



AUSTIN JUNIOR HIGH SCHOOL

2018-2019

STUDENT HANDBOOK

PRINCIPAL

Mr. Demond Garth

ASSISTANT PRINCIPAL

Earon Sheats

Contact/Follow us:

School Number: 256.552.3045



Website: <https://ajhs.dcs.edu/>



Austin Junior High School



@AJHS_BlackBears



@ajhs_blackbears

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The Decatur City Schools Board of Education
302 4th Avenue, Northeast
Decatur, Alabama 35601

MISSION and VISION for AJHS

The Mission of Decatur City Schools is to provide an innovative learning community committed to academic excellence and meeting the unique needs of every individual.

ACADEMIC MISCONDUCT

Academic misconduct includes all acts of dishonesty in any academically-related matter and/or any knowing or intentional help or attempt to help, or conspiracy to help, another student commit an act of academic dishonesty.

The penalty for academic misconduct (Class 2.21 – Honor Code Violation) will include assignment to In-School Suspension and/or CASE, a “zero” for the exercise or activity, and the student will become ineligible for semester-exam exemptions for the current school year. The student could also lose privileges for field trips and other school-related activities. See DCS Student Code of Conduct for more information.

ACTIVITIES/FIELD TRIPS

The student will not be allowed to participate in any activity or field trip sponsored by Austin Junior High School or any school organization if the student:

- Any violation which the principal may deem reasonable to fall within the definition of a Class II violation after consideration of all the facts within the boundaries for the *Student Code of Conduct*.

It is the **student’s responsibility** to make arrangements to complete assignments and exams missed **immediately** upon return to school.

ARRIVAL TO/DISMISSAL FROM SCHOOL

Students must **exit** their transportation to school **immediately** upon arrival. Students are not to enter any building **before 7:50 a.m.** unless directly supervised by a staff member. Students must be in their assigned classroom ready for instruction each day **before 8:30 a.m.**

School is dismissed each day at **3:30 p.m.** Students must arrange transportation from campus **before 3:45 p.m.** each day unless the student is involved in a supervised school activity. **Decatur City Schools Code of Student Conduct** policies and Austin Junior High School rules apply at **all** times a student is on campus. Students may not enter any building at night or weekends unless participating in a supervised school activity.

ATTENDANCE

It is the belief of the Decatur City Board of Education that regular school attendance is important to all students and to the school system. It is further believed that course content and grading procedures should be structured so that regular attendance is necessary in order to successfully complete course requirements.

An absence is defined as non-attendance (except for in-school activities excused by school personnel) in a regularly scheduled class or activity regardless of the reason for such non-attendance. Parents or guardians shall send a note of explanation to the school. **Students will bring notes to a box in the main office or guidance office within three days of absence.** They will be collected once a day and entered into INow. This box can also be used for check-out excuses. After three school days, if the absence is still unexcused, teachers **may** give a zero for an

unexcused absence. An administrator will formally write up any students who have had unexcused absences for the previous week and take appropriate disciplinary action(i.e. Detention/ISS/etc).

Excused Absences

A student shall be excused for absences from school for the following reasons:

1. Illness.
2. Legal requirements.
3. Emergencies approved by the principal.
4. Special circumstances with prior approval by the principal.

Unexcused Absences

Absence for reasons other than those listed above as “excused” shall be considered as unexcused.

Make-Up Work

If a student is absent for any excused reason, it is the responsibility of the student to go to each teacher to make arrangements to make up missed work the day the student returns to school. After the student returns to school, the student has two school days to make up missed work and turn in the work to the teacher, or the student will receive a grade of “zero” on missed work. Exceptions may be made for the following:

- the student has been under a doctor’s care (documentation must be provided);
- the student has had extenuating circumstances approved by the principal; or, when prior arrangements have been made with the principal.

For student absences in excess of two consecutive days, teachers will prepare missed assignments by request from a student or parent/guardian.

Students who are assigned to the Center for Alternatives to Suspension or the Center for Alternatives to Expulsion will be given the opportunity to attend daily, receive academic instruction, and receive full credit for work that is satisfactorily completed. Students who are suspended from these programs will not be allowed to make up missed work and will receive “0’s” for any missed assignments during this time.

