

# Pick Elementary School Student Handbook 2016-2017

SPOTLIGHT ON LEADERSHIP



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## Pick Elementary Staff 2016-2017

### Principal

Debbie Brooks

### Assistant Principal

Debbie Reetz

### Counselor

Melea Burney

### Third Grade Teacher Leaders

Kilene Carlson

Debbi Coleman

Anna Gautney

Libba Harris

Michelle Phillips

Kaye Rhodes

Dawn Stewart

Debbie Tice

### Fourth Grade Teacher Leaders

Jennifer Beth

Brittany Bryant

LaNedra Dear

Liz Greathouse

Adam Nichols

Lisa Oswald

Susan Shonk

### Fifth Grade Teacher Leaders

Tamekia Jones

Katie Maggard

Donna Stark

Missy Shumate

Harrow Strickland

Barbara Veleke

Leigh Green

### Instructional Support Leaders

Betty Weeden- Instructional Coach

Dr. Pamela Williams- Title I

### Educational Resource Support Leaders

Emily Thompson, SLP

Tammy Orr- Teacher

Tammy Ledbetter- Teacher

Carrie Williams- Teacher

Megan Ryan- Teacher

Kathy Brown- Assistant

Jason Flowers- Assistant

Margie Rittenberry- Assistant

Susan Benson- Assistant

Lisa Shelley- Assistant

Tamera Sorrells- Assistant

### Resource Teacher Leaders

Deana Schnuelle- Media

Candy Crance Media Assistant

Jennifer Spencer- Venture

Shelly Patterson- Enrichment

Andrea Folmar- EL

Caleb Doster- Music

Alicia Hames- Art

Chuck Cooper- Physical Education

Suzanne Parish- Computer Lab

### Office Staff Leaders

Cindy Mitchell- Secretary

Kellie Wilson- Bookkeeper

### Child Nutrition Leaders

Ewa Puk

Lee Bufford

Marquenta Barnett

### Custodial Staff Leaders

Willie Thomas

Melvin Hunt

Jerome Strickland



# Pick Elementary School

EXCELLENCE LEADERSHIP PRIDE

## Statements of Belief

- We believe in cultivating excellence, leadership, and pride in all Pick stakeholders.
- We believe every child can learn.
- We believe every person deserves to be treated with dignity.
- We believe in encouraging responsibility and honoring hard work towards achievement.
- We believe strategically planned instruction coupled with high expectations results in positive change.
- We believe in respecting, celebrating, and learning from diverse perspectives.
- We believe our environment creates positive attitudes and inspires excellence.
- We believe in fostering safe, healthy, and happy children.
- We believe through respectful collaboration we can accomplish more than we could individually.

## Mission

- The mission of Pick Elementary, the torchbearers of leadership, is to illuminate a pathway of excellence by empowering individuals to achieve their personal best in order to become thriving members of society through a collaborative community distinguished by:
- High expectations, responsibility and hard work
  - Celebration and respect for diverse perspectives
  - A culture of excellence, leadership, and pride

## Objectives

- 100% of students, faculty, and staff will strive for excellence in everything.
- 100% of students will demonstrate responsibility for self and respect for others.
- 100% of students will obtain skills to work in a collaborative environment.
- 100% of students will demonstrate leadership qualities.
- 100% of our stakeholders will have multiple opportunities for school involvement.

## Parameters

- We will be accountable to all of our stakeholders.
- We will not tolerate bullying of any kind nor compromise student safety.
- We will make all decisions and utilize resources based on the best interest of students.
- We will use Character Education as the cornerstone of our school culture.
- We will never compromise excellence.

## General Information

**School Address:** 1320 North College Street, Auburn, AL 36830  
**School Phone:** 334-887-2110  
**School Fax:** 334-887-6057  
**CNP Office:** 334-887-2117  
**Afterschool Program:** 334-887-2119

**School Colors:** Blue, Green, Gold

*Pick Pride* is our theme.

**Webpage:** <http://www.auburnschools.org/pick>

### Contact us through e-mail:

Deborah Brooks, Ed.S., Principal .....dbrooks@auburnschools.org  
Debbie Reetz, MA, Assistant Principal .....dtreetz@auburnschools.org  
Malea Burney, MA Counselor ..... mbburney@auburnschools.org

### Arrival times

BUS 7:05 am

Car riders- 7:05 am

**NOTE: Car riders should remain in the car with the parent/guardian until the morning 7:05am bell rings and staff starts the carline process each day**

### Dismissal times:

BUS- 2:20 pm

Car riders- 2:20pm

Walkers- 2:35 pm

The purpose of the Pick Handbook is to present school policies and general information for students in regard to the procedure for school operation. This handbook is a supplement to the *Pupil Progression Plan and Statement of Responsibilities for School Personnel, Parents, and Students* booklet and some information is not duplicated. Please be aware that appeal procedures are available to parents and students and are documented in the same booklet.

**WELCOME**  
**TO**  
**PICK ELEMENTARY SCHOOL!**

Greetings Pick Family!

I would like to take this opportunity to welcome you all to a new academic year at Pick Elementary. Our theme this year is “SPOTLIGHT on LEADERSHIP!” We will work together as a school family to discover, investigate and celebrate learning. It is our charge this year as educators to work diligently to provide rich, meaningful experiences for your children and to involve them in these activities so they can take ownership of their learning. We encourage you as the parents and advocates for your children, to get involved in as many ways as possible. Whether it is your time, talents or treasures, we welcome you and want to have a special relationship with you and your child this year.

Please take advantage of our school website, school newsletters and classroom communications which will help you stay connected with the many happenings at Pick. I would like to invite you to visit our website often for updated messages which will highlight and celebrate the successes of our students, teachers and PES families. Please consider sharing your email address with us, so we can bring you information on a regular, timely basis.

Leadership is a strong focus at Pick Elementary. It is a skill everyone needs in life. We are working together to build model citizens who will take an active role in making our world a better place. Leadership is in each of us. We just have to find out what kind of leader we are and then LEAD! We encourage all students at PES to show their leadership throughout the school day and we hope they take these skills outside of school as well. Building Tomorrow’s Leaders Today is our goal.

Thank you again for sharing your precious child(ren) with us! It is an honor and privilege to serve as building leader this year, and I look forward to making many wonderful memories with you and your family.

My best to all~

Deborah Brooks Ed.S

Please also read the *Statement of Responsibilities for School Personnel, Parents, and Students and Pupil Progression Plan (PPP)*. This *Student Handbook* is a supplement and some information is not duplicated.

\*\*\*\*\*  
IT IS THE OFFICIAL POLICY OF THE ALABAMA STATE DEPARTMENT OF EDUCATION THAT NO PERSON IN ALABAMA SHALL ON THE GROUNDS OF RACE, COLOR, SEX, DISABILITY, RELIGION, NATIONAL ORIGIN OR AGE, BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECT TO DISCRIMINATION UNDER ANY PROGRAM, ACTIVITY OR EMPLOYMENT.

