

## MISSION & VISION

### MISSION

INSPIRE all students to achieve their potential.

EDUCATE all students to use and evaluate knowledge.

EMPOWER all students to be responsible, productive citizens.

### VISION

Dean Road Elementary, in partnership with families and community, will create a safe, nurturing, learning environment where challenging curriculum, high academic standards, and respect for diversity will maximize each student's intellectual, artistic, technological, and physical potential to become a productive member of our global society.

*Notice to the Public:* It is the official policy of the Auburn City Board of Education that no person 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 subjected 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: Dr. Tim Havard, Auburn City Schools, P.O. Box 3270, Auburn, AL 36831-3270, 334-887-2100.

**Please also read the Pupil Progression Plan and Statement of Responsibilities for School Personnel, parents, and students. This Student/Parent Handbook is a supplement and information is not duplicated.**

## ARRIVAL AND DISMISSAL PROCEDURES

All students should plan to arrive at school no earlier than 7:00 a.m. Children should arrive at school in time to buy snacks, get to their classrooms and unpack their book bags before the tardy bell at 7:30 a.m. **Students are not supervised before 7:00 a.m.**

### TARDY POLICY

School begins at 7:30 a.m. In the best interest of your child, he/she needs to be in his/her classroom by 7:15. Should your child arrive late, he/she must enter through the school office and be signed in by a parent/guardian. Students are considered tardy if they are not in their assigned

class by the ringing of the 7:30 a.m. bell. The school or attendance officer will contact parents/guardians if the number of tardies becomes excessive.

### CHECKING-IN & CHECKING-OUT

If you need to pick your child up during the school day, please report to the main office and sign him/her out. Your child will be called from the classroom to meet you in the office. Upon returning to school, please bring your child to the office and he/she will be sent back to class. Please make every effort to schedule appointments after 2:30, instruction continues until the end of the day.

**If a child who attends an after-school program will not be leaving on his or her assigned van, it is the responsibility of the parent to notify that after-school program. The van drivers must have this information prior to leaving.**

### DISMISSAL

Bus riders load and depart at 2:20 p.m. Car riders and van riders are dismissed at 2:25 p.m. Walkers are dismissed at 2:30 p.m. **A note from parents is necessary if a student is changing his/her normal means of departure.** Otherwise, the child will return home his/her usual way.

Walkers will NOT be permitted to walk home on rainy days unless they have a note on file in the office stating they can walk in the rain. **Please do NOT use the board office parking lot or the parks and recreation parking lot for picking up and dropping off students due to safety considerations.** All students are to remain in the front of the school and be picked up in the drive.

### AUTOMOBILE SAFETY

It is essential that all parents heed traffic rules when bringing or picking up their children from school. The safety of our children is our primary concern. Additionally, please refrain from talking on your cell phone and/or texting during the short period of time you are in the loading/unloading loop.

**The student loading/unloading zone is located in the front circular drive.** Please form a single line in the right hand lane and drive as far forward as you can before stopping. Drivers MUST stay in their cars. Children must load and unload from the right side of the vehicle. The left lane will allow for continuous traffic flow. If you wish to park, the visitor parking lot is next to the Recreation Department. This area is prohibited as a loading area for children. If you walk your child to the front of school, please allow them to walk to class independently.

Students riding in cars will be assigned a grade level number and will sit with their particular grade level. Please pull as far forward as directed and your child will walk up to meet you. We will provide each family a large number that will remain on your dash board for easy identification. Multiple carpool numbers will also be available and these students will sit together regardless of their grade.

### **BICYCLES**

Children who reside close enough to school to ride their bikes are invited to do so. Bicycle racks are available. Students must walk their bikes while on school property. We encourage students to wear helmets when riding their bikes to school. The school is not responsible for bicycles.

### **WALKERS**

Students who walk home are dismissed at 2:30 p.m. Students should follow the designated routes as they leave the school grounds and proceed directly to their homes. The City of Auburn has made it illegal for vehicles traveling south on Dean Road to make a left turn into the drive between 7:10-7:45 a.m. and 2:10-2:45 p.m. The Auburn Police will ticket anyone violating this regulation.

