>th</sup>**

**Parent Teacher Conference Night**

**5:30 – 8:00 p.m. March 12<sup>th</sup>**

**AJHS Parent/Teacher Organization Meetings**

**Wednesdays at 6:00 p.m.**

The AJHS Parent/Teacher Organization consists of parents dedicated to building a stronger partnership between home, school and the community. It is the group's desire to build a successful relationship between these three components which inevitably will enhance students' education. Family involvement is a key ingredient in the success of a student's education. It is our goal to provide

family members with the opportunity to have a direct influence in their child's education, along with the many other students at Auburn Junior High School.

September 3rd	October 1st
November 5th	December 3rd
January 7th	February 4th
March 4th	April 1st
May 6th	June 3rd

**TITLE 1 Parent Involvement Meetings**  
**Wednesdays at 5:30 p.m.**

How can Title 1 funds best be used to encourage parents to get involved in schools to support learning?

October 1	January 7
May 6	

**BREAKFAST:**

Students will be allowed to enter the building at **7:20** if they will be coming in for Breakfast. Once the Building entry bell rings at **7:42 a.m.**, these students will need to proceed to their locker and then to homeroom. All students must report to homeroom by 7:50 or they will be considered tardy. If a student is late to breakfast for a valid reason (late bus), he/she will be issued a late pass.

**SCHOOL SCHEDULE:**

School begins promptly at 7:50 a.m. Most students arrive after 7:30 a.m. and wait outside or in the auditorium during inclement weather until 7:42 a.m. when they are allowed to go to their lockers and homerooms. School is dismissed at 2:20 p.m. for all students.

**BELL SCHEDULE**

<b>Building Entry:</b>	<b>7:42</b>
<b>Proceed to Bell 1:</b>	<b>7:48</b>
<b>Bell 1</b>	<b>7:50 – 8:33 (A.M. Announcements)</b>
<b>Bell 2</b>	<b>8:36 – 9:16</b>
<b>Bell 3</b>	<b>9:19 – 9:59</b>
<b>Bell 4</b>	<b>10:02 – 10:42</b>
<b>Bell 5</b>	<b>10:45 – 11:25 (Grades 7 &amp; 8)</b>
<b>Grade 7 Lunch / Lunch Group:</b>	<b>10:45 – 11:04 (Lunch 7)</b>
<b>Grade 7 Lunch Group / Lunch:</b>	<b>11:06 – 11:25 (Lunch 7)</b>
<b>Bell 6</b>	<b>11:28 – 12:08 (Grades 7 &amp; 8)</b>
<b>Grade 7 Lunch / Lunch Group:</b>	<b>11:28 – 11:47 (Lunch 7)</b>
<b>Grade 8 Lunch Group / Lunch:</b>	<b>11:49 – 12:08 (Lunch 8)</b>
<b>Bell 7</b>	<b>12:11 – 12:51 (Grades 7 &amp; 8)</b>
<b>Grade 8 Lunch / Lunch Group:</b>	<b>12:11 – 12:30 (Lunch 8)</b>
<b>Grade 8 Lunch Group / Lunch:</b>	<b>12:32 – 12:51 (Lunch 8)</b>
<b>Bell 8</b>	<b>12:54 – 1:34</b>
<b>Bell 9</b>	<b>1:37 – 2:20</b>
<b>After School Time (10<sup>th</sup> Bell)</b>	<b>2:23 – 2:50</b>

**EMERGENCY CLOSING PROCEDURES – Weather Related Closing:**

When weather conditions are such that travel to school is unsafe, schools may open late or not at all. In either case, area radio and television stations, as a public service, broadcast information released to them relative to school closing.

Information regarding delays in opening or school closing will be released to radio and television stations as early as possible. Every attempt will be made to get such announcements on the air by 6:00 a.m.

In addition, Auburn Enlarged City School District utilizes Parent Square, which will allow for automated telephone calls, emails and text messages to go out to all our student households, advising of any delays or closings.

### **WEATHER DELAY SCHEDULE**

<b>1 Hour-Delay Schedule</b>		
	Start Time	End Time
Building Entry	8:45	
Proceed to Bell 1	8:48	
Bell 1	8:50	9:18
Bell 2	9:21	9:46
Bell 3	9:49	10:14
Bell 4	10:17	10:42
<i>Resume Normal Schedule</i>		

<b>2 Hour-Delay Schedule</b>		
	Start Time	End Time
Building Entry	9:45	
Proceed to Bell 1	9:48	
Bell 1	9:50	10:13
Bell 2	10:16	10:37
Bell 3	10:40	11:01
Bell 5	11:04	11:42
Bell 6	11:45	12:23
Bell 7	12:26	1:04
Bell 4	1:07	1:28
Bell 8	1:31	1:52
Bell 9	1:55	2:17

### **AJHS Pride/SEL (Social Emotional Learning)**

Auburn Junior High School follows the practices of Positive Behavioral Intervention Support (PBIS). PBIS is designed to implement a wide range of strategies, promoting positive behavior across settings, and based on the level of need for intervention. Skill building

through lessons, and role modeling are the key building blocks to PBIS. Expected behavior will be acknowledged in the moment, celebrated, and rewarded through the earning of tangible items, special privileges, and the ability to participate in special events. Below is the outline of the common expectations students will be expected to display throughout the school year.

The junior high students and staff will refer to this program as “Auburn PRIDE”. Students will participate in lessons encouraging “Auburn PRIDE” and positive behaviors throughout the year.

### **AUBURN PRIDE**

**Be Dedicated**  
**Be Respectful**  
**Be in Control**

Keep yourself up to date with PRIDE activities and incentives using the web address:

[www.aecsd.education/ajhsbis](http://www.aecsd.education/ajhsbis)

### **PRIDE Mondays**

Taught in Core Classes on Mondays during the school year.

Teachers facilitate discussions with their student on the following topics:

5 Core Competencies of Social & Emotional Learning.

- Self Awareness
- Self Management
- Social Awareness
- Relationship Skills
- Responsible Decision Making



How to deal with...

Anonymous Alerts    Goal Setting    Verbal Insults    The Emoji Meter    Approval    Bothering, Joking, Hurting    Physical  
 Provocations    Think Before Speaking    Rumors    Exclusion    Emotions    Managing Emotions    Frustration  
 Discomfort    Fairness    Helping Others    Performance    Positive Thinking

# Auburn PRIDE Matrix

	Classroom	Halls	Bathroom	Technology	Events	Outside	Bus	Cafeteria
--	-----------	-------	----------	------------	--------	---------	-----	-----------