ANY PERSON HAVING INQUIRIES CONCERNING AUBURN CITY SCHOOL DISTRICT’S COMPLIANCE WITH THE REGULATIONS IMPLEMENTING TITLE VI, TITLE IX, THE AMERICAN DISABILITY ACT (ADA), OR SECTION 504 IS DIRECTED TO CONTACT THE DISTRICT’S COMPLIANCE COORDINATOR, DR. TIM HAVARD, AUBURN CITY SCHOOLS, PO BOX 3270, AUBURN, AL 36831-3270 (334) 887-2100.

## Frequently Asked Questions

### **What is my child learning?**

Teachers in ACS teach local, state and federal standards as set forth for us. The state of Alabama has recently adopted **Alabama College and Career Ready Standards (CCRS)**. Your child's teacher will share more about that at the August curriculum night. To see minimal state standards, go to the Alabama State Department of Education website, click on *Sections* and then click on *Curriculum and Instruction* for a list of standards for your child's grade.

### **www.alsde.edu**

Teachers at Pick have also participated in the Alabama Reading Initiative. (ARI) Teachers use sound, research-based instructional practices to teach reading. We use the McGraw-Hill textbook WONDERS as one guide, but this is not the only resource we use to teach reading. Students are required to think deeply and use a variety of comprehension strategies. The only way any child can become stronger in any academic area is to practice regularly. Please provide time daily for your child to read.

We are using inquiry-based methods to teach Math and Science. We use Alabama College and Career Ready Standards (CCRS) to teach Math and Science. As a school system, we have adopted the series Go Math! Kindergarten- Grade 5 as a Math Text resource. In Science, we adopted STEMScopes as a resource. Changes in state and national assessments call for more rigor and relevance to your child's reading, math and science programs; therefore, students are required to not only answer questions but provide written proof as to **how** they arrived at their answer.

### **How are my child's grades determined?**

Each grade level measures class work, homework and tests grades using a formula. Your child's grade level teachers will share this with you at Curriculum Night in August. All students are encouraged to take responsibility for their work habits and always do their best work. Students must show independent mastery of work for mastery of learning. Students who do not independently master objectives may not be promoted at the end of the year to the next grade. Your child's teacher will communicate with you throughout the year regarding your child's progress. It is your responsibility to attend conferences to discuss your child's progress in school.

### **How can I be an involved parent?**

We would encourage you to communicate with your child's teacher often. When you have questions or concerns about something at school, your child's teacher should be the first person you speak with for clarification.

If you have a talent or service that might be helpful to our school, let your child's teacher know. Most importantly, get involved with our school PTO. We would appreciate your time and talents by signing up to work a booth, joining a committee or helping with our book fair. You will get a chance to meet other parents and form lasting relationships as your child travels the next several years through school.

## School Climate

Displaying appropriate behavior is a very important part of your child's day while attending Pick Elementary School. Students, who are focused, follow directions and work with the teacher to create a productive learning environment will perform better in school. When we maximize teaching time by minimizing disruptions, all children benefit. We are working not only to strong good students, but future citizens and life-long learners. It is important that the school and home units work collectively as a team to help each child feel and be successful at school.

At Pick, we promote positive behavior practices. We will work to embrace and reflect the 7 Habits of Happy Kids by Sean Covey as the foundation of our Character Education/Leadership goals. The 7 Habits are:

- Be Proactive
- Begin with the End in Mind
- Put First Things First
- Think Win-Win
- Seek First to Understand, Then to Be Understood
- Synergize
- Sharpen the Saw

Each student and staff member at PES is assigned to a 7 Habit Team. Each 7 Habit Team has a team color. We encourage all students to purchase a t-shirt with their 7 Habit Team/color to wear when we have "color days" and do team building activities. T-shirts information will be sent home shortly after school starts.

Students who are "PICKED" setting a good example get a special slip earn points for their 7 Habit Team. We make positive phone calls home and write notes to let parents know when good things are happening. Our Character Education program promotes good choices for home and school. Our counselor, Mrs. Burney will discuss a new trait with students during classroom sessions. Then, we look for examples of this trait displayed by children during the day. At the end of each 9 weeks, we have a celebration of success. This includes celebrating both academic and character choices. Each grade level also has some behavior practices that support our school-wide model. We provide many opportunities for children to be successful at school.

**Should there be a need for disciplinary action, we may impose the following:**

### Actions

Verbal or non verbal warning in the classroom

Lose recess/or eating lunch with friends privileges. Ex: walk at recess instead of free time play

10-minute Time-out in the classroom to reflect and consider better choices

30- minute Time-out of class and a phone call home

30 minute to 2-hour time out with administration/counselor

Phone call home

Meeting with school counselor /or administration to discuss actions and better choices next time

Conference with parent requested

In-Class separation until behavior is reversed so that learning may occur for all students

ISS assignment- determined by administration

Conference with parent/guardian before returning to class

Out of school suspension- to be determined by administration

Refer to the ACS Pupil Progression Plan Disciplinary Model for types of offenses and other information regarding school behavior expectations. Please sign the pages at the end of this handbook to verify that you have read the information above.

If your child is involved in a situation which will require disciplinary action, we will notify you. Due to confidentiality, we are not able to discuss with you disciplinary actions imposed on other students who may have been involved.

**Bullying-** Bullying of any form, verbal, physical or written, will not be tolerated at Pick Elementary School. Students are encouraged to report bullying to their classroom teacher, the school counselor or administration as soon as it occurs. Students who participate in bullying will be disciplined on an individual basis at the discretion of the administration. There is a zero tolerance for students who make any form of threat to other students, staff or themselves. Students who choose to bully other students will be disciplined for such behavior at school. Discussion of weapons in any form should not be discussed at school and students who do so will be disciplined according to school board policy.

**What is bullying?** Aggressive behavior that is intentional repeated over time and involves an imbalance of power or strength. Bullying can take many forms, such as hitting or punching, teasing or name-calling, intimidation through gestures, social exclusion and sending or posting messages or pictures by cell phones or online( also known as cyber-bullying).

## **At PES we promote PRIDE:**

**P- Positive words and actions**

**R- Responsibility for self**

**I -Integrity and Honor**

**D- Display self-control**

**E- Excellence in Everything**

## **Attendance**

The Auburn City School system will vigorously enforce the Alabama Code regarding mandatory school attendance. After five (5) unexcused absences, a referral will be made to the Auburn City Schools attendance supervisor and the Early Warning Process will be recommended. If the student's attendance does not improve and ten (10) unexcused absences or excessive excused absences are accumulated, the parents/guardians may be prosecuted by the District Attorney's Office for violation of Section 16-28-16, Code of Alabama. **According to the Auburn City School Board policy, student who have more than 10 unexcused absences per year (Grades K-8) or more than 5 unexcused absences per term (Grades 9-12) will be retained. Written excuses for absences must be submitted by parents/guardians within 3 school days of the absence.** Please do not call the school office to give a verbal excuse for your child's absence. It must be in writing signed by the parent/guardian.

Please schedule out of town trips in accordance with our school calendar which comes out 2 years in advance. See the ACS website for future calendars. Out of town trips, even with an educational spin, are not considered excused absences.