**Parking at the Central Office/Tennis Court area as well as at the Parks and Recreation Department, for the purpose of dropping off and picking up, is prohibited.**

### **LATE PICK-UP**

Please call the school immediately if an emergency arises and you will not be picking up your child by 2:30. At 2:45, any children not picked up will be brought inside and will need to be signed out by you. If a pattern of late pick-up develops, your child will be sent to the after school program and you will be charged.

### **ATTENDANCE/ABSENCE**

After an absence, students must present a written statement explaining the reason for the absence, signed by the parent, within three days or the absence will be considered unexcused. After (5) excused absences in a semester have accrued, a doctor's excuse is required to consider an absence excused. **Any absence due to a family trip, vacation or family business trip is unexcused.**

Parents wishing to pick up make-up work should call the office by 9:00 a.m. and we will make every effort to have it available that afternoon. School work may be made up for excused absences only. According to ACS Board policy, students who miss more than 10 unexcused days per year will be retained. Notices will be sent home after a student has accumulated 3, 5 and 8 unexcused absences. (Refer to the *Pupil Progression Plan and Statement*

*of Responsibilities for School Personnel, Parents and Students.*)

### **WITHDRAWAL**

Parents or guardians of any student who withdraws at any time during the school year should notify the office at least one day in advance of the student's last day. All library books and textbooks must be returned and all financial responsibilities paid before a transfer can be issued. The student records will be transferred to the new school upon that school's request.

## **MEDICATION, ILLNESS & SAFETY**

### **ILLNESS AND DISEASES**

When your child becomes too ill to remain at school, we will contact you. It is most important that we are notified immediately if your telephone number has changed and that your emergency contact information be kept up to date.

It is imperative that you are prompt in picking up your sick child when called as we do not have a confined space to keep them. If your child has an elevated temperature (100 degrees or higher), he or she must go home. We ask that you keep your child there until they are fever free for 24 hours.

### **COMMON ILLNESSES AND CONDITIONS**

Pink eye or conjunctivitis, strep throat, impetigo, ringworm and head lice are some of the common illnesses or conditions that we see at this age, but this is not a conclusive list.

Head lice are a common problem for school aged children everywhere. Printed materials are available relative to the treatment of head lice. If during the screening process or individual inspection a student is suspected of being infested with head lice, and contamination is confirmed, the following procedure will be followed:

1. An infested child will be removed from the classroom and the parent or guardian called to take home and treat. Care will be taken not to embarrass the child.
2. After the child has been given the first treatment and the nits have been manually removed, the parent should bring the child back to school and wait for completion of an examination by a school official. If the student is not lice free, he or she will not be readmitted to school.
3. A second inspection 7-10 days later may be given by school officials.

### **MEDICATION**

There is a school nurse available for every school. Please contact her to discuss your child's health needs. Details of our medication policy and forms

can be found in the Pupil Progression Plan and Statement for School Personnel, Parent and Students booklet (School Health section). All medications must be delivered to the school by a parent/guardian.

**Prescription Medications** must be in a pharmacy labeled container with the child's name and instructions matching Medication Prescriber/Parent authorization form. Physician and parent must sign medication authorization form. A parent may come to school and give medication to their child.

**Over the Counter Medications** must be in their original container and must be given as prescribed on the container. Only a parent signature is needed on the authorization form.

**Asthma Inhalers-** Parent must give signed permission for students to carry and self administer medication. Physician must also sign the Medication Prescriber form. Parent may opt to keep the inhaler in the office.

**Please inform nurse if your child needs access to emergency medication.**

#### **SAFETY**

Dean Road Elementary has a comprehensive safety plan in place and frequently has drills to practice for emergency situations. Dean Road Elementary School follows specific safety regulations.