Please refer to the Decatur City Schools Student Code of Conduct for more information concerning absences.

CARE OF PROPERTY

Every person has an obligation and responsibility to protect and care for public property as well as for property belonging to individuals. Students, who damage, deface, destroy, and/or steal public or personal property will be required to compensate for any loss and will be subject to criminal prosecution and/or suspension and/or expulsion by Austin Junior High School and/or the Decatur City Schools Board of Education.

To avoid theft students **must not** bring valuable items, expensive jewelry, electronic devices, or large amounts of money to school. All personal items and clothes should be marked for identification. **AUSTIN JUNIOR HIGH SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.**

CHECK IN/OUT

Late arrivals to school and early dismissals from school or class are strongly discouraged because a student must be in class to achieve academic success. Every effort should be made to have the student in every class. Absences for individual courses because of late arrival to school or early dismissal from school may result in the student becoming subject to the NCA (Non-Compliance Attendance) policy.

Check-ins to and check-outs from school will not be handled over the phone. A note from home will be accepted for check ins only providing an accurate phone number is given for verification.. Students who are late due to doctor or dental appointments are required to have a note from the doctor or dentist in order to receive an excused absence. All notes will be verified.

A parent or guardian must come to the Main Office at Austin High School to check a student out ~ picture ID is required. Students leaving campus without following proper procedures will be considered truant and are subject to disciplinary action. Checkouts are all unexcused until an appropriate note is returned. Unexcused

checkouts are treated as unexcused tardies for that class period. Students with three or more unexcused tardies to class will be issued a discipline notice by their teacher.

It is DCS policy for only those adults designated from Snapcode registration or updated in INOW as a parent contact be allowed to check in/check out a student. Please see our front office staff for assistance in this area.

CHILD NUTRITION

A breakfast program is available each school day from 7:50 a.m. to 8:20 a.m. The breakfast line closes at 8:20 a.m. each day. **Only students eating breakfast are allowed into the cafeteria at this time.**

Breakfast costs \$1.50; lunch costs \$2.50

<https://onlinemealapp.dcs.edu/MealApplication.aspx>

COMMUNICATION/CONFERENCING

It is essential that students and parents make every effort to communicate openly and frequently with the teachers, counselors, and administrators of Austin Junior High School in order for us to meet the needs of the student. Austin Junior High School will communicate through our reporting procedures and formal parent-teacher communication. It is important that parents and students inform teachers of any developments that may influence the student's performance at school.

Parents should not hesitate to contact Austin Junior High School if they are uncertain about anything. If parents visit the school they must check in at the Main Office. Please call one of our guidance counselors(256-552-3045) to set up a formal conference.

Missey Nichols (8th and 9th graders with last names that begin with A-K)

Teddi Engram (8th and 9th graders with last names that begin with L-Z)

COMPUTER RESOURCES/CHROMEBOOKS

Users of computer resources must accept and follow the guidelines specified by the **ACCEPTABLE USE POLICY** described in the **Decatur City Schools Code of Student Conduct**. Students may only use chromebooks, computers, netbooks, programs, and equipment in the manner described by the teacher or Austin Junior High School. Students should not share passwords with others. The use of computer resources is a privilege which will be denied when the guidelines have been violated. Please see the Decatur City Schools' **ACCEPTABLE USE POLICY** for more information. Parents have the ultimate responsibility for setting and conveying the standards their children should follow when using computer resources. Students will be issued a Chromebook/Netbook during the first weeks of school.

DELAYING/CLOSING OF SCHOOL

Adverse weather conditions or other circumstances may warrant the delaying or closing of school. Announcements will be made concerning instructions in such situations on local radio and television stations. Decatur City Schools also offers an opportunity to sign up to be notified via cell phone of any school closings or delays. Please see the Decatur City Schools web site (www.dcs.edu) for more information. Austin Junior High also provides Schoolcast by phone notification. Please check with the office to ensure the correct phone number is on file.