Excused absences are defined as follows, as stated in the ACS policy manual PPP for parents:

Illness of the child

Death in the immediate family

Inclement weather which would be dangerous to the life and health of the child as determined by the principal

Legal quarantine

Emergency conditions or extenuating circumstances as determined by the principal

Religious holidays require prior approval by the ACS Superintendent

### **Written Excuses**

**Students with excused absences have 5 school days upon returning to make up any missed work.** They do not have to be given the same work as was done by the students who were in class. **Written excuses must be submitted to the school within 3 days of the absence.** If not, the absence will be coded as unexcused and zeros given for the missed work. The principal will review appeals to this procedure. Students with 5 **excused** absences in a semester may be required to have a doctor's excuse with each additional absence in that semester. (See ACS PPP) **Students who miss more than 10 unexcused days will be retained according to Auburn City School Board Policy.** Written communication will be made to parents/guardians on unexcused absences 3,5, and 8 for students in Grades K-12. The attendance officer will be involved at the discretion of the principal. Early warning to the court system may be initiated if the unexcused absences become excessive. **\*\*Parents of students with excessive tardies will receive a letter from school administration and be required to sign their child in at the school office for the remainder of the year before going to class.**

### **Auburn City Schools-After School Program (ASP)**

Pick Elementary does offer an After School Program for its students. The program operates on school days only, and offers many activities for the students to learn from and enjoy. For more information, contact **Michelle Ramsey**-Director ( 887-2119) or the school office. The hours are from dismissal until 5:30PM. There is a \$25.00 registration fee and the monthly charges are based on the students' lunch status. Payment for the program is made in 10 monthly installments so payment is consistent each month. Please see the director for rates and fees. The rates are reduced for siblings. Students get time to work on their homework and participate in

after school club activities. However, academic homework must still be checked by parents at home.

### **Birthday Parties**

No individual invitations to private parties are to be delivered at school. If a parent wishes to send a snack for the class, this must be done according to prior arrangements with the teacher and not during the instructional time of the day. Please talk to the teacher so that various health needs of students in the class can be considered when selecting a snack to share. \* **No flowers or balloons are to be received at school for students at any time for birthdays or other special events.**



### **Care of School Property**

School loyalty and pride are displayed by keeping our building neat and clean. Students who intentionally deface or damage school equipment or property in any way will be required to clean the article or to pay for the damage done. Parents will be notified immediately in all situations.

### **Checking Out of School**

Please do not call the school office and request that your child wait for you in the office before you arrive to check them out. It is important that they remain supervised in the classroom until you arrive to check them out. In the event a child needs to be checked out of school, a parent, guardian, or authorized person, must first come to the office and sign him/her out. Do not go directly to the classroom. Your child will be called from his/her classroom and will come to the office. Upon returning to school, please leave your child at the office and he/she will be sent back to class. If anyone other than a parent, guardian or emergency contact arrives in the office to check out a student that person must have a signed note from the parent/guardian granting permission to check the child out. **Your student registration information should have contained the names and telephone numbers of at least FOUR local emergency contact persons for each student who are allowed to check your child out.** We encourage children to remain at school until the school day is over in order to receive information, assignments and explanation of content material.

### **Dress Code**

Auburn City Schools seeks to fulfill its mission to “Inspire, Educate, and Empower” each of its students by providing an environment and culture conducive to learning. School is a working and learning environment. Therefore, the School Board and administration believe students and parents should use good judgment and reasoning in their choice of dress while attending school. With the maturation differences among students being great, clothing on one student may be appropriate while on another it may not be appropriate. Accordingly, clothing must be in good taste for the age and maturity of the student, safe, and not a distraction to others.

### **Elementary**

- Offensive or suggestive clothing that makes references to violence, drugs, alcohol, tobacco, gangs, or weapons is not permitted.
- Headgear (hats, caps, bandanas, elastic bands, athletic headbands, headscarves, sunglasses, etc.) is not permitted except during extreme weather conditions or according to individual student needs.
- Shirts must be size appropriate. T-shirts that extend below 4 inches from the top of the knee cap must be tucked in. Halter tops, spaghetti straps, mesh jerseys, or clothing

showing cleavage or the midriff is not permitted. Excessively large t-shirts are not permitted.

- Pants must be worn at the waist level. Pants that are too tight, have holes, or allow for exposure of undergarments are not permitted. Baggy or loose fitting pants should be worn with a belt.
- Students who wear tights, leggings or very tight clothing must wear a top that completely covers to the lower thigh level, to fingertip length. We ask for your supervision with this requirement.
- The length of skirts, dresses, and shorts must measure not less than 4 inches above the top of the knee cap and be hemmed. Girls who wear tights must have on appropriate length shorts, a skirt or a long top that come fingertip length above the knee. Soffies, Umbros, swimsuits, and spandex shorts are not permitted.
- Shoes must be worn at all times. Shoes with wheels and/or cleats and flip flops are not permitted. Tennis shoes are required for PE.

Students in violation of the dress code will be required to change immediately. If this requires a student to checkout, the absence will be marked as unexcused.

## **Emergency procedures**

### **Fire Drills/Severe Weather**

Fire drills are conducted monthly. Tornado drills and intruder drills are conducted periodically during the school year. Students are taught the first week of school what to do if the tornado signal, intruder signal or the fire alarm is activated.

When the National Weather Service issues a Severe Thunderstorm Watch or a Tornado Watch, students and staff will remain in the building. PE classes are held inside, and outside recess is cancelled. Other than remaining in the building, the normal school schedule is followed under a “watch”.

In the event of a Severe Thunderstorm or Tornado Warning, all students and staff will take cover in designated areas until the warning is cancelled. Parents are requested not to check students out when the school is under an emergency “warning”. Please do not call the school during an emergency warning since the school telephones must stay clear to ensure contact with the proper authorities. The emergency procedures approved by the Emergency Management Agency will be implemented.

Auburn City Schools has acquired a Crisis Communication System. This automated phone system will call you with recorded information when circumstances require mass notification. It will be used to notify parents about situations such as schools closing for severe weather, change in arrival time from field trips, etc. **If you want to receive important messages from the school, your phone numbers must be current.**

School closing information will also be available by listening to the local radio stations (WAUD, 1240AM; WKKR, 97.7 FM; local cable television, channel 5). Listen for announcements about Auburn City Schools. Announcements about Lee County Schools refer to the Lee County Schools, not Auburn City Schools. Following school closure, all daytime and evening school activities are automatically cancelled until schools are reopened.

### **Emergency Telephone Numbers**

It is absolutely necessary that each student have in the snapcode file **all** telephone numbers at which parents can be reached during the day. If your number changes, please contact the school immediately to let us know the new number. In addition, **we must have at least four**

**local telephone numbers, for local residents who could be contacted in case of an emergency during which a parent/guardian cannot be contacted.** Any changes in parent/guardian or contact telephone numbers should be made in the online system and communicated with the homeroom teacher.

### **Extra-Curricular Activities/School Clubs**

Information regarding extra-curricular activities and schools clubs will be distributed in the fall. Teachers/sponsors will notify parents of meeting days, times, and expectations for participation.

Students who do not participate in after school activities may not return to the school premises, for any reason, unsupervised. This includes playing on the playground or returning to the building for forgotten homework or books. Younger or older siblings in school who are not involved in a club with a sibling at Pick are to be picked up at the regular dismissal time. There is no supervision for them to wait on their sibling.