#### **EMERGENCY CLOSING OF SCHOOLS**

In the event of severe weather, the **Superintendent of Schools** will decide whether the schools will be closed. When the safety of students and staff is in question, the decision will be made to close the schools. Please listen to local radio stations for announcements regarding **Auburn City Schools**. **Additionally, the Crisis Communication automated phone system will be used. Please make sure that all numbers are current and accurate.**

**Announcements about Lee County Schools do not pertain to Auburn City Schools.**

#### **EMERGENCY PROCEDURES**

Tornado and fire drills are conducted on a routine basis in the school. Students are taught during the first week of school what to do if the tornado signal or fire alarm sounds.

**If a student pulls the fire alarm, except in the event of a fire, he/she will be suspended.**

**Please do not call the school during emergency warnings. The school telephone must stay clear to ensure contact with the proper authorities.**

## **COMMUNICATION & GENERAL INFORMATION**

### **COMMUNICATIONS**

Conferences, open house, report cards, progress reports, the Dean Road web page, and newsletters are some ways you can learn about your child's school experiences. Conferences can be scheduled before school, after school and during planning. Additionally, the INOW Parent Portal is available for you to view your child's academic progress and attendance.

### **THURSDAY FOLDERS**

Every Thursday, Dean Road students bring home a folder of graded work, school and PTA announcements and principal and teacher letters and communications. Parents can expect this form of regular communication every Thursday.

### **CONFERENCES**

Parent Conference Day is October 18, 2010. Regardless of the progress of your child, a conference with the teacher can make the educational program more valuable. Conferences can be arranged by writing a note to the teacher or by calling the school to leave a message for the teacher. Conferences must be scheduled with the teachers at least 24 hours in advance to avoid conflicts with regularly scheduled meetings and classroom activities.

**Prior to contacting administration concerning academic or behavior issues, the parent must first conference with the teacher about the specific issue.**

## **BEHAVIOR & DISCIPLINE**

Dean Road Elementary will continue using Positive Behavior Support management strategies, school wide, during the 2010-2011 school year. This will ensure a more unified system for behavior expectations. Students can expect to understand the meaning of "Rocket Ready" behavior across all school environments during the day. The teachers at each grade level will explain in detail what this means, but in general, students are expected to be **ready** to learn, **responsible** for their actions, belongings and learning, and **respectful** of themselves, other students and staff members.

### **BUS BEHAVIOR**

School bus transportation is provided for students who live more than two (2) miles from the school. All students who ride the bus **MUST** follow the behavior guidelines detailed in the ***Pupil***

***Progression Plan and Statement of Responsibilities for School Personnel, Parents and Students.*** Bus riders will also receive a brochure with the rules and responsibilities at the beginning of the year, as well as the consequences for misbehavior. **The driver may assign seats and make changes to these assignments at any time throughout the year.** Concerns or problems should be directed to Miss Greenwood or Mrs. Pignato.

#### **BULLYING & HARRASSMENT**

Self discipline is expected at Dean Road Elementary School. Parents have the primary responsibility for the conduct of their children. Please refer to the Statement of Responsibilities for School Personnel, Parents and Students and the Pupil Progression Plan for Auburn City Schools. Dean Road Elementary has established rules and expectations that students are expected to follow throughout the school day, while on school property, including school transportation and while on school related fieldtrips and events. Teachers, staff and administration will contact parents when a child exhibits inappropriate behavior. On occasion, and only when necessary, we will ask parents to come to the school to conference with their child about their choices. **Bullying is one particular area of focus for Auburn City Schools. Bullying occurs when one or more students threaten, harass, or intimidate another student through words or actions including direct physical contact such as hitting or shoving, verbal assaults such as teasing or name calling, or socially isolating or manipulating a student: (a) on the school grounds at anytime; (b) off school grounds at a school function, activity, or event, or (c) en route to and from school or school sponsored activity. Physical and verbal bullying will not be tolerated.**