DEMOGRAPHIC INFORMATION

Parents and students must immediately inform Austin Junior High School of any changes of demographic information such as changes of address and home, cell, and work telephone numbers. Also, parents must update the student's Medical Information history whenever necessary. This information is critical because the school may need to communicate with parents for academic or emergency reasons.

A student's picture or likeness can be used by Austin Junior High School for use in the yearbook, student newspaper, web page, a bulletin board, an activity program, a newsletter, or local/social media, as well as disclosure of a student's participation in any extracurricular or co-curricular activity along with awards received, student work, and statistical and personal information related to the activity, unless parental consent for such disclosure has been denied in writing and given to the principal at Austin Junior High School.

DETENTION HALL

Assignment to Detention Hall is a form of discipline for minor offenses assigned by the administration. It is meant to place responsibility for actions and choices as well as discourage individuals from repeating the same behaviors.

Detention runs Tuesday – Friday from 8:00 a.m.-8:20a.m. in the ISS Room(located in M Building)

A courtesy call to parents/guardians will be provided by an administrator, but it is the responsibility of the student to give the form to his/her parent/guardian and have it signed and returned the next day.

Student Expectations

1. Students should report to Detention Hall(ISS room in M building) no later than 8:00am. Students will be excused at 8:20am to move to 1st block. If students are planning to eat breakfast prior to serving Detention Hall, student should plan accordingly.
2. Students assigned to Detention Hall will lose their computer, cell phone, and electronic devices privilege while in detention.
3. While in Detention Hall, students will write a character building reflective report with a given prompt. The report must be legible and written in an essay format. When completed, student will be allowed to work on homework or other school assignments that DO NOT require computer/internet access. If students do not have any school work to bring to Detention Hall, an assignment will be provided by the ISS teacher/Instructional Coach. Students should be actively working the entire time. If work is incomplete or student didn't make good use of their time, the student may be assigned an additional day of detention/ISS by the Assistant Principal.
4. Sleeping and engaging in social conversations will not be permitted in Detention Hall.
5. Students who do not report to Detention will be referred to the Assistant Principal. In addition, they may lose other privileges during the school day and/or extracurricular activities.

DISCIPLINE

Students will be held accountable for their actions regarding personal behavior. Each student will face the consequences of poor decisions and benefit from the positive results of good decisions. The goal is that the consequences lead to student improvement and help him or her make better choices and decisions. Austin Junior High School will protect the learning environment and rights of its students by eliminating from school those whose conduct defies efforts toward correction and persistently take an unreasonable amount of the time and effort teachers and administrators should devote to those in pursuit of their education.

Refer to the **Decatur City Schools Code of Student Conduct** for specific information about discipline.

DRESS

The policy of the Decatur City Schools Board of Education is that good grooming and personal appearance are essential elements in the teaching and learning processes. It is expected that students will dress in such a manner that will ensure their health and safety while at school. The dress and personal appearance will not be disruptive or interfere with the legitimate interests and welfare of the students. Austin Junior High School reserves the right and responsibility to counsel students regarding their manner of dress and grooming.

These guidelines will assist the student in making decisions about appropriate dress, personal responsibility, and self-discipline.

Students will comply with the following guidelines:

1. Students must be neatly dressed, clean, and well groomed while at school.
2. Shoes or sandals must be worn. House shoes are not allowed.
3. No skin or undergarments will show, regardless of the student's position, at the breast, belly, or buttocks.
4. Top shirts/over-shirts may not be below the thumb. Top shirts/over shirts may be unbuttoned.
5. Undershirts, sleeveless shirts, and tank tops are not acceptable.
6. The length of the sweater or sweatshirts must reach but not fall below the bottom of the front pocket of pants.
7. Pants, jeans, and shorts will not sag and must be sized appropriately for the student's waist.
8. Shorts, dresses and skirts will be no shorter than 4 inches above the knee. There will be no "design slits" in shirts or dresses. Functional "kick pleats" with an inside facing are allowed.
9. Leggings may be worn as long as shirt covers bottom.
10. Running shorts are not permitted(ex. Nike Tempo) and shorts should not be shorter than shirt.
11. Regarding jeans, pants, etc., No holes will be permitted 4 inches above the knee.