<b>Dedicated</b>	<p>Be on time</p> <p>Attend regularly</p> <p>Bring required materials</p> <p>Do your best work at all times</p> <p>Persevere through challenges</p>	<p>Help others when needed</p> <p>Keep hallways clean</p> <p>Move promptly to your destination</p> <p>Keep pass visible</p>	<p>Report any bathroom concerns to an adult immediately</p>	<p>Know your passwords</p> <p>Sign out</p>	<p>Follow all event specific rules</p> <p>Be a positive representative for our school</p>	<p>Dress for the weather</p>	<p>Know emergency procedures and exits</p> <p>Understand and follow all bus rules</p> <p>Report vandalism</p>	<p>Get what you need the first time through the line</p>
<b>Respectful</b>	<p>Use positive encouragement with peers</p> <p>Follow directions</p> <p>Raise your hand</p> <p>Listen while others are speaking</p> <p>Use materials appropriately</p>	<p>Be mindful of classes in session</p> <p>Give people space at locker</p>	<p>Pick up after yourself</p> <p>Make sure to flush</p> <p>Wash hands</p> <p>Ask for permission at an appropriate time</p>	<p>Carefully place computer back where you found it and charge it</p> <p>Use appropriate digital interactions</p>	<p>Have transportation ready</p> <p>Listen, be attentive, and polite</p> <p>Put electronics away</p>	<p>Interact appropriately with peers and adults</p>	<p>Be aware of how your actions affect others</p> <p>Keep the bus clean</p> <p>Interact positively with driver and other riders</p>	<p>Clean up after yourself</p> <p>Keep food and drink in cafeteria</p> <p>Be kind and courteous to others</p>
<b>In Control</b>	<p>Respect personal space</p> <p>Enter/Exit safely and stay seated until told</p> <p>Act in a safe manner</p>	<p>Keep phones away</p> <p>Keep hands and feet to yourself</p> <p>Walk and stay to the right</p> <p>Use indoor voices</p>	<p>Use appropriate voice level</p> <p>Use facilities appropriately</p> <p>Be prompt and return to class</p>	<p>Handle equipment with care</p> <p>Stay focused on the task</p>	<p>Remain seated</p> <p>Exit safely when told</p>	<p>Walk into the building through designated areas</p> <p>Stay on sidewalks</p> <p>Be fair and play safe</p>	<p>Stay seated</p> <p>Use indoor voices and keep music volume low</p>	<p>Exhibit good table manners</p> <p>Wait in line appropriately</p>



## **Auburn Junior High School – Attendance & Tardiness Policy for Parents**

### **School Arrival**

- **Doors open at 7:42 a.m.**
  - **Students must be in their homerooms by 7:50 a.m.**
  - **Morning announcements begin with the Pledge of Allegiance, and students are expected to be quiet and respectful during this time.**
- 

### **Tardiness to School**

- **Any student arriving after 7:50 a.m. is considered tardy.**
- **Students must stop at the Main Office to:**

- **Sign in**
- **Get a tardy pass before going to class**
- **No student may enter class without a tardy pass.**

#### **Tardy Consequences:**

- **5–10 unexcused tardies: After-school detention**
  - **Continued tardiness: Extended detention**
  - **15–20 or more unexcused tardies: In-School Suspension, a meeting with the Principal, and referral to the school social worker**
- 

#### **Tardiness to Class (During the School Day)**

- **Students are considered late if they arrive to any class after it has started.**
  - **Teachers will assign consequences such as detention.**
  - **Repeated classroom tardiness will be referred to school administration.**
- 

#### **Absences**

- **If your child is going to be absent, please reply to the ParentSquare message or call the school at (315) 255-8480 after 7:30 a.m.**

- **If your child will miss more than two days, you may request classwork. It can be picked up from the Main Office by 3:30 p.m.**

#### **When your child returns:**

- **Send a signed written note within one week, including:**
  - **Dates of the absence**
  - **Reason for the absence**
- **Your child must give this note to the Main Office staff.**

#### **Types of Absences:**

- **Excused: Illness, medical/legal appointments, or serious family emergencies**
- **Unexcused: Vacations, shopping trips, babysitting, missing the bus, or choosing not to attend**
  - **These are unexcused even with a written note**
- **Frequent unexcused absences may result in a Principal's Hearing**

---

#### **Perfect Attendance**

##### **To receive a Perfect Attendance Award, a student must:**

- **Be present every day**
- **Have no unexcused tardies or unexcused early dismissals**

---

## **Early Dismissal**

**Whenever possible, please schedule appointments outside of school hours or during breaks.**

**If your child must leave school early:**

- **Send a signed note that includes:**
  1. **Date of the dismissal**
  2. **Time of the dismissal**
  3. **Reason for leaving early**

**Your child must:**

- **Bring the note to the Main Office**
- **Sign out before leaving and sign back in if returning**

**In an emergency:**

- **A parent/guardian must come to school to sign the student out in person.**
- **Phone calls cannot be used to dismiss a student.**

**Important:**

**All visitors to Auburn Junior High School must show a valid government-issued photo ID (e.g., driver's license, state ID card, military ID) to enter the building or pick up a student.**

## **Auburn Junior High School – Parent Guide: Dress Code, Personal Items & Devices**

---

### **Dress Code**

**At Auburn Junior High, we want students to feel comfortable while also creating a respectful and safe learning environment. Please help ensure your child follows these guidelines:**

#### **General Dress Expectations**

- **Clothing must be safe, appropriate, and not disrupt learning.**
- **No dangerous accessories, such as spike bracelets or wallet chains.**
- **No oversized items like blankets, capes, or anything that could cause someone to trip.**
- **Shirts must have straps at least two fingers wide. If wearing tank tops or athletic jerseys, an undershirt or camisole must be worn underneath.**
- **No bare midriffs or revealing tops (tube tops, net shirts, crop tops, low-cut or see-through clothing).**
- **Shorts and skirts must fully cover private areas, including the buttocks.**
- **Undergarments must be covered at all times.**
- **Footwear should be safe and appropriate for the day's activities (e.g., sneakers for PE, no slippers).**

- **Headwear is not allowed, including hoods, unless for religious, medical, or safety reasons. Gang-affiliated bandana colors (red, blue, yellow) are not permitted.**
- **Clothing with offensive language, drug/alcohol references, or inappropriate messages is not allowed.**
- **Toys from home are not allowed as they can distract from learning.**

#### **If a Student Violates the Dress Code**

- **Students will be asked to change into school-provided clothing or call home for a change of clothes.**
  - **Students who refuse to comply may be sent to In-School Suspension (ISS) for the rest of the day.**
  - **Repeated violations may result in further disciplinary action, including out-of-school suspension.**
  - **Final decisions about what is appropriate are made by the school administration.**
- 

#### **Perfume, Cologne & Sprays**

**To protect students and staff with allergies, asthma, or sensitivities:**

- **Perfume and cologne are not allowed.**
  - **Aerosol sprays (e.g., body spray, deodorant spray) are also not allowed.**
  - **Exposure to scented products can cause severe health reactions.**
- 

#### **Electronic Devices Policy**

**We understand that students carry phones and devices, but they cannot be used during the school day.**

**Devices Covered:**

- Cell phones, tablets, iPods, MP3 players, handheld game consoles, cameras, laptops, and more.

**Guidelines:**

- Devices must be stored safely in the student's locker during school hours: 7:45 a.m. to 2:20 p.m.
- Use is only allowed:
  - If specified in an IEP, 504 Plan, or Health Care Plan

**Out-of-School Behavior & Technology Use**

While much of student life happens outside of school, please be aware that:

Any behavior that takes place outside of school—but causes a disruption to the learning environment in school—may result in school discipline.

This includes the use of electronic devices for activities such as:

- Disrupting the school environment (e.g., sharing inappropriate content with classmates)
- Cheating or accessing inappropriate material
- Harassment, bullying, or threats (including through social media or messaging apps)
- Recording or sharing fights, violence, or other harmful behavior
- Engaging in illegal, unethical, or sexually explicit activities (such as "sexting")
- Violating the privacy of other students or staff

**These actions, even if started outside of school hours or off school grounds, can carry serious school-based consequences, including suspension.**

**We ask for your partnership in helping students understand the impact of their digital and social behavior—both in and out of school.**

---

### **Cell Phone Violations**

- **1st Offense: Phone is held in the Main Office until the end of the day.**
- **2nd Offense: A parent/guardian must come to school to pick it up.**
- **3rd Offense and beyond: Parent must pick it up and additional discipline will follow.**

**Recording or sharing a fight is taken very seriously. Students involved in recording or distributing fight videos will face the same consequences as those physically involved.**

### **Chromebooks**

Each Teacher has a classroom set of chromebooks. Chromebook usage is monitored by the district. They are district property and there will be disciplinary consequences if they are intentionally damaged.

