

# Dean Road Elementary School



## Student Handbook 2023-2024

*Individually Unique, Together Complete*

**Dr. Jackie Greenwood  
Principal**

**Earlshawna Finley  
Assistant Principal**

Dean Road Elementary School  
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Auburn, AL 36830  
Telephone (334) 887-4900  
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Principal  
Assistant Principal  
School Counselor  
Instructional Coach  
Title 1 Instructor

Jackie Greenwood  
Earlshawna Finley  
Jennifer Jones  
Ann Willett  
Libba Harris

Lunchroom Manager- Nakalia Hardnett  
After-School Coordinator- Latara Hardnett  
School Nurse- Jenny Young

887-4907  
887-4909  
887-4900

### MISSION STATEMENT

The mission of Dean Road Elementary School, the cornerstone of lifelong learning, is to ensure each student recognizes their inherent value and strengths in themselves and others to achieve their highest potential, through a system distinguished by:

- Academic Excellence
- Empowered Educators
- Integrity of Character
- Embracement of Diversity
- Collaborative Community

### OBJECTIVES

- 100% of empowered faculty and staff will ensure students surpass one year's worth of academic progress and personal growth.
- 100% of faculty, staff, and students will encompass a high level of integrity.
- 100% of faculty, staff, and students will actively collaborate in our diverse community.

## Auburn City Schools- 2023-2024 School Calendar

August 8	First Student Day
September 4	Labor Day Holiday
October 11	End of 1 <sup>st</sup> Nine Weeks
October 16-17	NO SCHOOL Parent/teacher conferences 10/17
November 10	Veterans Day Holiday
November 22-24	Thanksgiving Holidays
December 15	End of 2 <sup>nd</sup> Nine Weeks
Dec. 18-Jan. 3	Winter Holidays
January 4	Students Return
January 15	Martin Luther King Jr. Holiday
February 19	Presidents Day
March 4-8	Spring Break
March 15	End of 3 <sup>rd</sup> Nine Weeks
April 12	Weather Make-Up Day
May 23	Last Student Day
May 24	Teacher Work Day



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# DEAN ROAD ELEMENTARY SCHOOL

## 2023-2024 FACULTY AND STAFF

Jackie Greenwood, Principal

Earlshawna Finley, Assistant Principal

Gina Jordan, Secretary/Bookkeeper

Jennifer Jones, Counselor

Kim Jones, Clerical Assistant

### Kindergarten

1. Katie Beth Wakefield
2. Amber Thrash
3. Ashley Parnell
4. Nicki Key
5. Cassie Bailee
6. Kailey Birkeland
7. Jamie Donaldson

### First Grade

1. Janae Williams
2. Abby Thomas
3. Laquetta Reynolds
4. Morgan Darwin
5. Allison Murfee
6. Rozanne Schultz
7. Meredith Bryan

### Second Grade

1. Sara Starr
2. Kelsey Long
3. Talisa Ball
4. Todd Edelblute
5. Whitney McBride
6. Sarah Elizabeth Lundey
7. Logan Houston

### Resource

Art- Andrea Newman  
Media Specialist- Jenny Galimore  
Music—Amy Henderson  
P.E.- Chad Jordan  
Special Education- Shannon Dyas  
Special Education- Tammy Allison  
Speech/Language- Emily Prestridge  
Title I- Libba Harris  
Instructional Coach- Ann Willett  
ESL-Angela Payne

### Instructional Assistants

Media Assistant- Emily Vines  
P.E. Assistant- Shaprelle Rampey  
Technology Aide- Christi Reaves  
SPED Assistant- Tamera Lyons  
SPED Assistant- Jamie Nelms  
SPED Assistant- Shandrell White  
SPED Assistant- Jamie Dadia  
SPED Assistant- Anihya Lockhart  
SPED Assistant- Tyrene Brown  
SPED Assistant- Akashia Knight  
SPED Assistant- Brittney Kyles  
SPED Assistant- Kaylah Williams