#### **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. The Board and administration, therefore, 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 distracting to others. No hats allowed except on special days. Shorts, skirts and dresses

must measure no higher than 4 inches above the top of the knee cap. Soffies, Umbros, swimsuits, and spandex shorts are not permitted. Mesh jerseys are not permitted. Clothing should fit appropriately, not too tight or too loose. Midriffs should also be covered. No offensive/suggestive material or words on clothing. No halter tops or spaghetti strap tanks. Pants must be worn at waist level and fit appropriately. Shoes with wheels and flip flops are not permitted. Tennis shoes are required for PE. **Students will be asked to call for a change if necessary.**

#### **ADDRESSES AND TELEPHONE NUMBERS**

Due to privacy, we will not be able to provide you with addresses and phone numbers of students in your child's room with the exception of those listed in the student directory.

#### **CELL PHONES**

When visiting DRES, please turn off your cell phone and refrain from using them while inside the school building.

Student use and display of cell phones is prohibited during the school day.

#### **EMERGENCY NUMBERS**

The office MUST have current contact numbers of parents/guardians and at least two additional people to contact in an emergency if the parent can not be reached.

#### **FAMILY RIGHTS AND PRIVACY ACT**

All official school records, files and data directly relating to one's own child are available to the parents. Requests should be made to the principal.

#### **VISITORS**

We welcome visitors at Dean Road Elementary! However, anyone entering the school building MUST first come to the office. All doors to the school building are kept locked to ensure the safety of our children and staff. Please contact your child's teacher about the best time to visit or volunteer. Visitors are not to interrupt instruction to talk with the teacher. If you plan to visit or volunteer in a classroom, please make child care arrangements for younger siblings.

#### **WEBSITE**

Please visit our website for new and exciting things happening at Dean Road Elementary School. [www.auburnschools.org/dean](http://www.auburnschools.org/dean)

#### **BIRTHDAY PARTIES**

Individual invitations to private parties are NOT to be delivered at school unless the entire class is invited. If a parent wishes to send in cake/cupcakes for the class, this must be done according to prior arrangements with the teacher and **only during the scheduled lunch time.**

#### **FLOWERS AND BALLOONS**

Flowers and balloons may not be delivered to students during school hours. They will remain in the office to be picked up as the student leaves school for the day.

#### **LOST AND FOUND**

Please be sure to label your child's belongings so they can be identified if misplaced. Students must assume responsibility for personal property, library books and textbooks issued to them. Lost book notices will be sent home with financial obligation information.

#### **SCHOOL PARTIES**

School-wide parties are held at scheduled times during special occasions throughout the year. Room parents, in conjunction with the PTA, organize and help supervise the classroom parties.

#### **MOMENT OF SILENCE**

All Auburn City Schools will observe a 60 second "Moment of Silence" each day in the classroom.

#### **WORTHLESS CHECKS**

Auburn City Schools uses 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, a physical address and one telephone number. The School District will not accept unsigned, postdated, counter or starter checks. Auburn City Schools will not accept checks during the last two weeks of school.

Only cash or money orders will be accepted for transcripts. For questions regarding this procedure, contact the Chief Financial Officer.

#### **AUBURN CITY BOARD OF EDUCATION**

The school board sets educational policies and budgets funds for all schools. The Board meets the second Tuesday of each month and the public is welcome to attend all meetings. Open forum is an agenda item at each meeting, during which the public is allowed to speak to the board members about issues involving education or local schools.

#### **PARENT TEACHER ASSOCIATION (PTA)**

The PTA is a vital part of the Dean Road Community. Parents provide important support in the form of volunteer services, hospitality and fund raising. All parents are welcome and encouraged to join PTA and attend the PTA meetings.

## **CURRICULUM AND PARENT/ STUDENT ACTIVITIES**

### **CURRICULUM**

Students at Dean Road Elementary are taught a balanced curriculum developed and reviewed regularly by teams of educators using the Auburn City Schools program objectives for each subject area. A copy of the curriculum guide is available in the school media center. The Alabama Course of Study can also be located on the website.