### **TEXTS AND MATERIALS:**

At the beginning of the school year, students will be provided with the necessary texts and workbooks. Students are responsible for the care of these materials. If a book is lost, a student must pay for the lost book before being issued a new one. If the book is recovered, the money will be returned. Students are also responsible for paying for any damage done to a book while in his/her possession. It is recommended that students put their names and current school year in every book. A place for this is provided inside the front cover of the book. Students should also cover all books. School book covers may be available in the Main Office.



## **LIBRARY: (Lost and damaged Library Materials)**

Library media staff will follow up on overdue or missing library materials by providing students with printed overdue notices. Based on building circulation preferences, a bill for the replacement cost of the Library item will be mailed after a designated period of time. If the library item is returned within one month of payment, a refund may be made. In addition, payment is expected for library items that have been damaged.

## **USE AND CARE OF LOCKERS:**

Every student will be issued a locker and combination by his or her homeroom teacher. To be respectful, responsible and safe, please follow these simple rules:

1. Keep your combination to yourself and do not share your locker with people.
2. Be sure your locker is closed and locked securely before leaving it.
3. Secure your locker so that it can only be opened using the complete combination procedure.
4. Placing object(s) into the combination locking mechanism so that it may be opened without using the combination allows others access to your belongings. In addition, it will be considered vandalism of school property and discipline will be imposed.
5. Only write your combination in places that will be safe and confidential. Writing your combination on the outside of your locker gives others access to your property and defaces school property.
6. Report damage or losses to the office immediately. We will do what we can to provide temporary safe storage and to help you recover your losses.
7. For safety reasons, student-owned locks cannot be placed on lockers.

Student lockers, desks and other such equipment are not the property of students but the property of the school district, and as such may be opened and subject to inspection from time to time. The lockers are part of the school building and are for your use only.

Students may hang appropriate pictures or other materials in their lockers, but may not write, paint or otherwise damage the lockers.

Students should use their schedule to determine the best times to use their locker.

We do our best to assign lockers closest to student homerooms.

If a student has a problem with his/her locker, forgets the combination, or wants to report a theft, the student should see the Assistant Principal or the School Resource Officer.

## **BICYCLES:**

Students are permitted to ride bicycles to school. A bicycle rack is located on the west side of the building.

For security reasons, **all bicycles should be chained and locked on the bicycle rack.** The school does not have insurance to cover the loss of bicycles.

## **MOTORIZED VEHICLES**

Students may not drive motorized vehicles to school. Motorized vehicles, including snowmobiles, ATV's and motorized scooters are not allowed anywhere on school district property.

## **SKATEBOARDS/ROLLERBLADES/SCOOTERS:**

For safety reasons, skateboards, rollerblades and scooters are not allowed to be used on school grounds. Violators will be subject to disciplinary action.

## **Eligibility for Dances, After-School Events, and the 8th Grade Trip**

To participate in school-sponsored events such as dances, after-school activities, and the 8th Grade Trip, students must meet the following eligibility requirements:

- ❖ **Attendance Requirement (Day of Event):**

Students must be present for at least half of the school day on the day of the event.

- ❖ **Overall Attendance:**

Students must maintain **at least 90% attendance** to be eligible for school dances and the 8th Grade Trip.

*Note: Excused absences submitted by a parent or guardian will be considered.*

- ❖ **Disciplinary Standing:**

- Any student who has received **Out-of-School Suspension (OSS)** or **In-School Suspension (ISS)** within **30 days** of the event may not attend.
- Students assigned to **ISS for a timeout** during the **week leading up to the event** are also ineligible.

❖ **Academic Standing:**

Students who are failing a core course must attend the **Academic Success Intervention Program** in order to regain eligibility for the event.

- ♦ **Pick up your child in a timely manner from all afterschool events.**

**Student Behavior in the Cafeteria:**

All students are expected to be in the cafeteria during their specified lunch times. They should be courteous, leave their areas clean, and display appropriate table manners. Running, screaming, and shouting will not be tolerated.

In order to avoid accidents, students are asked not to bring any foods/beverages packaged in glass containers. Food is not allowed outside of the cafeteria.

**Student Behavior in the Halls:**

- Running, screaming, shouting and loitering will not be tolerated.
- Cell phones and headphones are prohibited in the halls.

**SMOKING and Vaping (State Policy):**

Smoking and vaping is not permitted in the school or on the grounds surrounding the school. This includes the use or possession of any tobacco product, electronic E-Cigarettes or lighter. Effective January 1, 1990, the New York State Clean Indoor Act prohibits smoking in most public places. Students who violate the rules regarding smoking/vaping will be disciplined. Discipline may include suspension out-of-school (O.S.S.) and confiscation of tobacco products, E-Cigarettes, matches, or lighters. Possession of tobacco products will be considered use of these products.

#### **FOOD AND DRINK (District Policy):**

Sale or distribution of food or drink will be permitted only when prior approval has been obtained from the Building Principal. Those groups permitted to sell or distribute food or drink will be limited to those that are school-sponsored or approved. Consumption of food or drink, except when associated with a class-sponsored activity, will be permitted in the cafeteria only.

Because of a concern for student safety no glass bottles or containers will be allowed in the building.

**Upon arrival to school, all outside food or drink must be consumed before the start of class due to the possible distraction to the academic setting and possible exposure to students with certain allergies.**

#### **TRESPASSING**

A student is not permitted in any school building, other than the one that he or she regularly attends, without permission from the administrator in charge of the building. Should a student be found in a building without permission, the necessary authorities may be called and trespassing charges may be lodged against the student. Students that break the **Code of Conduct** on any AECSD property may face discipline from the school and charges from Law Enforcement.

#### **PROHIBITED STUDENT CONDUCT:**

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. The District, however, recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are not all-inclusive and are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

**A. Engage in conduct that is disorderly. Examples of disorderly conduct include:**

1. Running in hallways;
2. Making unreasonable noise;
3. Using language or gestures that are profane, lewd, vulgar or abusive;
4. Obstructing vehicular or pedestrian traffic;
5. Engaging in any willful act which disrupts the normal operation of the school community;
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building;
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account, accessing inappropriate websites or any other violation of the district's acceptable use policy.
8. Bringing to school or having in his/her possession any item considered a nuisance (audio or other personal music devices), dangerous or immoral (firearms, weapons, chains, sharp objects, firecrackers, pornographic material, etc.).
9. Driving or riding to and from the District Campus or a District sponsored activity without permission.

**B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include:**

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect;
2. Lateness for, missing or leaving a class or school, school grounds or a job site without permission;
3. Entering any area without authorization;
4. Refusing to leave any classroom, building or job site after being directed to do so by District authorized personnel;
5. Skipping detention.

**C. Engage in conduct that is disruptive. Examples of disruptive conduct include:**

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students;
2. Physically restrain or detain any other person or remove such person from any place where he/she has authority to remain;
3. Obstruct the free movement of persons and vehicles in any place where such movement is authorized or permitted.

**D. Engage in conduct that is violent. Examples of violent conduct include:**

1. Committing an act of violence (such as hitting, kicking, punching, scratching, spitting or biting – this is not an exhaustive list) upon a teacher, administrator or other school employee or attempting to do so;

2. Committing an act of violence (such as hitting, kicking, punching, scratching, spitting or biting – this is not an exhaustive list) upon another student or any other person lawfully on school property or attempting to do so;
3. Possessing a firearm or weapon. Authorized law enforcement officials are the only persons permitted to have a firearm or weapon in their possession while on school property or at a school function;
4. Displaying what appears to be a firearm or weapon;
5. Threatening to use any firearm or weapon;
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other employee or any person lawfully on school property, including graffiti or arson;
7. Intentionally damaging or destroying school property.