The following are unacceptable:

1. Hats, caps, scarves, toboggans, or other headwear are not allowed inside buildings.
2. Sunglasses inside of buildings.
3. Facial, body, or tongue piercing (earrings are an exception).
4. Jewelry, ornaments, or accessories that may be used as a weapon and/or distract from the educational process (for example, but not limited to sharp objects; pins; chains, picks, large belt buckles, etc.)
5. The wearing of obscene, secret society, or gang apparel is not allowed.
6. Clothing with pictures, writing, and/or symbols promoting the use, sale, or celebration of drugs, alcohol, or tobacco products, or having sexual, violent, or profane implications is not allowed.

The principal and/or his designees have the authority to determine inappropriate dress. Any student violating the dress policy will be subject to disciplinary action. Dress, appearance, or hair worn in a manner that interferes with or is disruptive of the educational process and environment is prohibited. The same standards of personal appearance emphasizing modesty, neatness, and safety must be met for all extracurricular and social activities.

DRIVER'S EDUCATION/LEARNER'S PERMIT

A student must possess a Learner's Permit before beginning the Driver's Education class. The student must request a School Enrollment form from the Guidance Department and present his or her Social Security Card **and** birth certificate before attempting the written Learner's Permit test. The student will only receive up to one-half day excused absence from school for obtaining his or her Driver's License or Learner's Permit.

TOBACCO, ALCOHOL AND DRUGS

Austin Junior High School is a "Smoke Free Environment." Possession on the person, in the locker, or in other effects of a student; holding of a lighted cigarette (cigar, electrical cigarettes, etc.); inhaling or exhaling of the smoke of tobacco; and/or the using of any other tobacco product is prohibited. All forms of tobacco (including smokeless tobacco), lighters, or matches on school grounds, in school buildings, at school activities or on field trips, or within the sight of school property are prohibited.

Communication of the intent or desire to buy, sell, or exchange drugs, imitation controlled substances, alcoholic beverages, and/or intoxicating inhalants and/or the communication of the intent or desire to facilitate the sale or exchange of drugs, imitation controlled substances, alcoholic beverages, and/or intoxicating inhalants is prohibited.

Admission of and/or being under the influence of and/or unauthorized possession, transfer, distribution, use or sale of drugs, imitation controlled substances, drug paraphernalia, alcoholic beverages, and/or intoxicating inhalants on school grounds, in school buildings, at school activities, or on field trips is prohibited. **Violators will be subject to criminal prosecution and/or suspension and/or expulsion by Austin Junior High School and/or the Decatur City Schools Board of Education.**

Tobacco, Alcohol, and Drug (TAD) Policy

Students who participate or intend to participate in extracurricular organizations of a competitive nature must comply with the Tobacco, Alcohol, and Drug (TAD) Policy. Participation in competitive activities is a privilege that can be taken away for failure to comply with this policy. Information and the complete policy may be obtained from the coach or sponsor of any competitive extracurricular activity or from the Main Office at Austin Junior High School.

This eligibility policy is based on **Alabama Administrative Code 290-3-1-.02** that consists of other standards, requirements, definitions, and explanations.

ELIGIBILITY FOR EXTRACURRICULAR PARTICIPATION

Austin Junior High School recognizes the value of extracurricular activities as they relate to the total development of the student; however, the student's pursuit of his or her academics must be first and foremost and have priority over participation in extracurricular activities. Participation in extracurricular activities at Austin Junior High School is a PRIVILEGE that requires honor, responsibility, and sacrifice. Those students who choose to participate will follow the rules, regulations, and standards established by the State of Alabama, Decatur City Schools, Austin Junior High School, and its coaches/sponsors.

ELECTRONIC AND MEDIA DEVICES/CELL PHONE

Personal electronic devices(i.e. phones, tablets, ipods, or devices not issued by school personnel) may not be used during academic classes or instructional time. If students have a device/cellphone in their possession upon entering the classroom, students will be asked to place their device into a pocket organizer until their dismissal from this class. This will eliminate distractions from both the individual student and their peers and allow for more classroom engagement. Students will be issued a chromebook for technology usage inside the classroom when prompted by the teacher. Students refusing to comply with the DCS Cell Phone Policy will be disciplined according to the **Code of Student Conduct of the Decatur City Schools**.