### **Field Trips**

A signed permission form and any money due must be returned to the school **one-day prior** to each field trip. **Verbal permission cannot be accepted.** Only the ACS permission form, signed by the parent/guardian, is accepted as formal permission to attend a fieldtrip. Any school/sack lunches ordered on the permission form prior to the trip must be paid for, even if a lunch is brought from home on the day of the trip. Please take advantage of the ACS e-payment program. This will allow you to make fieldtrip payments, lunch payments and pay for fees and other services at school. The link to e-payment is: [www.myschoolbucks.com](http://www.myschoolbucks.com)

Appropriate behavior is expected of all students. Inappropriate behavior on a field trip may result in denial of participation in future field trip activities without the parent attending to ensure the trip is safe and productive for all students. Students with a history of discipline situations will still be provided a regular school day, but may be exempt from any fieldtrip. This will be determined by the homeroom teacher and administration.

Parents may provide transportation and supervision for their children on field trips; however, only that parent's child will be allowed to ride in the private vehicle. While parents who agree to serve as field trip chaperones are greatly appreciated, younger siblings will not be allowed in order to provide adequate supervision for Pick students. The purpose of being a chaperone is to assist in supervising the school-aged children attending the trip.

### **Food Service**

Breakfast (ex. biscuits, pancakes on a stick, milk, cereal, juice, muffin, milk, banana or multi-grain bar) will be served each morning between 7:05am and 7:30am in the cafeteria. The cost of a breakfast is \$1.00 for students and \$1.50 for visitors. Students who qualify for free or reduced priced lunches will also qualify for free or reduced price (\$0.30) breakfasts. **\*\*Students eating breakfast should arrive before 7:25am and report directly to the cafeteria. They will take their breakfast back to the classroom. All breakfast should be eaten by 7:30am.**

Individual lunch tickets are not sold in the cafeteria. Instead, parents may establish an account for each student that will be debited electronically. Lunch prices are \$2.50 for students and \$3.50 for visitors. Students, who qualify, will receive free or reduced price (\$.40) lunches. Milk may be purchased separately for \$0.30 carton. You are encouraged to keep a positive balance in your child's lunch account by sending money in regularly. PLEASE DO NOT SEND CARBONATED DRINKS TO SCHOOL WITH YOUR CHILD FOR LUNCH or SNACK. **FAST FOODS ARE NOT ALLOWED FOR STUDENTS. THIS WILL BE STRICTLY ENFORCED.** We kindly ask parent visitors to refrain from bringing in take-out food when visiting for lunch.

Parents may join us for lunch if a reservation is made through the office by 9:00am that day. An adult lunch costs \$3.50. It is requested that adults have exact change for lunch. Sufficient cash is usually not available to make change for large bills.

If your child is allergic to any of the major food groups, you may discuss this problem with our food service manager who will try to work out substitute foods for your child. A doctor's statement as to the specific allergy is required. Due to the high number of children served daily, our lunchroom cannot accommodate food aversions for individual children. Please check the menu and pack a lunch for your child on days when the menu items are not appealing to your child.

Free or reduced price lunch applications will be made available to students during the first week of school. The application should be completely filled out and returned to school. All students who were eligible for free or reduced lunches last year in this system will continue receiving free or reduced lunches for a limited time until the new forms are processed. **The new forms must be completed and turned in by the specified date.**

### **IMPORTANT- PLEASE READ!**

#### **Child Nutrition Program**

It is the intent of the Auburn City Schools Child Nutrition Program to provide nutritionally balanced meals for students during each school day. It is also the policy of the Auburn City Schools Board of Education to operate in compliance with the federal, state, and local regulations pertaining to the National School Lunch and Breakfast programs (ACS Policy Manual, File EE.)

#### **National School Lunch and Breakfast Program regulations do not allow for charged meals.**

Therefore, it is the responsibility of the parent or guardian to pay for student meal purchases in advance or on a daily basis (Code of Federal Regulations NSLP 7 CRF 210, Revised 1-1-96).

Students in grades K-9 will not be denied a meal. These students will be allowed to charge up to 2 lunches and 2 breakfast meals. When this limit is reached, students will be given an **alternate meal** until charges are paid in full. Students who bring their meals from home may purchase items offered in the cafeteria at a-la-carte prices. Students will not be allowed to charge a-la-carte items.

\*\*\*\*\*Therefore, for a child to avoid receiving an alternate meal, it is your responsibility to assure your child always has money in his/her account. Do not wait until you get a print-out from the CNP program. Sometimes these notices get lost or misplaced before reaching home. It is not possible to call each time your child's account has a deficit. We will make every effort to alert you after the 2<sup>nd</sup> charge, so you will be aware the limit has been reached. You are encouraged to check your child's account on a regular basis. **No Charges after May 1, 2017.**

We encourage you to take advantage of our on-line e-payment plan. There is a link on the ACS webpage. The link is [www.myschoolbucks.com](http://www.myschoolbucks.com). This is a convenient way for you to keep your child's account current on a regular basis. Social Security numbers are no longer required to open an account. You may use your child's State ID Number instead.

## **Grading Practices**

The purpose of grades is to show academic progress and the mastery level of a taught skill. Only after a skill has been introduced and practiced in class with guidance by the teacher, will independent performance be assessed. This is to help teachers make the best decisions regarding your child's academic needs and determine the best teaching strategies to meet your child's needs. Teachers in each grade level will provide information at the beginning of the academic year regarding grading practices and weighted scores. Third graders are not graded in the same manner as fifth graders so please read the information carefully from your child's teacher and ask for clarification. Turning in assignments timely is a life-skill and one we want your child to develop.

Please attend scheduled conferences to discuss your child's school progress. If you have questions/concerns regarding your child's academic progress or questions regarding the material covered, your first point of contact should be the classroom teacher. Please do not come in the morning before school starts to see your child's teacher as they are supervising children and doing many other tasks at this time. You are encouraged to schedule conferences in advance so adequate time and conversation can be devoted to these important conversations.

The grading scale below reflects Auburn City Schools' grading policy as stated in the Pupil Progression Plan.

### **Grade 3-5**

90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F

Students are responsible for completing all assignments timely. Some assignments or projects may be given in advance with a *date due* and also include a criteria for grading. It is important to check your child's planner nightly so that you can assist your child in completing assignments in a timely manner. Communicate with your child's teacher if you do not understand an assignment. Check the teacher's web page for more information regarding assignments, due dates and projects. Teachers may use a variety of methods for assessing your child's work. Examples might include: rubrics, self-assessments, criteria goals with points, paper/pencil tests, fill in the blank, written answers, bubble-in (SAT, Think Link, etc), projects, small group projects, computer- based assessments (i.e., Reading assessments), oral assessments or a combination of more than one of the above.

It is our goal at Pick to help your child feel and be successful each and every day. Adopting good study habits, planning ahead, communicating with the teacher regarding questions or gaps in knowledge and attending parent conferences are ways to assist you in keeping track of your child's progress during the year. Your involvement in your child's education is crucial to your child's success.

In order to be promoted to the next grade, students must have a passing yearly average in Math and Reading (60 or above). Failure to pass Math or Reading for the year will result in retention. Please check your child's weekly papers, progress reports and reports cards and communicate with your child's teacher by attending conferences to discuss your child's success in school. You will be informed if your child is not mastering grade level standards.