**E. Engage in any conduct that endangers the safety, morals, health or welfare of others. Examples of such conduct include:**

1. Lying to school personnel;
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function;
3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them;
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner;
5. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm;
6. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team;
7. Selling, using, or possessing obscene material;
8. Using vulgar or abusive language, cursing or swearing;
9. Possession or use of tobacco products and e-cigarettes;
10. Inappropriately using, selling or sharing prescriptions and over-the-counter drugs;
11. Gambling;
12. Indecent exposure, that is, exposure to sight of private parts of the body in a lewd or indecent manner;
13. “Sexting” which includes the sending, receiving, or possession of sexually explicit messages, photographs, or images by electronic devices;
14. Cyberbullying, which includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting

inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or social media (including but not limited to Facebook, YouTube, Instagram, SnapChat, Twitter);

15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, tampering with or discharging a fire extinguisher;
16. Engage in any act which is in violation of an established DISTRICT rules or policy, to willfully incite others to commit any of the acts herein, or to engage in irresponsible behavior or conduct contrary to decent, polite, honorable and honest standards.
17. Possessing “drug paraphernalia” such as pipes, bong, rolling papers, etc.;
18. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. “Illegal substances” include but are not limited to, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, synthetic marijuana or synthetic cannabinoids, and any substances commonly referred to as “designer” or “look alike” drugs, inhalants other than prescribed inhalers, prescription drugs may be carried with the student when the following criteria has been met as per New York State Education Department:
  - The medication has been prescribed by a licensed prescriber and clearly states the student may be allowed to carry medications and self administer said medication in school.
  - A parent signed statement requesting compliance with licensed prescriber’s order.
  - The student has been instructed in the procedure of self administration of medication and can assume responsibility for carry properly labeled medication in original container on his or her person.
  - School nursing assessment that student is self directed to carry and self administer her/his medication properly. Severity of health care problem is assessed. Life threatening medical conditions such as asthma, anaphylaxis and diabetes are never denied the ability to carry required medications.
  - Parental contact made by nursing personnel to clarify parental responsibility regarding the monitoring of the student on an ongoing/daily basis to insure that the student is carrying and taking the medication as ordered.

**F. Engage in misconduct while on a school bus**

1. It is crucial for students to behave appropriately while riding on buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

**G. Engage in any form of academic misconduct. Examples of academic misconduct include:**

1. Plagiarism;
2. Cheating;
3. Copying;

4. Altering records;
5. Assisting another student in any of the above actions.

#### **H. Engage in off campus speech**

The District may take disciplinary action pursuant to this Code of Conduct against students for off-campus speech, which causes or threatens to cause a material or substantial disruption in the school. Speech can include traditional speech, or electronic speech such as e-mail messages, blogs, social media (including but not limited to Facebook, YouTube, Instagram, SnapChat, Twitter), instant messages, text messages, digital pictures or images.

#### **I. Harassment and Discrimination (Dignity for All Students Act)**

##### **Definitions:**

1. **School property** shall mean in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school bus, as defined in section one hundred forty-two of the vehicle and traffic law.
2. **School function** shall mean a school-sponsored co/extra-curricular event or activity.
3. **Disability** shall mean: (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques; or (b) a record of such an impairment; or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term shall be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.
4. **Employee** shall mean employee as defined in subdivision three of section eleven hundred twenty-five of this title.
5. **Sexual orientation** shall mean actual or perceived heterosexuality, homosexuality or bisexuality.
6. **Gender** shall mean actual or perceived sex and shall include a person's gender identity or expression.
7. **Harassment** shall mean the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

##### **Prohibition of Harassment and Discrimination:**

The District prohibits discrimination or harassment against any student, by employees or students on school property or at a school function, that creates a hostile environment by conduct, with or without physical contact and/or verbal threats, intimidation or abuse, of such a severe nature that:



1. Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or
2. Reasonably causes or would reasonably be expected to cause a student to fear for his/her physical safety.

Such conduct shall include all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

The District will investigate all complaints of harassment and discrimination, either formal or informal, and take prompt corrective measures, as necessary. Complaints will be investigated in accordance with applicable policies and regulations. If, after an appropriate investigation, the District finds that this code of conduct has been violated, corrective action will be taken in accordance with District policies and regulations, this code of conduct, and all appropriate federal or state laws.

#### **J. Prohibition of Retaliatory Behavior (Commonly Known as “Whistle-Blower” Protection)**

Any pupil who violates any of the rules of the Code of Conduct shall be subject to immediate and appropriate disciplinary action. The District prohibits any retaliatory behavior directed at complainants, victims, witnesses and/or any other individuals who participated in the investigation of any complaint of discrimination, harassment, or violation of the Code of Conduct.

#### **Reports to Law Enforcement**

All students are expected to promptly report violations of the code of conduct to a teacher, the building principal or his or her designee. Any student observing a student possessing a firearm, weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent. Any firearm, weapon, alcohol or illegal substance found shall be confiscated immediately, if possible.

All staff authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. Staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to the building principal or his or her designee.

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a

letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

### **Disciplinary Penalties & Procedures**

Any pupil who violates any of the rules of the code of conduct shall be subject to immediate and appropriate disciplinary action.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age;
2. The nature of the offense and the circumstances which led to the offense;
3. The student's prior disciplinary record;
4. The effectiveness of other forms of discipline;
5. Information from parents, teachers and/or others, as appropriate;
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the students shall be referred to the Building Child Study Team or the Committee on Special Education. Discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior when related to his/her disability.

### **Range of penalties:**

- \*Oral warning
- \* Conference with student
- \* Time to Regroup
- \* Written warning
- \* Written notification to parent
- \* Consequence is held in abeyance
- \* Detention

- \* Parent conference (telephone and/or in person)
- \* Referral to PINS (Person In Need of Supervision)
- \* Suspension from clubs, social or extracurricular activities
- \* Suspension of other privileges
- \* In-school suspension
- \* Removal from classroom
- \* Short-term (five days or less) suspension from school
- \* Referral to Youth Court
- \* Long-term (more than five days) suspension from school
- \* Permanent suspension from school

Under the Code of Conduct, classroom teachers, in certain circumstances, have the right to suspend a student from their classroom for up to two days. In such circumstances the Code specifies procedures that must be followed for parental notification and right to an informal conference.

**Minimum Periods of Suspension:**

Minimum periods of suspension from school apply for the following:

1. Students who bring a firearm to school (Gun Free Schools Act) – minimum one calendar year;
2. Students who commit violent acts or bring a weapon to school – minimum five days;
3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher’s authority over the classroom – minimum five days.

Evaluation and/or counseling, although not considered a penalty, may be provided as an alternative to a penalty. Any suspension from attendance upon instruction for violation of any subsection of Section 2 may be imposed only in accordance with Education Law 3214 (3).

The type and extent of punishment for violations of all sections except Section 2 subsection (7), shall be determined by the Building Principal or Superintendent. Disciplinary measures shall be appropriate to the seriousness of the offense and, where applicable, to the previous disciplinary record of the student.

In accordance with Gun Free Schools Act of 1994 (20 U.S.C. 8001 et seq.), the punishment for violation of Section 2 subsection (7) shall be a suspension from attendance upon instruction for a period of not less than one year, unless the Superintendent shall determine to modify such punishment. The Superintendent’s determination shall be on a case-by-case basis.