### School Nurse

Jenny Young

### CNP Staff

Nakalia Hardnett  
Roshaunda Dunn  
Linda Norred

### After School Coordinator

LaTara Hardnett

### HAPIE

Autumn Kersey  
Christy Duffey  
JaTisha Anderson  
Julia Austin

### Facilities/Maintenance

Arthur Little  
Terry Fields  
Michelle Pitts

### School Resource Officer

Brad Perry

## INTRODUCTION

Welcome to Dean Road Elementary School, home of the Rockets! This parent-student handbook contains basic local school information. For additional information, please refer to the Student and Parent Handbook .([www.auburnschools.org](http://www.auburnschools.org)) If you have any questions or concerns not covered in either publication, please feel free to contact the school office. We look forward to a cooperative and committed home-school partnership during this school term

## ARRIVAL AND DISMISSAL PROCEDURES

**Pets are prohibited on campus during both the arrival and dismissal of students.**

Staff members are on duty at 7:10 each morning to greet and supervise students. Students should not plan to arrive before 7:10 a.m. Students begin entering the building at 7:10 a.m. and report directly to their classroom unless they are eating breakfast. For those students eating breakfast, they report directly to the Multipurpose Room.

**Breakfast is served daily from 7:10a.m. till 7:35a.m**

## DISMISSAL

Students who walk home will be dismissed at 2:35. Bus riders load and depart from the front circle at 2:35 p.m. Van riders load and depart from the side loop at 2:35 p.m. Car riders are dismissed at 2:40 p.m. A parent note is required in order to change a child's normal method transportation. Otherwise, staff members are required to have students follow their normal dismissal routine. **No change of transportation after 2:00 p.m. Please notify the front office if you need to change your child's transportation during the day before 2:00. \*\* If the bus is not your child's normal mode of transportation, and he/she will be traveling home with a friend, he/she will only be allowed to ride the bus as space permits. Students must have a signed permission form in order to ride the bus. Forms may be found on the ACS website under *TRANSPORTATION*. Students who walk should follow the designated routes as they leave the school grounds and proceed directly to their homes. \*\* A note from parents must be on file in the office authorizing students to walk home in inclement weather. Students will not be allowed to walk home in rain/bad weather unless this documentation is on file.**

**\*\*Please do not use the ACS Board Office parking lot or the Dean Road Faculty parking lot for picking up or dropping off students due to safety. All students are to remain in the front of the school and be picked up in the drive.**

## AUTOMOBILE SAFETY

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 directed before stopping. Drivers should remain in their cars. Children should load and unload from the right side of the vehicle. If for any reason, right-side loading is not possible, please ask a staff member to assist your student. Each student will receive a cling and hangtag with a bar code that will be scanned to pick your child up. Those without a cling or hang-tag will be required to park, enter the building and present identification. Staff members are on duty each afternoon to assist parents and students during dismissal. Please be sure to practice buckling and unbuckling seatbelts with your child as this helps the line move more expeditiously if students are able to do this for themselves.

No automobile will be permitted to park or idle in the fire lane in front of an Auburn City Schools school building. This ensures that the fire lane is clear for emergency personnel, and that we are creating the safest environment possible. Additionally, automobiles picking up car riders are not permitted to park or idle in the car line more than twenty (20) minutes before the dismissal of students for the school day. Thank you for partnering with us in making the safety of our students and staff a priority.

\*\* During dismissal, our front porch is very crowded and busy. All visitors should wait for students at the end of the building. Parents/guardians are also asked not to congregate near the main entrances as this affects the safe loading/unloading and dismissal of students.

\*\* It is essential that all parents heed traffic rules when dropping off or picking up children from school. The safety of our children is our primary concern. **Left turns are not permitted into or out of the driveway during arrival and dismissal periods.**

## BICYCLES

Students (with parent/guardian permission) who choose to ride their bikes to school are invited to do so. Bicycle racks are available. Students must obey all safety regulations while on school property. Once students arrive on campus, they must dismount the bicycle and "walk" the bike to the bicycle racks. We encourage students to wear helmets when riding their bikes to school. *The school is not responsible for bicycles.*

## LATE PICK-UP

Please call the school immediately if an emergency arises. Students who remain on campus at/after 3:00 p.m. will be directed to a safe location within the school. Parents or guardians are then required to enter the building to sign-out and collect the student(s). If a pattern of late pick-up develops, children will be admitted to the after-school program and the parent/guardian will be charged \$15.