### **Homework/Class work**

Homework is an integral part of the instructional program. It may consist of such activities as make-up work, meaningful projects, collecting materials for classroom projects, or nightly reading. Homework may be assigned in order to stimulate independent study habits, to aid in developing responsibility and self-direction, and to reinforce learning. Check your child's planner nightly for homework assignments.

**It is the student's responsibility to see that homework assignments are written down and then handed in or ready to be checked at the time requested by the teacher.** Most often, homework fulfills an immediate need for reinforcement of a skill learned that day or for preparation for the next day's lesson.

Parents may obtain homework for a child who is absent due to illness by calling the school office by 9:00am. The child's books and homework may be picked up in the office at the end of the school day. **Class work must be completed at school.**

### **Illness**

If a child has an elevated temperature (100 degrees or greater), he/she should not remain in school. The parent is encouraged to keep the student at home until the temperature is normal for 24 hours. When a child becomes ill at school, the parent will be contacted. The parent or designated contact person must sign the student out in the office in the presence of office personnel. No student will be allowed to leave without being checked out. Students with stomach viruses may not return to school until being symptom-free (no sickness) for 24 hours

Remember to send in doctors' excuses within 3 days of the child's return to school.

### **Immunizations**

As required by Alabama Law, each pupil shall be immunized against diphtheria, pertussis, tetanus, chickenpox, poliomyelitis, measles, rubella, and mumps before enrolling in the Auburn City School System. A current Alabama Certificate of Immunization (Blue Card) must be provided to the school at the time of enrollment.

### **Lost and Found**

Lost items are placed in containers provided for that purpose, but it is the responsibility of the student to check for missing items. **PARENTS ARE URGED TO LABEL ALL CLOTHING, BOOKBAGS, LUNCH BOXES, ETC.** Proper labeling will result in items being returned directly to the student. Items not claimed by June 15, 2017 will be donated to charity.

### **Medication for Students**

No medication will be given to any child unless it is provided by the parent and accompanied by a signed permission form. A sample form is located in the appendix of this handbook. Please complete all requested information and send the form and the medication to the school office. Any measuring utensils should also be included. The office provides no medicine, such as aspirin or Tylenol. School staff or the nurse will dispense only medication sent from home. It is the responsibility of the child to come to the office and request the medication. **ALL MEDICATION BROUGHT TO SCHOOL MUST BE KEPT IN AND DISPENSED FROM THE OFFICE.**

If your child has any pre-existing medical problem, which might affect his/her performance at school, please indicate the condition on the registration card, health form and communicate with our school nurse so that teachers might be alerted to any potential problems.

## Money

We request that children not bring any unnecessary money to school with them, since money is often misplaced during the day. If your child needs to put money in his/her lunch account, please see that the money is enclosed in an envelope with your child's name on it. Loose change is easily lost during PE or recess and leaving money inside of desks invites trouble. When sending money to school at anytime, for any reason, you are encouraged to place it in an envelope with your child's name, the teacher's name and grade on the front and specify what it is for. Please take advantage of the ACS e-payment program. The link is: [www.myschoolbucks.com](http://www.myschoolbucks.com) This will allow you to make any payment for school services in a safe, secure way.



Auburn City Schools may use a check recovery service to collect returned checks. By making payment to the school, a person authorizes Auburn City Schools to recover the face amount of a check returned unpaid for any reason. In addition, a returned check fee of the maximum amount allowed by law will be recovered. This recovery may be done electronically or by traditional collection methods.

All checks will require makers name, address and home telephone number. The School District **will not** accept unsigned, postdated, counter or starter checks.

## Parent Teacher Conferences

Thursday, **October 17, 2016** has been designated as "*Parent Conference Day*". You will receive your child's report card at this scheduled conference date. Report cards cannot be provided earlier than the board approved dates. Parents will be contacted by their child's teacher prior to this date to schedule an appointment. Parents are urged to take advantage of this opportunity to monitor their child's progress first-hand. Parents are requested to call the school's office or send a note to the appropriate teacher(s) to arrange additional conferences. Teachers are only permitted to meet with the legal parents/guardian of any student.

Consistent home-school communication is important and necessary to your child's success. If you have questions or concerns regarding your child's instruction, we ask that you schedule an appointment with your child's teacher as soon as possible. Do not wait- it is important to clarify immediately with your child's teacher any concerns to discuss anything you might not understand. Face-to-face conferences are encouraged and emails are discouraged when the need to discuss an issue arises. Emails should be used for quick communication needs only. Discussions should be handled in conference form.

## Physical Education

30 minutes of Physical Education is scheduled daily for all students and is a state required course for all school aged students in grades K-8. Physical Education is an important part of each student's day. Students are provided with opportunities to learn skills necessary to perform a variety of activities including: loco motor, non-manipulative, movement concepts, manipulative, and fitness activities; to learn about personal health and healthy lifestyle, and to participate in and enjoy daily physical movement. Physical education grades are based on skill development, and participation. In order for each student to benefit the most from physical education, we ask the following:

1. Wear **TENNIS SHOES** for the safety and health of growing hips, knees, ankles, and feet. Boots, sandals, flip flops, shoes with elevated heels, or **ANY** brand of slip-on shoes, **including CROCS** should NOT be worn during physical education class or while participating in recess.
2. Shorts must be worn under skirts and dresses.

3. A parent or doctor's excuse must be sent when students are unable to participate. Students cannot be excused from physical education to rest up for after school activities such as soccer or baseball.
4. Information must be provided regarding relevant health problems.
5. Parents should become involved and provide encouragement whenever possible.

### **PTO Volunteer Program**

All PES families are encouraged to join the PTO. The membership dues this year is \$5.00 per family. Our PTO serves many important functions including support of teachers and students and the total school program. Any little offer of assistance can make a BIG difference so please consider getting involved this year.

Parents and members of the community serve as volunteers in our classrooms. Volunteers may help on a regularly scheduled basis and others work when there is a need. The contributions of talents are diverse and include assisting with testing, tutoring in reading and mathematics, creative writing, assisting in physical education, duplicating classroom materials, art and music, construction of visual teaching aids, book repair, and shelving in the media center. Volunteers are universally appreciated and enhance the education of our students.

### **Ending dates for each grading period:**

1 <sup>st</sup> nine weeks	October 10, 2016
2 <sup>nd</sup> nine weeks	December 16, 2016
3 <sup>rd</sup> nine weeks	March 10, 2017
4 <sup>th</sup> nine weeks	May 25, 2017

**Report Cards** will be sent home the specified dates unless unforeseen circumstances occur:  
Grades 1-12

- 1<sup>st</sup> nine weeks – October 17, 2015
- 2<sup>nd</sup> nine weeks – Thursday, January 19, 2017
- 3<sup>rd</sup> nine weeks – Thursday, March 27, 2017
- 4<sup>th</sup> nine weeks – Thursday, May 25, 2017

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

- Week of September 12, 2016
- Week of November 14, 2016
- Week of February 6, 2017
- Week of April 24, 2017

### **Residency**

Each student is required to be registered using our On-line registration process and a snap code. Two proofs of residency are required to be up to date and on file for each student. If you move during the academic year and this changes your school zone, your child will be required to attend the zone for your new address. Exceptions must be handled with the office of the assistant superintendent. Please communicate with school administration if your address changes during the academic year. Please make changes in your child's account if phone numbers change.