The term “firearm” as used in Section 2 subsection (7) shall mean (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device. The term “destructive device” means any explosive, incendiary, or poison gas (bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to any of those devices already described in this paragraph) except that “destructive device” shall not mean any device not designed or redesigned for use as a weapon.

## **STUDENT DISCIPLINE**

The actions described below are not inclusive, but with the exception of warnings, and phone calls to the parent, they are the most commonly used.

### **After School Detention**

Students may be assigned after school detention by a classroom teacher or an administrator. Students are given 24 hours notice if they are to remain after school. It is the student’s responsibility to notify his/her parent/guardian regarding the date and reason for the detention, and to arrange for transportation home. If for any reason the student cannot remain after school, it is the responsibility of the parent/guardian to notify the individual who assigned the detention as to the reason and to arrange for another date. This must be done before the detention is to occur. Students who cut or skip a detention may be assigned two afternoons of detention. If a student is absent on the day of his/her detention, he/she will be expected to serve the detention the day of his/her return, unless otherwise notified.

### **Extended Detentions**

Additionally, students may be assigned an extended detention (til 5:00 p.m.) as a result of continued disciplinary infractions of the same nature.

### **Time to Regroup**

At times, students may be placed in the In-School-Suspension room by an administrator for a period of time longer than a bell to **regroup**. The ability to regroup may/will allow the student time to de-escalate from a situation or behavior. Students will receive support from student services as well as any academic work a student may need to complete while not in class.

### **In-School Suspension**

In-School Suspension, I.S.S., is a disciplinary action against a student, made by the Assistant Principal or Principal. The purpose of I.S.S. is to discipline a student by removing all privileges and social contacts for part of or the entire school day. Students are required to report to a designated room immediately following homeroom. There, they will receive all their assignments for the day and be supervised by I.S.S. personnel. Students are expected to sit quietly and do their work. Students assigned to I.S.S. are not allowed to

attend any after school functions on that day, with the exception of detention. Parents/guardians will be notified by phone or mail regarding the reason for the I.S.S. assignment.

### **Out-of-Class Suspension**

Out-of-Class Suspension, O.C.S., is a disciplinary action against a student by the Assistant Principal or Principal. Students are required to report to a designated room for that period. There they will receive their assignment for that class and be supervised by I.S.S. personnel. Students are expected to sit quietly and do their work. First referral, one day O.C.S. suspension. Parents/guardians will be notified by phone or mail. Second referral from same teacher/class, multiple days O.C.S. suspension up to a maximum of five days. A parent/teacher conference may be required for a student to return to that class.

### **Out-of-School Suspension**

Out-of-School Suspension, O.S.S., is a disciplinary action against a student by the Principal. Students are required to stay off school grounds, out of the school building, and may not participate in extra or co-curricular activities for the duration of the suspension. Parents/guardians will be notified by phone, then by mail. The parent/guardian may request or school personnel may require an informal conference. O.S.S. may last up to a maximum of five days. Alternate site instruction will be available.

Note: Students who are assigned I.S.S. or O.S.S. will be restricted from attendance at school dances and selected activities including trips.

## **BULLYING: PEER ABUSE IN THE SCHOOLS      Policy 7380**

The Board of Education is committed to providing a safe and productive learning environment within its schools. Bullying of a student by another student(s) is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or in activities whether occurring on or off campus. The Board of Education shall require the prohibition of bullying – along with the range of possible intervention activities and/or sanctions for such misconduct - be included in the District Code of Conduct for all grade levels.

For purposes of this policy, the term "bullying" among children is defined, in general, as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful." The District realizes that a single negative act may constitute bullying if the impact of the instant act is evaluated as being detrimental to the safety and welfare of the student. Bullying can take three forms:

- a) Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- b) Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- c) Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

Although this Policy focuses on the bullying of a student by another student, it should be noted that bullying against any individual is strictly prohibited. This includes bullying of staff members against students, students against staff members, staff members against other staff members, and bullying by or against any parents, persons in parental relation, volunteers, visitors or vendors who may be on school property or at school sponsored events as defined above.

### **Engages in Cyberbullying Behavior**

As with other forms of bullying, cyberbullying is an attempt to display power and control over someone perceived as weaker. Cyberbullying involving District students may occur both on campus and off school grounds and may involve student use of the District Internet system or student use of personal digital devices while at school, such as cell phones, digital cameras, and personal computers to engage in bullying.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs).

### **Cyberbullying has the effect of:**

- a) Physically, emotionally or mentally harming a student;
- b) Placing a student in reasonable fear of physical, emotional or mental harm;
- c) Placing a student in reasonable fear of damage to or loss of personal property; and
- d) Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Also, cyberbullying that occurs off-campus, that causes or threatens to cause a material or substantial disruption in the school, could allow school officials to apply the "*Tinker* standard" where a student's off-campus "speech" may be subject to formal discipline by school officials when it is determined that the off-campus speech did cause a substantial disruption or threat thereof within the school setting [*Tinker v. Des Moines Indep. Sch. Dist.* 393 U.S. 503 (1969)]. Such conduct could also be subject to appropriate disciplinary action in accordance with the *District Code of Conduct* and possible referral to local law enforcement authorities.

### **Reports of Allegations of Bullying/Cyberbullying Behavior**

Any student who believes that he/she is being subjected to bullying/cyberbullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or the Building Principal. The staff member/Building Principal to whom the report is made (or the staff member/Building Principal who witnesses bullying behavior) shall promptly, thoroughly and equitably investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the District to investigate allegations of bullying. Investigation of allegations of bullying shall follow the procedures utilized for complaints of harassment within the School District. Allegations of bullying shall be promptly and equitably investigated and will be treated as confidential and private to the extent

possible within legal constraints.

### **Prevention and Intervention**

Personnel at all levels are responsible for taking corrective action to prevent bullying behavior of which they have been made aware at School District sites or activities and/or reporting such behavior to their immediate supervisor. Further, staff training shall be provided to raise awareness of the problem of bullying within the schools and to facilitate staff identification of and response to such bullying behavior among students.

Prevention and intervention techniques within the District to prevent bullying behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to bullies, victims and their parents to help ensure that the bullying stops.

Rules against bullying shall be publicized District-wide and shall be disseminated as appropriate to staff, students and parents.

### **Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of bullying. Follow-up inquiries and/or appropriate monitoring of the alleged bully and victim shall be made to ensure that bullying behavior has not resumed and that all those involved in the investigation of allegations of bullying have not suffered retaliation.

**The school may discipline students for off-campus misconduct if it substantially disrupts school operations or adversely affects the educational process.**

Civil Service Law Section 75-B

NOTE: Refer also to Policies

#3410 -- Code of Conduct on School Property

#3420 -- Non-Discrimination and Anti-Harassment in the School District

#7551 -- Sexual Harassment of Students

#7370 -- Hazing of Students

*District Code of Conduct*

Adopted: 4/6/2004

Reviewed: 1/19/2010 - Policy Committee

1/21/2010 - Auburn Leadership Team

Adopted: 2/23/2010 - Board of Education

Amended: 7/5/2012 - Board of Education

**GUIDANCE:**

The Guidance Offices are located adjacent to the Main Office and in room 205A. The School Counselors are here to:

1. assist in the development and maintenance of student schedules;
2. collect, review and maintain student records;
3. assist students in developing and utilizing appropriate study skills;
4. assist in the monitoring of student progress;
5. counsel students having academic or personal problems;
6. act as a liaison between teachers, parents, and students;
7. help students develop future academic programs to meet their goals.

Students who wish to see their School Counselor may make an appointment with the counselor prior to homeroom or go to the Guidance Office, out of studyhall, with permission from the counselor. Parents are also encouraged to meet with the School Counselor when they feel their child is having difficulties or if they are interested in reviewing their child’s records. Appointments can be made by calling the school and asking for their child’s School Counselor.