Disciplinary consequences can include confiscation of the device and the possibility of Conference, ISS, C.A.S., out-of-school suspension, expulsion and/or criminal charges. ***Any student who is found to abuse this policy in a manner that harasses or threatens another student to include remarks posted through social media, will lose the privilege of using any personally owned technology device on campus for the remainder of the year!***

Neither the school nor the district shall be responsible for lost or stolen personal property including cell phones or electronic and media devices.

EXAMS

AJHS Exam Exemption Information for Parents and Guardians

8th Graders may not exempt exams

9th Graders may exempt one exam per semester with a 78 average or above in that class.

- Students may not exempt an exam in the same subject area, two semester in a row, in the same academic year.
- Students who earn exam exemptions will be issued an exam exemption voucher. This voucher may only be used if the student maintains the required average. The voucher may not be exchanged or given to another student.

Students will not be allowed to exempt during the semester that the following incidents occurs.

- Disciplined for truancy during the semester truancy occurs
- Exceeded 5 absences in a semester (not including school sponsored events)
- In violation of Academic Misconduct

Students will not be allowed to exempt for the academic year

- Assigned to CAS or CAE or suspended out of school
- Assigned to In School Suspension for more than 3 separate incidents
- In violation of a Class II offense

Exam Dates:

- Dec. 13 – 1st Orange and 2nd Orange
- Dec. 14 – 1st Black and 2nd Black
- Dec. 17 – 3rd Orange and 4th Orange
- Dec. 18 – 3rd Black and 4th Black
- Dec. 19 – Make-up Exams

GRADING

SYSTEM OF GRADING:

A+ = 97-100
A = 93-96
A- = 90-92
B+ = 87-89
B = 83-86
B- = 80-82
C+ = 77-79
C = 73-76
C- = 70-72
D+ = 67-69
D = 63-66
D- = 60-62
F = Below 60
NC = No Credit Due to Absences

COMMENT CODES:

1. Cooperative attitude
2. Conscientious worker
3. Outstanding student
4. Efforts are improving
5. Accommodations made
6. Inconsistent effort
7. Comes to class unprepared/does not dress out for PE
8. Tests or assignments missing
9. Inadequate participation/inattentive
10. Excessive absences/tardies
11. Disturbs learning situation/ excessive talking
12. Uncooperative/disrespectful
13. Excessive school-related absences
14. Call school to schedule a conference

Progress Reports and Report Cards will be distributed every nine weeks. Also, parents and students are encouraged to check grades online through the Chalkable/INOW platform. You can see link on the Austin Junior High School website and through the Decatur City Schools Website.

GRADING POLICY

Teachers at Austin Junior High School use the following percentage breakdown when calculating student averages. Please log into your child's INOW/Chalkable account to track academic progress throughout the year. If you have questions regarding access to your child's account, Contact/email Kelly.smith@dcs.edu for more info.

HOMework- 10%
CLASSWORK- 20-30%
TESTS/PROJECTS- 60-70%

GUIDANCE SERVICES

Counselors will assist students in making decisions and choices regarding educational planning, career planning, ethical values, moral values, family and personal relationships, mental health, social life, study habits, and leisure-time activities. The goal is to develop each individual's ability to make good choices and solve problems independently. Please contact one of our guidance counselors(256-552-3045) for more information.

Missey Nichols (8th and 9th graders with last names that begin with A-K)
Teddi Engram (8th and 9th graders with last names that begin with L-Z)

HALL PASSES

Students will remain in their classes at all times unless specifically excused by the teacher. When it is necessary to send a student from the classroom, the teacher will issue a pass and the student will write in the log book. Students must write the following in the log book: DATE, NAME, PURPOSE, TIME OUT, and TIME IN. All students are subject to the authority of any teacher outside the classroom as well as in the classroom. Students must identify themselves and present a valid pass when asked. Students are considered truant if they fail to identify themselves and/or do not have a valid pass.