### **School – Home Communications**

If you would like to receive teacher newsletters and PTO newsletters via email, please be sure your child's teacher has an accurate email address. School wide emails regarding programs and important dates will be sent out regularly by administration.

We encourage all PES families with Email access to join our efforts to improve and strengthen communications. You will receive updates about PTO news and other important school-wide information.

Other forms of communication include: PES Facebook page, PES Twitter and PES School Messenger ( automated calls and emails) We work to employ a variety of communication modes to meet the demands of busy family lives.

If you **do not** wish for your child to be photographed for the newspapers or for your email to be used by the school for communication purposes only, you should submit a letter in writing, signed by the parent/guardian, to our school office. If we do not receive a letter from you, returning the signature page at the end of this handbook is considered permission.

### **School Insurance**

ALL Kids is Alabama's Children's Health Insurance Program (CHIP). ALL Kids provides Blue Cross/Blue Shield insurance to children who qualify. The cost is very little, but the benefits are great. Coverage includes doctor visits, hospitalization, eye care, dental care, and prescription drugs. ALL Kids is designed for working families and self-employed persons whose earning disqualify them for Medicaid.

For more information, please contact East Alabama Medical Center at 334-705-4760 or the ALL Kids office at 1-888-373-5437.

### **School Parties**

Your child's teacher will announce any school parties that will be held. Classroom parents will assist the teacher with party planning. Children are not to bring or exchange gifts for any classroom parties. Children with food allergies should be provided alternative food items by their own parents to assure food allergy safety.

### **School Pictures**

Individual school pictures will be taken on **Thursday, September 15, 2016**. Classroom picture make-up day for those who miss the September 18 date will be scheduled a few weeks later. Parents will have an opportunity to view proofs of these pictures before purchasing them. **Parents may order the desired picture package by returning an order form, and the appropriate amount of money back to the school.** Please be sure you return picture money timely. The school will forward the order and the money to the photographer. Spring pictures and class pictures will also be taken during the academic year. Dates to be communicated during the year.

### **School Visitors**

**For the safety of student and personnel at Pick Elementary School, everyone who enters the building will be required to go straight to the office, sign in, and obtain a visitor's sticker to wear; NO EXCEPTIONS.** Parents are encouraged to eat lunch with their child, but we do ask that you schedule these in advance by letting the teacher know that morning with a note. Lunches generally last about 25 minutes. School personnel have been instructed to redirect all persons without a visitor's sticker to the office. Parents and visitors will only be allowed to proceed to the classroom with teacher approval. We ask that you reschedule a visit if it is at an inconvenient time. This policy is in accordance with state-adopted safety procedures. If you schedule a time to visit or observe in your child's classroom, your visits will be for no

more than **15 minutes**. This is to protect the instructional time of the classroom teacher and the confidentiality of the other students in that room. These visits are to be scheduled in advance. We do not entertain unannounced, drop-in visits. We will ask for your cooperation with this practice, and we will be very consistent in enforcing it.

### **Snacks/Fruit Break**

If your child's teacher schedules a daily fruit break and your child chooses to participate, please provide healthy snacks for him/her. Fruit, crackers, or dry cereals are good choices. Juices are discouraged due to accidental spills resulting in carpet stains, a need for change of clothing, etc. **CARBONATED DRINKS AND FAST FOODS WILL NOT BE ALLOWED** by students or visiting parents for lunch. Nutritious snacks are available for purchase each morning in the cafeteria from 7:05am to 7:30am. Children will need to have a healthy, easy to eat snack, so do not send candy, cookies or chips for a snack.



### **Special Education**

A student experiencing learning difficulty, speech and/or language problems, or who displays behaviors that may interfere with optimal learning may be referred to the Response to Instruction Team for educational evaluation and/or intervention. If the student is eligible for special services, teachers and parents write an Individualized Education Plan (IEP), designed to meet the educational needs of that student. Special Education services are provided in the areas of Speech and Language, Hearing Impaired, Learning Disability, Visually Impaired, Other Health Impaired, Early Childhood Handicapped, Emotionally Conflicted, and Orthopedically Impaired.



### **Telephone Calls/Messages**

Please do not call the school with messages for students unless it is a true emergency. Likewise children will not be allowed to use the school telephone except for a valid reason. Children should not expect to use the telephone in the afternoon after school to determine transportation arrangements. Calling home to ask for forgotten books/supplies/PE equipment is not a valid reason and will not be allowed. A change of transportation form should be completed for any changes, at any time, in transportation and be given to the office staff the morning of the change. Transportation forms can also be faxed to the office. The Fax number to the school office is **887-6057**.

Teachers are very busy instructing children during the instructional day and may not have time to respond to emails. If you need to discuss something with your child's teacher, please schedule an appointment and have a face-to-face meeting. Issues of importance should not be communicated through emails because, often times, words are not interpreted correctly. Further, parents are not allowed to go to the child's room in the morning before the bell rings to discuss issues without an appointment. This is to protect instructional time and allow your child's teacher to meet and greet children at the door.

As per the Auburn City Schools Electronic Communication Equipment Usage Policy, the display of and/or use of pocket pager, cellular telephone, or any use of other electronic communications device used by students is not permitted on any Auburn City Schools campus during regular school day instructional hours. If a violation occurs the device will be confiscated and consequences will be imposed accordingly as indicated by the school administrator.

Electronic Equipment, such as wireless laptops, distributed by the school system and used for instructional purposes will be allowed.

## **Tardies**

Students are expected to be in the classroom and ready for instruction to begin when the **7:30 a.m.** bell rings. **Promptness in arriving at school is expected of all children. A student is considered tardy if he/she arrives in the classroom after the 7:30 a.m. bell. Students arriving after 7:40 a.m. will need a parent/guardian to come inside the school to sign them in for the day.** Letters will be sent to the parent/guardian after a student has accumulated 10 and 15 tardies. Tardy slips will be placed into your child's planner the day he/she is tardy, and these slips are to be signed each time your child receives one. Communication will be made to the parents/guardians by the attendance officer if a student is tardy an excessive number of times during a semester. Morning drop-off begins at 7:05am for buses/vans and 7:10am for all car riders. Please have your child to school in time to come inside and get settled and seated by 7:30am. It is very difficult for children to be prepared when they arrive consistently as the 7:30am bell rings. Car traffic moves smoothly if cars pull up to the very end of our front sidewalk. Children are encouraged to open the door and get out as promptly as possible to keep traffic moving smoothly. If an adult is not available, your child may still get out of the car to keep the traffic moving smoothly.

## **Test Dates-**

We have a variety of assessments we must give during the year. **Please stay informed of the dates for formal testing so your child is at school each day to be assessed.** Your child's attendance is expected and necessary.