**Required Courses:**

**7<sup>th</sup> Grade**

**Full Year**

English  
Math  
Science  
Social Studies  
Foreign Language

**Half Year**

Family and Consumer Science\*  
Computer Literacy\*  
General Music  
Technology

Art\*

Physical Education\*

*\*Meets every other day*

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

**Full Year**

English  
Math  
Science  
Social Studies  
Foreign Language

**Half Year**

Art\*  
Family and Consumer Science\*  
General Music  
Health  
Technology

Physical Education\*

*\*Meets every other day*



## **Electives**

### **Grades 7 & 8**

Band

Chorus

Orchestra

Some students will be required to take one or more of the following courses based upon individual achievement test scores, norm-referenced tests, or teacher recommendation: AIS ELA and/or AIS Math

### **High School Credit Courses:**

Presently, Auburn Junior High School offers courses that enable 8<sup>th</sup> graders to receive high school credit. These courses are not designed for every 8<sup>th</sup> grader, but for those displaying a talent or high academic achievement in a specific area. The following lists the credit courses offered at Auburn Junior High School and the criteria for entrance:

**Regents Earth Science.** A student must be a superior Science student and be recommended by his/her Science teacher.

**Algebra.** A student must have done exceptionally well in the 7<sup>th</sup> grade accelerated Math program, including the final exam. Teacher recommendation is also necessary.

**Foreign Language Grade 7 & 8.** Three foreign languages are taught at Auburn Junior High School. They are French 1, Spanish 1, and Italian 1.

A student should be careful in scheduling a realistic class load. It is important to do well in any high school subject, as it becomes a part of the final grade point average for graduation. All high school credit courses taken at the junior high school level have the same academic requirements and materials as the high school courses.

### **Final Exams: (High School Credit Courses)**

It is a course requirement that all students must take the final exam if they are to receive credit for any course. If for some reason a student fails to take the final, an incomplete will be recorded on the report card. It is the student's responsibility to make up incompletes, even if this means repeating the course in summer school or in its entirety during the subsequent semester/school year.

## Junior High School Computation of Grades:

Grading provides knowledge of results for students. Our goal as a building is to provide the **most consistent and accurate reporting** of student learning possible. To provide for consistency for our students between and among buildings, these guidelines should be followed. Each department should examine their policies annually and revise as necessary.

### District Marking and Grading Policy (Grades 7-8)

1. There are four (4) marking periods per year.
1. Each marking period will have a minimum of four (4) major grades. These grades may be the average of tests, quizzes, writing pieces, projects, research papers, etc. Homework and Classwork are not considered major grades.
2. Gradebooks should be set up with categories for each assignment with consistent weights amongst each department for those types of assignments.
3. Participation grades must have criteria that can be rated in an objective way.
4. Numerical grades will be used.
5. Grades are a form of feedback and assignments should be graded as soon as possible. Grades must be put into SchoolTool as soon as they are graded. When possible, due dates in SchoolTool should match all other communications of due dates. Zeros should not be put in the gradebook until the due date has passed.
6. ***In averaging final grades, the four marking periods will constitute 90% and the final exam 10% of the final grade. In averaging final grades for Algebra, Earth Science and 8<sup>th</sup> Grade Foreign Language Courses the four marking periods will constitute 86% and the final exam 14% of the final grade.***
7. **Grades below 50 greatly limit a student's opportunity to earn course credit.** A detailed rationale must be provided to parents, guardians, and students for any grade less than a 50 at the secondary level. For the first 3 marking periods in a year long class and the 1<sup>st</sup> marking period of semester classes. this rationale must be outlined on a district-provided form, copies of which go to the parent/guardian, counselor, principal and teacher.
8. With the exception of the final exam, students who miss taking an exam, quiz, etc. should have the opportunity upon their return to make up the work within five days.
9. **It is good practice to communicate the Grading Policy with parents throughout the school year.**

### Art

#### 7th grade Art:

Classwork 40%, Projects 45%, Homework 10%, Tests/Quizzes count 5%.

#### 8th grade Art:

Classwork 40%, Projects 45%, Homework 10%, Tests/Quizzes count 5%.

## **English Language Arts**

Classwork/Homework 15%, Quizzes 20%, Writing 35%, Tests 30%.

Writing instruction is an integral part of the English coursework. ***It is expected that every English teacher will include at least one writing grade in each marking period.***

## **CTE**

Classwork/Homework 20%, Quizzes 30%, Projects 50%.

## **Health**

Classwork 25%, Journal 25%, Projects 50%

## **Languages Other than English**

Classwork 30%, Homework 10%, Quizzes 26%, Tests 34%.

## **Computer Literacy**

A basic overview of computer applications that students will need to be proficient in throughout their academic endeavors. Examples of applications will be the use of Google Suite, word processing, spreadsheets and slide shows.

Classwork/Homework 20%, Quizzes 30%, Projects 50%.

## **Mathematics**

Homework 20%, Quizzes 30%, Tests 50%.

*Algebra and Math 7A:* Tests 30%, quizzes 30%, Daily Review Questions 30% and Homework 10%.

## **Music**

*Grade 7 General Music:*

Classwork 50%, Listening and Analysis 10%, Playing quizzes 15%, Written/Online Assignments 25%

*AJHS Band:*

M.P. 1 and 3 Class Participation 60%, lessons 40%

M.P. 2 and 4 Class Participation 40%, Lessons 30%, Concert 30%

*AJHS Orchestra:*

Preparedness 10%, Concert Attendance 10%, Lessons and Assignments 40%, Rehearsal Participation 40%

*AJHS Chorus:*

Class Participation 50%, Concert Performance/Singing Quizzes 20%, Online Assignments 20%

**Physical Education**

Knowledge 20%, Skills and Effort 80%.

**All students are expected to be cooperative in class and to be dressed for class in appropriate physical education attire and sneakers.**

Skills, knowledge and fitness tests must be completed. Student performance will be judged on effort and improvement. If the above criteria are met, the student will receive a passing grade.

**Science**

Classwork 10%, Homework 10%, Labs and Quizzes 30%, Tests 50%.

*Earth Science*

Classwork/Homework 17%, labs 33%, Quizzes 17%, Tests 33%.

***It is expected that every Science teacher will include at least three Lab grades in each marking period.***

**Social Studies**

Classwork 40%, Homework 10%, Tests 50%.

Gathering, Interpreting, Using Evidence, Comparing and Contrasting are important skills that Social Studies students must practice. **It is expected that every Social Studies teacher will include at least one assignment in which students must use the skills identified in the NYS Social Studies framework in a writing assignment each marking period.**

## **Technology**

Classwork/Quizzes 25%, Projects 50%.

### **Making Up Exams:**

Students who miss taking an exam, quiz, etc. shall have the opportunity to make up the work within five days. Make up of any final exam will be at the discretion of the Building Principal.

### **Promotion:**

***A student at Auburn Junior High School is promoted to the next grade under the following conditions:***

1. Passing all subjects with final grades of 65 or higher;
2. Failing one academic subject;
3. Failing two academic subjects and passing them in summer school;
4. Failing three academic subjects may cause retention in the present grade. The student may be allowed to attend summer school for two academic subjects and upon successful completion of those courses will be promoted;
5. Failure of four academic courses causes retention in the present grade.

The final decision as to promotion, summer school, or retention is made by the Building Principal.

### **Honor Roll/High Honor Roll:**

To be considered for Honor Roll, during any marking period, a student must receive an average of 85–92. To be considered for High Honor Roll, during any marking period, a student must receive an average of 93 or higher.