HEALTH/ILLNESS/INJURIES/MEDICAL CONSENT

If a student becomes ill or injured at school, he or she **must** report **immediately** to the teacher. Teachers can monitor the illness and injury and make decisions for necessary attention. Medications, including aspirin or over-the-counter medications, may only be administered in the Main Office by school staff with prior written authorization to the school from a doctor and the parent.

The parent or guardian, by allowing his or her child to attend Austin Junior High School, **gives consent/permission** to the Teacher, Coach, Athletic Trainer, Staff Member, or Medical Personnel in charge to secure proper treatment or first aid, including hospitalization, under the recommendation of qualified medical personnel, in the event of an emergency or non-emergency situation in which medical treatment is required. The parent or guardian understands that his or her personal primary insurance will be used for this treatment and he or she will be responsible for any amounts not covered by his or her insurance.

A student's pertinent medical information will be shared with school and medical personnel as needed.

Austin Junior High School and the Decatur City Schools Board of Education assume no responsibility for the expenses or liability associated with medical treatment and other related expenses or liability.

INVESTIGATIONS/SEARCHES

Austin Junior High School retains the right to inspect lockers, desks, storage areas, vehicles, purses, backpacks, athletic bags, or other belongings of a student, with or without the student or owner present. **Students will be held accountable for any prohibited items found and will be subject to criminal prosecution and/or disciplinary action by Austin Junior High School.**

Investigations and searches will be reasonable in scope to maintain order and discipline in the school, promote the educational environment, and protect the safety, health, and welfare of students, employees, and visitors of the school.

MAKE-UP WORK DUE TO ABSENCE

If a student is absent for any excused reason, it is the responsibility of the student to go to each teacher to make arrangements to make up missed work the day the student returns to school. After the student returns to school, the student has two class days to make up missed work and turn in the work to the teacher, or the student will receive a grade of “zero” on missed work.

Exceptions may be made for the following:

- the student has been under a doctor’s care (documentation must be provided);
- the student has had extenuating circumstances approved by the principal; or,
- when prior arrangements have been made with the principal.

For student absences in excess of two consecutive days, teachers will prepare missed assignments by request from a student or parent/guardian.

Students who are assigned to the Center for Alternatives to Suspension or the Center for Alternatives to Expulsion will be given the opportunity to attend daily, receive academic instruction, and receive full credit for work that is satisfactorily completed. Students who are suspended from these programs will not be allowed to make up missed work and will receive “0’s” for any missed assignments during this time.

Long-term assignments such as research papers, special projects, etc., are due on or before the due date even if the student is absent on the date the assignment is due. In unusual cases, extenuating circumstances will be given consideration.

MEDICAL CONSENT

The parent or guardian, by allowing his or her child to attend Austin Junior High School, **gives consent/permission** to the Teacher, Coach, Athletic Trainer, Staff Member, or Medical Personnel in charge to secure proper treatment or first aid, including hospitalization, under the recommendation of qualified medical personnel, in the event of an emergency or non-emergency situation in which medical treatment is required. The parent or guardian understands that his or her personal primary insurance will be used for this treatment and he or she will be responsible for any amounts not covered by his or her insurance. A student’s pertinent medical information will be shared with school and medical personnel as needed. The parent or guardian understands that Austin Junior High School and the Decatur City Schools Board of Education assume no responsibility for the expenses or liability associated with medical treatment and other related expenses or liability.

MEDICATION

Any prescription or non-prescription medication consumed by a student at Austin Junior High School or on a school sponsored field trip must be administered by the school nurse or a trained medication assistant from the school staff. **All medication, prescription or non-prescription, may only be administered by the school staff when a State of Alabama Prescriber/Parent Authorization medication form (PPA) is complete and signed by a physician and is on file with the nurse.** The form is available in the Main Office or from the school nurse. All medication must be signed in by an adult with the school nurse, including self-carry medications. No medications will be accepted at Austin Junior High School or allowed on field trips unless these guidelines are followed.

Any student who possesses medication and/or gives away, sells, or attempts to give away or sell medication (prescription or non-prescription) will be subject to disciplinary action and/or criminal prosecution.