The tests to be administered to our students at PICK:

Grades 3-5- **ACT ASPIRE** (this is a new assessment)- to be administered in April- dates TBA

Grade 5- ASPIRE Science Assessment (ASA), April, 2017

Grades 5- OLSAT in February, 2017

Grade 5- end of course Math assessment STI- May, 2017

## **Cell Phones and Digital Devices**

Students who have a cell phone in their possession at school are to keep the phone in their book bag turned off. If for any reason a student is caught with a cell phone on at school in his/her possession, parents will be notified to come to the school to get the phone for the child. The phone will remain in the possession of the school until a parent/guardian is able to come and get it if this is a repeated situation with any one student. Please talk to your child about cell phone safety and the PES cell phone policy.

\*The **State of Alabama** strictly prohibits the possession of digital devices in any room or setting where standardized test are being given. That includes cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, and any other device that can record, store, play or transmit digital information. Violating this policy will result in the invalidation of student test scores. Students required to take a state test are advised not to bring such devices to school on any day they are scheduled to take a secure test and to remain informed and compliant with school policy on such matters at all times.

## **Transportation**

You will be asked to communicate your child's mode of transportation home at our Meet Your Teacher event in August. If your child ever changes their mode of transportation home, an **ACS Change of Transportation form** is required the morning of the change. Please do not call the school office or send in a handwritten note. Students who verbally share a change of transportation home will be sent home their regular route unless communication we receive

timely, the change of transportation form. We will strictly enforce this so thank you for working with us to assure the safe dismissal of your child daily.

### **Bike Riders**

Children who live close enough to school to ride bicycles are invited to do so. Bicycle racks are located next to the school for their convenience. Bikes must be walked while on school grounds. Bike riders are dismissed at 2:35p.m. **As a safety precaution, all bike riders are required to wear helmets. Please discuss bike safety with your child. A bike safety workshop will be offered to all students and bike safety is also taught with our 3<sup>rd</sup> grade Physical Education curriculum.**

### **Bus Riders**

Children living two miles or more from the school are invited to use our school bus transportation as a means of traveling to and from school. A complete schedule of all school bus routes and stops is available in the school office. Students closer than a two mile radius of Pick do not qualify to use our bus transportation. Students eligible to ride the bus should ride only their assigned bus. Children who ride the regular yellow school buses will be dismissed at 2:40p.m. Teachers will supervise the loading of the buses. Parents are responsible for bringing and picking up any student who misses the bus.



#### **Students must abide by the following rules when riding the bus:**

1. Obey and cooperate with the bus driver. The driver may assign seats for students.
2. Be seated immediately after boarding. Remain seated and face forward.
3. Do not talk to the driver except in emergencies.
4. Do not scuffle or harass other students.
5. Do not yell, fight, quarrel or use profanity.
6. Keep feet, arms, and belongings out of the aisle. Do not put feet on the bus seat.
7. Keep hands, head, and objects inside the bus.
8. Help keep the buses clean by picking up any trash that is dropped.
9. Do not bring food, gum, or drinks on the bus.
10. Do not bring weapons, fireworks, or anything that endangers the lives of others on the bus. Also, there will be no smoking, or striking matches or cigarette lighters on the bus.

### **Bus Discipline**

The bus driver is responsible for notifying the transportation director of violations of the bus conduct rules given earlier in the handbook by completing a Bus Discipline Referral. The transportation director will handle the discipline from that point on. A letter will go home with students who are disciplined on the bus. Punishment for bus offenses is consistent throughout the Auburn City School System.

The minimum consequences for bus offenders are as follows:

First Offense – one-week suspension from riding the bus

Second Offense – one-month suspension from riding the bus;

Third Offense – suspension from riding the bus for the remainder of the year.

A student can also be suspended from riding the bus without warnings for major offenses at the discretion of administration at any time.

## Car Riders

Children riding in cars can arrive at 7:05 am and will be dismissed at 2:20 p.m. Drivers are cautioned to drive slowly in front of the school, following the directions of the faculty, staff, and Pick Safety Patrol. Children should watch for their rides so drivers will not hold up traffic. **All parents/Guardians** should have a hang-tag on their rear-view mirror provided the first week of school. Two tags will be provided for car riders. Only those listed on your child's emergency contacts will be permitted to pick-up your child. Those without a hang-tag will be required to park, come inside, and show identification. A possible call to the parent/guardian to assure permission for pick-up might be necessary. All measures in place are to ensure the safe arrival and departure of each student. We will be consistent in enforcing our practices.



In the morning, parents are requested to drive their cars up to the curb under the canopy to leave children in the morning and to pick them up in the afternoon. In the morning, we ask that your child be ready to get out of the car so as soon as your car comes to a stop, your child can quickly exit and the carline can move smoothly. Students may open their own doors and exit a car when adults are present on the sidewalk. Faculty and staff will be on duty in the morning and the afternoon to help unload and load children safely. Children will only be supervised 20 minutes before school (no earlier than 7:05 a.m.) and approximately 20 minutes after school. Children who have not been picked up by 2:45 p.m. will be taken to the ACS After-School Program, and there will be a fee charged.

Car deliveries are in the front drive only. **Students MAY NOT be left in front of the school unattended.** Please remember, according to Alabama State Law, it is illegal to pass a school bus, even if the bus is parked in the school driveway.

## Day Care Pick Up

Children who ride day care vehicles begin dismissing at 2:20pm. They are expected to move to the back of the school with the bus riders and be prepared to load as soon as their daycare van is called. Please notify day cares should there be changes in your child's transportation on any given day.



## Walkers

Children who walk home are dismissed at 2:40 p.m. Students will depart from the front of the school and should remain on the sidewalk as they leave the school grounds. They should not return to the school after dismissal. Pets may accompany children on the walk to or from school only if the pet is on a leash and an adult is present. Dogs should not be brought up under the canopy in front of the school, nor should they be left tied on the school grounds without an adult present at all times.

## Academic Venture Program

According to State definition, gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic and creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Any individual with knowledge concerning a student's abilities may refer a student to be considered for an evaluation to determine if the student qualifies according to ACS guidelines. Additionally, all second grade students will be observed as potential Venture/gifted

referrals using a gifted behavior checklist. For each student referred, information is gathered in areas of aptitude, characteristics and performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for services. A referral to the Venture program can be made by contacting the Venture teacher at each elementary school, the principal, or the Special Education Coordinator for Auburn City Schools.

### **Withdrawals**

To withdraw from school, the student's parents should notify the school office of withdrawal and leave a forwarding address when at all possible. Students' records will be forwarded to the next school to be attended at the request of that school. Parents are requested not to transport records. (School records will be forwarded to other schools within the Auburn City System without waiting for a request.)

### **Yearbooks**

Yearbooks are sold during the school-year. Please look for information to be sent home in the fall. It is wise to pre-order a yearbook to assure that you receive one because we are not always able to order extra books. Online ordering is the most efficient way to order a yearbook. The PES yearbook is a great way for your child to have a souvenir of this school year!

We respectfully request that both student and parent/guardian read through this handbook together in order to be familiar with these policies and regulations.

You will receive additional copies of other forms at *Meet the Teacher* to be returned with appropriate signatures to the homeroom teacher by August 16, 2016.

Please sign all appropriate pages for each child in your family who attends PES.

We wish you a successful 2016-2017 school year!