### **ASSESSMENT TEST SCHEDULE:**

New York State has an assessment program for grades 3-8 in English/Language Arts and Mathematics. In addition, at grade 8, students will take assessments in Science.

## SCHOOL ACTIVITIES, CLUBS AND ORGANIZATIONS

### **Co-Curricular Activities Policy – Academic Eligibility Statement:**

The number one priority of the Auburn Enlarged City School District is to educate the whole child, first by stimulating the child intellectually and then by providing a number of common experiences designed to develop the social, emotional, physical and ethical values necessary to be a productive member of society. Co-curricular programs help to provide such experiences and are, therefore, considered an integral part of the total educational program. Involvement in co-curricular activities can have a positive influence on the academic achievement of students. However, academics must come first. To accomplish this objective an eligibility standard has been established. The guidelines are as follows:

- A. On report card distribution dates, and at 5-week report distribution dates, students will be determined to be eligible if they earn a 70% or higher overall average and have no grade of “Incomplete”.
- B. Each time a student does not meet this standard, he/she will be put on academic probation until the next report distribution date. Students may participate in co-curricular activities while they are on probation. It is the student’s responsibility to meet with his/her teacher(s) to raise his/her overall average at least to the acceptable level of 70% and to make up the work needed to change an “Incomplete” to a grade.
- C. At the end of the probationary period, the student who continues to maintain an average below 70% will be declared ineligible until the period in which he/she achieves an average of 70% or better. Students declared ineligible may not participate in, or try-out for, any co-curricular activity. EXAMPLE: A student on probation for the first marking period who does not raise his/her overall average to a 70% or above by the end of the following five week period, will be ineligible for the second marking period. If the student raises his/her overall average to a 70% or above by the next five week period, the student would be eligible for the third marking period. If the student’s overall average at the end of the third marking period falls below 70%, the student would return to probation for the fourth marking period.
- D. A student’s probation and eligibility status as of the final marking period will be carried over to the fall semester. Summer School grades will be used to re-calculate June averages for the purposes of determining first marking period eligibility in the fall;
- E. This policy will include all students;
- F. This policy will include all sports and co-curricular activities.

## **National Junior Honor Society**

The Theodore Case chapter of the National Junior Honor Society at Auburn Junior High School is made up of students who have exhibited high standards of scholarship, character, leadership, citizenship, and service.

*Seventh grade* students will be reviewed in February after Marking Period (MP) 2. They must have a minimum 90% average for these four marking periods: Grade 6 – MP 3 & 4, Grade 7 – MP 1 & 2. *Eighth grade* students will be re-reviewed in February after MP 2. They must have a minimum 90% average for these six marking periods: Grade 7 – MP 1, 2, 3 & 4, Grade 8 – MP 1 & 2. A student's behavior in school is a very important factor in the selection process.

Candidates eligible for selection are expected to write an essay on citizenship, fill out a self-evaluation form detailing their individual leadership and service achievements, and distribute evaluation forms to six of their teachers. All this material is then reviewed by the Faculty Council and the student is either accepted or denied membership based upon this information.

The Honor Society has small fund raising activities throughout the year to support various charities. Members are expected to participate in one volunteer project per month.

Members of the Honor Society are expected to maintain their strong academic record as well as high standards of character, leadership, citizenship and service.

### **S.G.O.**

S.G.O. stands for Student Government Organization. The S.G.O. is based upon the following objectives:

1. To allow students to develop and maintain a sense of social responsibility;
2. To help students develop a standard of personal honor;
3. To develop and organize an effective system of student government;
4. To promote extra-curricular activities;
5. To promote school spirit;
6. To accurately represent the views of the student body.

S.G.O. is comprised of 12 members, four directors and eight representatives. Any student in the 7<sup>th</sup> or 8<sup>th</sup> grade may run for director, and four students from each grade (7 & 8) are elected as representatives. All students are elected by the student body in the fall and must be in good standing with their teachers. All positions are for the duration of the school year.

## **Yearbook**

The Yearbook Staff is comprised of 8 to 10 eighth graders who have volunteered their services for the entire school year. Most of the work on the yearbook is completed during the students' study halls, but there are a few essential after school meetings. The Yearbook Staff organizes and counts the 8<sup>th</sup> grade superlative votes. Advertising, taking photos, identifying photos, and other errands, as needed, make up the remainder of their duties and responsibilities.

The yearbook is approximately 40 pages in length and depicts a simple history of the academic year at Auburn Junior High School. Money is collected during a pre-sale period. Students who wish to guarantee their purchase of a yearbook must order during the pre-sale period. Yearbooks are traditionally distributed the last month of school and only a limited number of extras are ordered. Extra yearbooks will cost more than those paid for in the pre-sale period.

## **Ski Club**

The Auburn Junior High School Ski Club is comprised of a group of students who enjoy downhill skiing or wish to learn how to ski. For approximately six weeks in January and February, the Ski Club travels to Song Mountain every Friday after school. The Ski Club is open to any student, but because students are bussed, there is a limited number of seats. A cost is applied and covers the travel between AJHS and Song Mountain on a chartered bus, a lift ticket and lesson package. Equipment rental, if needed, is extra. (The cost may vary annually.)

## **Modified Athletics**

In New York State students are eligible for participation in modified athletics in grades 7 & 8.

**Fall sports** are: field hockey, football, soccer and cross country. **Winter sports** are: basketball, volleyball, wrestling and swimming. **Spring sports** are: baseball, softball, lacrosse and track.

## **Sport Study Hall**

Upon dismissal at 2:20, all students participating in an athletic event and are in need to stay, will report to the designated area assigned for Sports Study Hall (SSH). SSH students will report to SSH by 2:25 unless the student athlete has made arrangements to stay with a teacher. All student athletes are required to come to SSH with a pass if coming after 2:25. Students are to sit and either complete work or respectively socialize. Any issues with negative behavior may be reported to the athletic coach.



## Restriction

Any student receiving an out-of-school suspension (O.S.S.) or full day of in-school suspension (I.S.S.) will be ineligible to attend the next scheduled dance, including the 8th grade dance. (Auburn Junior High School Policy) Grade 8 students who receive an out-of-school suspension (O.S.S.) will be prohibited from attending the grade 8 field trip.

## Academic Eligibility (District policy)

On report distribution dates, if a student fails to earn a 65% or higher in either Math Science Social Studies or English they must participate in the Academic Success Intervention Program (ASIP).

Mid-Marking Period Progress Reports (MMPs):

- If a student has a grade below 65 in Math, Social Studies, English, or Science at the end of any MMP, they will be required to attend the ASIP program at least once per week for each failing course.

Sports/Extracurricular Activities:

- **Attendance at ASIP is mandatory for participation in extracurricular activities and modified sports.** Intervention teachers will assist students in completing missing or failing assignments to help them improve their grades. Once a student's grade is passing, attendance at ASIP will no longer be required.

Marking Periods (MPs):

- If a student has a grade below 65 at the end of any MP, they must continue attending the ASIP program weekly for each failing core course to participate in extracurricular activities. If their grade falls below 65, they will not be eligible to participate in games or the school musical until they raise their grade.

Important Notes:

- Students in the program will stay until 3:10 PM. Bus riders may take the late bus, and athletic shuttles will leave for practice at 3:15 PM.

## **SPORTS**

### **Participant Eligibility**

In order for Auburn students to be considered eligible for participation, parents/guardians will need to complete the on-line FamilyID Athletics Registration forms, and both the parent and student must "sign" the appropriate documents. This process will allow the District to ensure that all program administration requirements are satisfied and your student-athlete is eligible for participation.