OBLIGATIONS, LOST TEXTBOOKS, INDEBTEDNESS

All financial obligations, including lost textbooks and library books, fees, fines, and any monies from other obligations for co-curricular or extra-curricular activities must be paid before they can receive Report Cards, enroll in summer school, or receive a class schedule for the new school year.

SAFE SCHOOLS HOTLINES

Students who feel threatened or harassed; know about other students using or selling drugs at school; or know, observe, or hear about any act that may place the safety or welfare of any person in jeopardy can **confidentially** and **anonymously** report these situations at the following telephone numbers:

Safe Schools Decatur Tip Line 256-227-8514
State of Alabama Safe Schools Hotline 1-888-SAV-KIDS 1-888-728-5437

SAFETY AND SECURITY VIDEO RESOURCES

Austin Junior High School has video resources which monitor the safety and security of students, faculty, and staff. All people must be aware that their actions may be video-taped. Video is recorded twenty-four hours a day. In-School Suspension is video-taped for discipline, safety, and security purposes.

SCHOOL DAY

Buildings Available for Students(Cafeteria, Auditorium, Tutoring)	7:50 a.m.
Dismissal Bell(Students dismissed to 1st block)	8:20 a.m.
School Begins/1st Block Begins	8:30 a.m.
School Dismissed	3:30 p.m.
Buildings and Campus Closed for Students(except extracurricular)	3:45 p.m.

Austin Junior High School is a Closed Campus in that students are not allowed to leave campus or receive visitors during the inclusive hours of their classes. All parents, visitors, and guests must check in at the Main Office and have written permission to be on campus during school hours. Failure to do so is considered trespassing and could result in an arrest. Visitors and guests must park in the designated parking spaces located in front of the Main Office.

Students **should not** arrive to campus **before 7:50 a.m.** or remain on campus **after 3:45 p.m.** unless participating in a supervised school activity. There is no direct supervision for students **before 7:50 a.m.** and **after 3:45 p.m.** Transportation to and from school must be planned and provided daily. Any student arriving from 7:50 a.m. – 8:20 a.m. must report to the Cafeteria(to eat breakfast), Auditorium(not eating breakfast), or Math Tutoring(permitted only with a pass.)

TARDIES

Students who arrive or check-in to school after 8:30 a.m. will be considered tardy. After the third unexcused tardy, students will be subject to disciplinary action. Everyone that checks-in/checks-out unexcused will receive a tardy to school regardless of the time that they arrive.

Students have five (5) minutes to move to class each period. Students who arrive late to class will be marked tardy. For every **third unexcused tardy** the student will be referred to the administration for discipline.

TEXTBOOKS

Textbooks become the student's responsibility when issued. All textbooks are to be kept clean, free of writing, and in good condition. Textbooks must be presented on demand of the teacher. The student must not give or loan textbooks to other students. **Damage to or loss of issued textbooks becomes the financial obligation of the student and the parent or guardian.**

THREATS/HARASSMENT/VIOLENCE

Threats, harassment, or intimidation will not be tolerated. Please refer to the **Decatur City Schools Code of Student Conduct.**

As a student and a citizen, each of us has an obligation and responsibility to protect the safety, welfare, and rights of other people. Students who know, observe, or hear about any act that may place the safety and welfare of any person in jeopardy **must** report immediately to a staff member, teacher, counselor, or administrator.

Students that engage in any act that creates an intimidating, hostile, or offensive environment for another person are subject to severe disciplinary action. Any act that provokes, agitates, incites, harasses, or threatens another person such as, but not limited to, taunting, teasing, bullying, the spreading of rumors, making accusations, and creating a confrontation, conflict, or distraction that interferes with or is disruptive of the educational process and environment is prohibited. Violators will be subject to criminal prosecution and/or suspension and/or expulsion by Austin Junior High School and/or the Decatur City Schools Board of Education.