~ Pick Elementary School Staff



July 2016							AUBURN CITY SCHOOLS 2016-2017 School Calendar							January 2017								
S	M	T	W	T	F	S	Board Approved 11.10.15							S	M	T	W	T	F	S		
					1	2	August 2016							1	2	3	4	5	6	7		
3	4	5	6	7	8	9	New Teacher Orientation-Great Beginnings.....TBA							8	9	10	11	12	13	14		
10	11	12	13	14	15	16	*Teacher Planning Days .....August 3,4,5							15	16	17	18	19	20	21		
17	18	19	20	21	22	23	*Staff Institute Day.....August 8							22	23	24	25	26	27	28		
24	25	26	27	28	29	30	First Student Day.....August 9							29	30	31						
31							September 2016							February 2017								
August 2016							September 2016							February 2017								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
	1	2	3	4	5	6	Labor Day Holiday.....September 5				1	2	3	4	5	6	7	8	9	10	11	
7	8	9	10	11	12	13	October 2016							12	13	14	15	16	17	18		
14	15	16	17	18	19	20	End of 1st Nine Weeks.....October 10							19	20	21	22	23	24	25		
21	22	23	24	25	26	27	2nd Nine Weeks Begins.....October 11							26	27	28						
28	29	30	31				*Staff Development/Parent Conf Day.....October 17															
September 2016							November 2016							March 2017								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3	Veterans Day Holiday.....November 11				1	2	3	4	5	6	7	8	9	10	11	
4	5	6	7	8	9	10	Thanksgiving Holidays.....November 23-25	12	13	14	15	16	17	18	12	13	14	15	16	17	18	
11	12	13	14	15	16	17	December 2016							19	20	21	22	23	24	25		
18	19	20	21	22	23	24	2nd Nine Weeks Ends.....December 16							26	27	28	29	30	31			
25	26	27	28	29	30		Winter Holiday Begins.....December 19															
October 2016							January 2017							April 2017								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1	*Staff Development Day.....January 4						1	2	3	4	5	6	7	8		
2	3	4	5	6	7	8	3rd Nine Weeks Begins.....January 5	9	10	11	12	13	14	15	9	10	11	12	13	14	15	
9	10	11	12	13	14	15	Martin Luther King Holiday.....January 16	16	17	18	19	20	21	22	16	17	18	19	20	21	22	
16	17	18	19	20	21	22	February 2017							23	24	25	26	27	28	29		
23	24	25	26	27	28	29	Presidents' Day.....February 20							30								
30	31						March 2017							May 2017								
November 2016							March 2017							May 2017								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
		1	2	3	4	5	End of 3rd Nine Weeks.....March 10			1	2	3	4	5	6	7	8	9	10	11	12	13
6	7	8	9	10	11	12	4th Nine Weeks Begins.....March 20	14	15	16	17	18	19	20	14	15	16	17	18	19	20	
13	14	15	16	17	18	19	Spring Break.....March 13-17	21	22	23	24	25	26	21	22	23	24	25	26	27		
20	21	22	23	24	25	26	April 2017							28	29	30	31					
27	28	29	30				April Holiday (Weather Make Up Days)....April 14 & 17															
December 2016							May 2017							June 2017								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3	Last Student Day.....May 25						1	2	3	4	5	6	7	8	9	10
4	5	6	7	8	9	10	*Teacher Work Day.....May 26	11	12	13	14	15	16	17	11	12	13	14	15	16	17	
11	12	13	14	15	16	17	Memorial Day Holiday.....May 29	18	19	20	21	22	23	24	18	19	20	21	22	23	24	
18	19	20	21	22	23	24	NINE WEEKS PERIODS							25	26	27	28	29	30			
25	26	27	28	29	30	31	1st August 9 - October 10 44 Days															
This calendar is subject to change due to unforeseen circumstances.							2nd October 11 - December 16 44 Days															
							3rd January 5 - March 10 45 Days															
							4th March 20 - May 25 47 Days															
							*Staff Day, No students in Attendance															

## **PES 2016-2017 Parent/Guardian signature page**

Child's name \_\_\_\_\_

*Please initial each of the statements below and return this to your child's teacher by August 16, 2016.*

\_\_\_\_\_ 1. I have read and understand the school climate and have reviewed this with my child on pages 8-9.

\_\_\_\_\_ 2. I have read and understand the Dress Code for ACS on page 11.

\_\_\_\_\_ 3. I have read and understand the ACS/PES grading policy on page 14.

\_\_\_\_\_ 4. I have read and understand the illness/immunization policy on page 16.

\_\_\_\_\_ 5. I have read and understand the CNP policy (on page 14) regarding lunch money and understand that my child will only be able to charge 2 meals before being offered the alternative meal should money not be sent to school timely. (You will be notified after the 2<sup>nd</sup> charged meal) **No charges after May 1, 2017!**

\_\_\_\_\_ 6. I have read and understand the transportation practices in place at PES and will work to abide by them for the safety of all children at PES. (on page 21)

\_\_\_\_\_ 7. I understand that if I do not want my child photographed for the newspaper or PES and ACS social media, I must write a letter requesting my child be exempt and send that to my child's teacher by August 16, 2016 or upon enrollment ( if a new student during the year).

Parent signature

\_\_\_\_\_

Parent signature

\_\_\_\_\_

Student signature

\_\_\_\_\_

Date \_\_\_\_\_

Homeroom Teacher's name

\_\_\_\_\_

## **Title I Services-**

### **Pick Elementary School is a Title I School-wide School**

Dr. Pamela Williams is our Title I teacher at Pick Elementary.

\*Please attend our first Title I Informational Meeting to be held on August 25, at 5:30-5:45pm for grades 3 and 4 and 6:15-6:30pm for grade 5 parents.

### **What is Title I?**

According to Section 1001 of the Title I Act... The purpose of this program is to ensure that all children have a fair, equal and significant opportunity to obtain a high quality education, and to reach at a minimum, proficiency on challenging state academic standards and state academic assessments.

### **How Do We Accomplish this Purpose?**

- High quality academic assessments
- Teacher professional development and training
- Instructional materials that align with state and academic standards
- Meeting the educational needs of low achieving children in the area of reading/language arts
- Improve parental and community involvement
- Provide an enriched and accelerated intervention program
- Ensuring that children have access to effective research based instructional strategies and challenging academic content.
- Coordinating services with other agencies that offer assistance to youth, children, and families
- Collaboration with all stakeholders

### **Who Receives Title I Intervention?**

Teachers can request services for students that are performing below grade level expectations and are in need of intervention on specific reading skills. Students that receive intervention are identified through a school selection criteria which includes standardized assessments, school-wide screening assessments, and teacher documentation of student performance. School-wide Title I schools provide support for all students. The goal of the program is for students to become successful, independent learners that are able to meet state academic standards without the assistance of an intervention teacher.

### **What Are the Expectations of Parental Involvement?**

We know that parents and guardians are a child's first teacher. The success of a Title I student depends on strong partnerships between students, parents/guardians, and teachers. To support our team effort, we expect attendance at meetings and conferences, regular communication with teachers, and commitment to help the student with homework and/or nightly reading.

\*Please sign and return the PES Title I Parent/Student Compact and return to your child's homeroom teacher. This will be provided at Meet your Teacher or upon enrollment.