### **HEALTH OFFICE:**

The Health Office is located on the first floor. It is staffed daily by a Registered Nurse. Parents/guardians may contact the School Nurse at 255-8486. It is requested that students and parents/guardians adhere to the following procedures:

**Illness:** If a student becomes ill during the school day, he/she must report to class and obtain permission to go to the Health Office. He/she should not report to the Health Office between bells unless it is an emergency. If the condition warrants that a student is to be sent home, a parent/guardian will be notified and arrangements will be made for the student to leave. The student will be issued a pass by the Health Office, and he/she must sign out in the Main Office.

***ILL STUDENTS MAY NOT LEAVE THE BUILDING WITHOUT HEALTH OFFICE AUTHORIZATION!***

**Physical Education Excuses:** Students are to bring all physical education excuses to the Health Office before homeroom.

**Screenings:** State law requires all students be checked for scoliosis each year. State law requires all 7<sup>th</sup> grade students, or students new to the district, to receive a physical examination.

All 7<sup>th</sup> grade students are mandated by New York State to have their vision and hearing checked once during the school year. 8<sup>th</sup> grade students may be checked on an as needed basis. If there are any questionable findings, you will be notified by mail or phone.

If your child plays a sport, the Health Office must have on file record that he/she passed a physical exam, in addition to a completed 75D form signed and dated by a parent/guardian.

### **Medication:**

New York State law requires that all medicine be kept in a locked area. If a student must take medication during the school day, the following must be strictly adhered to: **NO MEDICATION WILL BE GIVEN IN SCHOOL WITHOUT A WRITTEN DOCTOR'S ORDER.**

This order must include:

1. Student's name;
2. Name of medication;
3. Dosage and time to be given;
4. Date(s) to be administered. **THE LABEL ON THE MEDICINE BOTTLE IS NOT SUFFICIENT!**

A parent/guardian must also provide a written request for the school Health Office to administer the medication.

Medicine must be in its original container. Medicine brought to school in unmarked containers, baggies, etc. will not be administered. The medicine should also be delivered to school by the parent/guardian. All medications will be secured in the school Health Office and be dispensed by the School Nurse at the appropriate time.

**DO NOT BRING ASPIRIN OR OTHER SINGLE-DOSE MEDICATION TO SCHOOL!** These medications will not be administered without fulfillment of the requirements stated above.

#### **Elevator Passes:**

Permission for a student to use the elevator is given by the Health Office. Use of the elevator is restricted to those individuals who have physical disabilities or injuries. Physician's excuses are required before an elevator pass will be given to a student. In some cases a parent's written request will be sufficient. If you have any questions, please check with the Health Office.

#### **Accidents/Injuries:**

All accidents to students must be reported to the Health Office as soon as possible after the occurrence. The School Nurse will inspect the injury and take the necessary steps, including the filing of an accident report.

In emergencies, the parent/guardian will be notified immediately and transportation home or to a local medical facility will be arranged.

#### **SAFETY PROCEDURES:**

### **Front Door Entrance:**

Everyday, after 8:00 a.m., only the front door on the left portico (Main Office/lobby side) can be opened, and only by ringing the doorbell.

### **Bus Drills:**

The school district is required by New York State Law to have three emergency bus drills during the school year. The purpose of these drills is to practice evacuating buses in the event that there is a fire or accident, and to learn the locations and use of various emergency equipment.

### **Safety Drills:**

Building safety drills are also required by state law. Every classroom has emergency exit procedures posted and students practice evacuating the building. During a fire drill or an actual emergency, students are expected to exit the building in a calm, quiet and orderly manner. Classroom teachers will instruct students on proper exit procedures during the first week of school/class.

- Shelter in place is solely a protocol in which we want to restrict student movement in the halls.
- 8 Fire Drills and 4 Lockdown drills require students to group together quietly away from windows and doors.

For example the ambulance is called for an injury and we would call a **Shelter in Place** to protect the privacy of the injured party.

### **CAFETERIA:**

Breakfasts and lunches are provided for Auburn Junior High School students daily. Menus are provided monthly. Students can either bring their lunch or purchase a hot lunch. Milk, orange juice, and snacks are also available.

The Main Office has application forms for free or reduced priced lunches. Applications must be filled out by the parent/guardian the first week of school or upon the registration of a new student. Students receiving free or reduced priced lunch last year will receive the same the first week of school or until the new applications are processed. All students receiving free or reduced priced lunches must submit the applications annually. Approval for lunch applies to breakfast as well.

### **BUS TRANSPORTATION:**

Disruptive, insubordinate and/or reckless behavior cannot be tolerated on a school bus. Students who are repeatedly disruptive or behave recklessly on the bus will be referred to the appropriate administrator for disciplinary action which may result in loss of transportation privileges.

**Students may only ride the bus that is assigned to them.**

**Late Bus Procedure:**

Students may stay after the 2:20 p.m. dismissal time for help in any subject area. If a student is asked to remain or chooses to remain for a teacher, he/she must obtain a late bus pass from the teacher. Only students who have a regular bus pass are permitted to use the late bus. The late bus leaves at 3:00 p.m. on Monday, Tuesday and Wednesday and also select Thursdays of every month (days subject to change).

**REMAINING AFTER SCHOOL:**

Any student may remain in the building after the 2:20 p.m. dismissal time for one of the following reasons:

- a. To get extra help from a teacher;
- b. To remain for a teacher or an Assistant Principal detention;
- c. To wait in an assigned area for an athletic practice to begin.

If a student remains in the building for any other reason than those listed above, he/she will face disciplinary action. Students who plan to attend a game/event as spectators must leave school grounds and return to school when the game/event is scheduled to start.

**Family ID Guidelines**

For directions on how to register for the FamilyID Program as a New User click here: [New User Registration Directions](#)

If you need help with the FamilyID application process please call 888-800-5583 or email [support@family id.com](mailto:support@family id.com).

Use your student's grade level to determine the appropriate FamilyID registration site.

Please NOTE: Once you submit your student's FamilyID application it can take up to 48 hours for the necessary approvals to take place. Plan accordingly and complete your FamilyID application early so your student can participate on the first day of practice.

Eligibility reports, indicating acceptable academic status and that submitted physicals and paperwork have been approved, will be emailed to Coaches DAILY at 2:00 pm. This ensures that coaches have the most up-to-date information possible as the school day ends. If a student's name is not on that report, the student may not participate that day.

### **EXTRA HELP**

Whenever the need arises, teachers are available after the regular school hours to offer extra help. It is recommended that students inform teachers in advance of their intention to stay after school.

### **HOMEWORK**

The obvious aim of homework assignments is to get students to practice and strengthen academic skills. By devoting the proper time to homework, students have a much better chance of making good grades.

However, homework has other important values. It can and should be a character-building experience. If handled properly by parents and teachers, homework helps students develop emotional and behavioral skills needed in the adult world.

- 1. Responsibility.** Homework is the child's responsibility. When parents get too involved the lessons do get done, but the real lessons don't get learned.
- 2. Independence.** How homework is managed will either enhance or obstruct a child's progress toward self-direction.
- 3. Perseverance.** It's okay to let a child struggle a little with a problem rather than stepping in to make it alright.
- 4. Time Management.** Telling a child when to finish his/her homework helps him/her learn to manage his/her time instead.
- 5. Initiative.** It is essential that a child decide when it's time to begin each homework assignment. This strengthens his/her ability to be a self-starter.
- 6. Self-reliance.** Homework, when not mismanaged, can affirm a child's feeling of competency.
- 7. Resourcefulness.** Homework provides a wonderful setting for a child to practice inventiveness.

***Have a great school year!***