### **GRADING**

The purpose of a grade is to show academic progress and the mastery level of a skill. Only after a skill has been introduced and practiced in class with guidance from the teacher will independent performance be assessed. This is to help teachers make the best decisions regarding your child's academic needs and determine strategies to best meet your child's learning style. Teachers in each grade level will provide information at the beginning of the academic year regarding grading practices and weighted scores. First graders are not graded the same as fifth graders so please be sure you read the information carefully from your child's teacher and ask for clarification.

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

#### **Grades 1-2**

90-100	E
80-89	G
70-79	S
60-69	N
59 or below	U

#### **Grades 3-5**

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

Students are responsible for completing assigned homework. Turning assignments in on time is a life-skill and one we want your child to develop. Some assignments or projects may be given in advance and include a criteria for grading. It is important that you check your child's planner/folder each night so that you can assist your child in completing assignments. 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 to assess your child's work. Some examples of assessment techniques might include: rubrics, self-assessments, criteria goals with points,



determine eligibility by the School Screening Team.

## FOOD & NUTRITION

### SNACK/FRUIT BREAK

Students are allowed to have a healthy snack during their scheduled snack time. Carbonated beverages are not allowed. Snacks are also available for purchase each morning in the cafeteria from 7:15 until 7:25.

### CHILD NUTRITION

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) 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 CFR 210, Revised 1-1-96). Any uncollected charges become the responsibility of the school where the charges occur and must be paid with non-public funds to the Child Nutrition Program before the end of the school year. Approval for free or reduced meals is not retroactive and any charge accrued by a student before approval must be collected. Students in grades K-9 will not be denied a meal.

### Meal Pay Plus

We are thrilled to announce that we now offer MealpayPlus ([www.mealpayplus.com](http://www.mealpayplus.com)), a state-of-the-art online service that offers you the convenience and information you need to manage your student's meal account. This system will eliminate the need to send checks to school or worry about lost or forgotten lunch money, and speeds up serving lines in the cafeteria.

At no cost, MealpayPlus allows any family to:

- Create a free, secured account to manage all of your student's accounts
- Check your student's current account balance
- Monitor the items your student has been purchasing in the cafeteria
- Create settings to receive email notifications when the account reaches a low balance

For a small program fee, MealpayPlus allows any family to:

- Make a prepayment into your student's meal account using a check, credit card, or debit card at [www.mealpayplus.com](http://www.mealpayplus.com) or by calling 866-277-9644. Funds deposited through MealpayPlus are usually available for student use within a matter of minutes.

- Create settings to automatically replenish your student's account when it reaches a low balance We strongly encourage all parents (even if you do not prepay for your student's meal account) to create an account at no cost through [www.mealpayplus.com](http://www.mealpayplus.com).

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.

Student Lunch-	\$2.50
Milk or Juice=	\$ .30
Guest Lunch-	\$3.50
Reduced lunch=	\$ .40
Student Bfst.	\$1.00
Reduced Breakfast=	\$ .30
Adult Bfst.	\$1.50
Snacks-	\$ .50

If you would like to join your child for lunch, please call the office before 8:30 a.m. to reserve a regular lunch or salad on the day you will be coming. Please be sure to check in through the office when you arrive. We do not allow visitors or guest lunches during the first 2 weeks of school. Students may bring lunches if they are nutritious. **NO CANDY, FAST FOOD, RESTAURANT FOOD, SOFT DRINKS, ETC. ALLOWED.** Lunch menus are printed in the local newspapers, sent home the first of the month, and are on the school website.

### FOOD ALLERGIES/INTOLERANCES

If your child has a food allergy or intolerance (i.e. nuts, milk, etc.), you must pick up the "Alabama Child Nutrition Program-Food/Allergy/Intolerance Statement" form in the front office to have completed by your child's physician. **Unless the Child Nutrition Program at Dean Road receives this form, your child's menu will not be altered.**

## FREQUENTLY CALLED NUMBERS

Main Office:	887-4900
Fax Number:	887-0599
Cafeteria Manager:	887-4907
After-School:	887-4909
School Nurse:	707-0414