TRANSPORTATION

Students may either drive to school, ride with a driver or ride buses provided by Decatur City Schools as transportation. School bus schedules are available on the school website(<https://ajhs.dcs.edu/>)

Drivers have the responsibility to make safe transportation their priority. A student's misbehavior distracts the driver. The driver must act promptly to stop such behavior to protect the safety and welfare of all students being transported. No rules or guidelines can insure that incidents will not occur. However, these guidelines are necessary for the safety of all students:

- All riders will remain seated while the vehicle is in motion.
- All riders will keep hands, head, feet, legs, and possessions within the vehicle.
- Scuffling and horseplay is forbidden.
- Eating and drinking is not allowed and riders will not litter the vehicle with debris.
- Safety requires that all riders' possessions and all other objects must be placed in secure locations so as not to be a hazard or danger to others.
- The rider will pay for any damage he or she causes to the vehicle or the property of others.
- Riders will adhere to all school rules regulating behavior while in the vehicle.
- Riders will cooperate with the driver at all times.

Austin Junior High School will determine which acts endanger the safety of others and the disciplinary consequences. Riders who refuse to cooperate and conduct themselves in compliance with school and safety rules will be denied transportation privileges.

TUTORING

Tutoring services are available in the mornings before school for students having difficulties in Math. Students are encouraged to seek help and assistance before major problems with grades occur in a course. It is the student's responsibility to request and schedule tutoring and assistance with individual teachers.

VEHICLES/PARKING

Operating a vehicle on the campus of Austin Junior High School is a privilege awarded to the student. This privilege may be **revoked** and other disciplinary action may be issued for violating policies and regulations. The student

must maintain ***Student in Good Standing*** status to operate and park a vehicle on the Austin Junior High School Campus. These policies and regulations are made with the intent to protect the safety of the students and staff of Austin Junior High School.

- Students will obey all traffic laws of the State of Alabama and the City of Decatur as well as all instructions and directions of the staff of Austin Junior High School and the policies of the **Code of Student Conduct of the Decatur City Schools**.
- Students will register their vehicle with administration, place a parking permit on their car, and park only in the marked Student Parking spaces. Parking permits cannot be transferred or sold to another student.
- Requirements for student parking: Copy of student's driver's license, copy of proof of insurance and \$10 fee for parking permit.
- After parking, students will immediately lock their vehicle and exit the parking lot.
- Students may not return to their vehicle during school hours without written permission from the office.
- Vehicles will remain parked until school is dismissed or until the student has written permission from the office to leave school.
- The speed limit on the Austin Junior High School campus is 5 (five) miles per hour.
- Loud music from vehicles will not be tolerated at any time.
- Students must report all accidents to the proper authorities and the principal.
- Students have full responsibility for the security of their vehicles. Students cannot give keys or access to their vehicles to other students. Austin Junior High School is not responsible for damages to any vehicles or for lost or stolen items from vehicles.
- Austin Junior High School reserves the right to search any vehicle, with or without the student or owner present.
- Students will be held responsible for any prohibited items in their vehicles and will be subject to criminal prosecution and/or disciplinary action by Austin Junior High School.
- Parking permits must be visible on the front windshield of vehicle.
- Parking without a permit will result in the vehicle being towed at the owner's expense.
- Students are not allowed to remove drinks, drink containers, or food of any kind from their vehicles.
- Fines for parking violations will be \$5.00 for the first offense and \$10.00 for the second offense. A third violation will result in the loss of the student's on-campus driving privilege and will make the student subject to further disciplinary action. Fines will be paid in the Main Office before or after school.
- Students must pay fines for every parking violation within five (5) school days. Failure to pay fines will result in loss of the student's on-campus driving privilege and will make the student subject to further disciplinary action.
- Failure to obey the rules of Austin Junior High School and the policies of the **Decatur City Schools Code of Student Conduct** will result in the loss of the student's on-campus driving privilege.

VISITORS/GUESTS

For the safety of our students and staff, all parents, visitors, and guests must check in at the Main Office and have written permission to be on campus during school hours. Failure to do so is considered trespassing and could result in an arrest. Visitors and guests must park in the designated parking spaces located in front of the Main Office next to the library.

WORTHLESS CHECKS

All checks collected must be personalized with a current address and telephone number. Checks must be made for exact amount and two-party, post-dated, unsigned, and counter checks are not accepted. Action and prosecution will be taken for a check returned for insufficient funds or any other reason and the check writer is responsible for all fees and collection costs.