## BUS DISCIPLINE RULES AND EXPECTATIONS

The Auburn City Schools Board of Education provides bus transportation to students who are eligible to ride based on State and local Board of Education provisions. Safety is of utmost importance in the transportation of students; therefore, the Board expects students to follow strictly all rules and regulations regarding school buses. The principal, or his/her administrative designee, has the authority to deny the privilege of riding a school bus when a student violates established rules and regulations or exhibits behavior deemed inappropriate or detrimental to the safety of others. If a child is suspended from the bus, it is the parent's responsibility to provide transportation. School officials may impose specific rules and regulations for students to follow in riding school buses. The following rules apply as a part of, and in addition to, any bus rules and regulations adopted by the school and transportation department:

### Students are to:

1. Obey and cooperate with the bus driver (the driver may assign seats for students);
2. Be seated immediately after boarding and remain seated;
3. Do not talk to the driver except in emergencies;
4. Do not scuffle with or harass other students;
5. Do not fight, quarrel, yell, or use profanity;
6. Keep feet, arms, and belongings out of the aisle and keep feet off the bus seats;
7. Keep hands, head and objects inside the bus;
8. Do not eat, drink, or chew gum on the bus;
9. Do not smoke or strike matches/cigarette lighters on the bus;
10. Do not bring fireworks, weapons, replicas or anything that may endanger the lives of others on the bus;
11. Do not commit careless or willful acts which may cause injury to others;
12. Keep bus clean by picking up any trash that is dropped;
13. Do not commit careless or willful acts which may cause damage to the bus (may result in a monetary charge);
14. Ride to and from school on the bus assigned unless approved by the principal.

Discipline referrals for violation of bus rules will include, but are not limited to:

**First Offense:** Suspended from riding the bus for one week.

**Second Offense:** Suspended from riding the bus for two weeks

**Third Offense:** Suspended from riding the bus for the remaining school year



## ATTENDANCE

### EXCUSED ABSENCES

State law allows for absences to be excused for the following reasons:

- Illness of the student
- Death in the immediate family
- Inclement weather which would be dangerous to the life and health of the student as determined by the principal
- Legal quarantine
- Emergency conditions or extenuating circumstances as determined by the principal
- Religious holidays, upon receiving prior approval from the student's principal (the Superintendent's designee)

### UNEXCUSED ABSENCES

Any absence that does not fall under the category of excused absence is recorded as an unexcused absence. Any student with five (5) unexcused absences during the school year may be referred to Early Warning Intervention with the Attendance Supervisor.

In addition, absences are unexcused if the student and parent fail to provide the excused absence written statement with required information to the school officials within three (3) days (including the return date) of the student's return to school.

### WRITTEN EXCUSE

The parent/legal custodian or guardian must provide a written explanation (excuse) for each student's absence within three (3) days of the student's return to school. The written excuse must include the following:

1. Written statement from the parent or doctor stating the reason for the absence
2. The date of absence(s)
3. The parent's signature

Parents of students in grades K-9 may submit up to five (5) parent written excuses per semester and may be required to submit an excuse for late check-ins and early checkouts. After five (5) absences have accrued in a semester, a doctor's or legal excuse may be required for additional absences to be excused.

Parents are encouraged to provide medical documentation to the school **at the beginning of the school year** if their child has been diagnosed by a physician with a chronic medical condition that impedes regular school attendance.

## TARDY POLICY

Should your child arrive at or after 7:45 a.m., he/she must be accompanied by a parent/guardian and must enter through the school office. The parent or guardian will be asked to provide a signature, and the student will be given a tardy pass. In the event that a student accrues an excessive number of tardies, the school or attendance officer will contact parents/guardians.

**\*Letters are sent to parents/guardians after 10 and 15 tardies and after 5 unexcused absences.**

## CHECKING-IN & CHECKING-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. 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. **The office must be provided with the names and telephone numbers of at least THREE 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.

**There is no checking out after 2:00 p.m.**

## TRUANCY

### TRUANCY DEFINITION

Parent/legal guardian or other persons having charge of any student officially enrolled in Alabama public schools (K-12) must provide the school, within three (3) school days of each and every absence (or consecutive absences), a written explanation of the reason(s) for each absence. Failure to furnish such explanation shall be evidence of the student being truant each day he/she is absent. The student shall be deemed truant for any absence determined by the principal to be unexcused based upon the *State Department of Education's School Attendance Manual*.

### TRUANCY INTERVENTION PROCESS

#### **STEP ONE - Third truancy/unexcused absence (warning)**

Upon the third unexcused absence, the parent(s)/legal guardian(s) shall be notified in writing by the school principal or his/her designee that the student was truant and the date of the truancy.

**STEP TWO - Upon the fifth unexcused absence**

Upon the fifth unexcused absence, the parent(s)/legal guardian(s) shall be notified by letter from the school principal or his/her designee of the student's truancy status.

**STEP THREE - After the fifth unexcused absence**

After the fifth unexcused absence, the parent(s)/legal guardian(s) are subject to the filing of a complaint to and participation in the Early Warning Intervention with the Attendance Supervisor. The parents/guardians and student are informed of the Alabama State Compulsory Attendance Laws and consequences of further unexcused absences.

**STEP FOUR - Upon the seventh unexcused absence**

Seven (7) unexcused absences within a school year constitute a student being truant for purpose of filing a petition with the Court.

- Any student ordered to court with a truancy petition could be adjudicated to CHINS (Children in Need of Supervision) by a court judge. A judge can order additional supervision and services through juvenile probation, East Alabama Mental Health, Department of Human Resources, or alternate placements outside the home setting. Additional fees and community service may also be ordered by a judge.
- Any custodial adult who is prosecuted for failing to require a student to attend school may be jailed for up to one (1) year or fined up to \$500.00 or both.

**STUDENT WITHDRAWAL**

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

**PARENT/GUARDIAN RESPONSIBILITIES RELATED TO HEALTH SERVICES**

**Immunizations**

You must submit an original and current Alabama Certificate of Immunization or one of the following required documents to your child's school:

- \* Lab results showing immunity for designated diseases; or
- \* Certificate of Religious Exemption; or
- \* Certificate of Medical Exemption by a medical authority

You must submit an Alabama Certificate of Immunization before initial enrollment in school *and* when additional required immunizations are provided (Tdap at age 11, etc.).

### Health Assessment Record

Every year, at the beginning of the school year, you must submit a separate State of Alabama Department of Education Health Assessment Record (HAR) for each child, regardless of whether or not your child has a diagnosed medical condition.

### Health Screenings

You must submit a written request for your child to be excluded from a health screening. Requests must specify the screening for which the child should be excluded.

You must submit written documentation of spinal management by your child's medical provider in order for your child to be excluded from the scoliosis screening, which is mandated by the State of Alabama for all 5th through 9th grade students (ages 11-14 years).

### Health Conditions

If your child is diagnosed with **diabetes, anaphylaxis, asthma, seizures**, or any chronic health condition requiring special health services in school:

- \* You must schedule a conference with the school nurse, *before the first day of school*, to develop your child's plan of care and complete all required paperwork.
- \* You must inform the nurse if any of the following is required during school hours:
  - \* Medication Administration
  - \* Nursing Procedure (i.e. tube feeding, tracheotomy care, wound care, etc.)
  - \* Dietary and/or Activity Restrictions
- \* You must inform the nurse of your child's chronic condition:
  - At the beginning of each school year
  - \* When first enrolling in Auburn City Schools
  - \* When your child is first diagnosed
  - \* When there is any change in your child's medical condition

- \* You must supply and replenish all medications, equipment, and supplies necessary to meet your child's health care needs.

## SICK DAY GUIDELINES

### **When Should I Keep My Child Home from School?**

Your child must not come to school with an infectious condition. You must keep your child home until free of any fever, vomiting, or diarrhea for 24 hours without the use of medication.

- \* **Fever:** Oral temperature of 100.4 degrees or higher with any other symptoms
- \* **Vomiting:** \* Vomiting with other symptoms (fever, diarrhea, dehydration, etc.); or \* Two or more times within 24 hours
- \* **Diarrhea:** \* Diarrhea with other symptoms (dehydration, fever, stomach pain, etc.); or \* Three or more times within 24 hours
- \* **"Pink Eye":** \* Eye(s) appearing red with thick, green or yellow drainage. Your child may return once treated by a medical provider
- \* **Chicken Pox:** Your child should stay home until all blisters are dry/scabs.
- \* **Strep Throat:** Your child must remain home until he/she has been free of fever for 24 hours without fever reducing medication or has been treated by a medical provider.
- \* **"Flu":** You must keep your child home until 24 hours after infectious symptoms have resolved without the use of medications.

### **What If My Child Has Another Infectious Condition?**

**Live Head Lice:** If your child is found to have live head lice while in school, you will be notified. Your child should be treated with an appropriate medication. The school nurse shall check for live lice upon return and again in one week. If your child is still found to have lice or becomes re-infested, a medical provider will need to evaluate him/her. Your child may return to school with nits.

**Ringworm:** Your child should be treated with an appropriate medication and must have the ringworm covered with a bandage while in school.

**Methicillin-Resistant Staphylococcus Aureus (MRSA or staph infection)**

Your child may require medical treatment. The wound must be covered with a bandage and be free of drainage while in school.

*\*If requested by the school nurse, you must submit a statement of clearance from the Department of Public Health or a medical provider before returning your child to school.*

## **HEALTH SERVICES PROGRAM**

### **General Information**

Chronic and life-long conditions such as asthma, diabetes, anaphylaxis, epilepsy, obesity, and mental health and behavioral issues can impact the ability to attend school and learn. Today, the majority of all children attend public school. Of these, approximately 18 % are diagnosed with a chronic condition requiring special services in the school setting in order to attend school. School health services have evolved into complex services focused on promotion of health and wellness, prevention of disease, and daily management of diagnosed chronic conditions. Health services are not the same as medical services, which are provided by medical providers and include diagnosis and treatment of acute and chronic illnesses. School health services are services mandated by state and federal laws.

### **Communicable Diseases**

School nurses provide disease surveillance, monitor immunization compliance, and work in collaboration with public health agencies in order to provide annual flu vaccines to qualifying students and staff.

### **Wellness Promotion**

Promotion of positive health outcomes is imperative for achieving academic success. School nurses promote wellness and disease prevention and provide early intervention services in an effort to decrease learning barriers. School nurses work with families, medical providers, and community agencies to help improve health and educational outcomes. Mandated services include screenings for vision, hearing, and spinal abnormalities.

### **Management of Diagnosed Chronic Conditions**

#### **Medication Administration**

Medication administration for students diagnosed with a chronic condition requiring medication in the school setting is a state mandated health service. Previously, medication administration in school required only a prescription and a parent or guardian note to accompany the medication. Today, medication administration is a time-consuming, multistep process; requiring verification of all documentation, medication labels, written prescriptions, and written authorizations. When medication is delivered, it must be counted and signed-in by the parent or guardian, authorized school staff member, and the school nurse. The State of Alabama requires the submission of a separate medication authorization form for each medication delivered.

## Health Service Procedures

Today's students face more medically complex conditions and chronic health issues requiring a wider variety of procedures and devices. Prescribed health services are mandated to be provided in the school setting for students diagnosed with a chronic condition. Students may require a procedure such as catheterization, tube feeding, tracheotomy care, or wound care in order to attend school.

### MEDICATION ADMINISTRATION

#### GUIDELINES FOR PARENTS

Any time you desire for your child to have medication, the medication should be given at home. Medications prescribed to be taken 3 times a day or less should be given at home to prevent unnecessary disruption of the school day. Many children, however, are diagnosed with a chronic condition *requiring* medication to be administered during school hours in order to attend school. The medication administration program exists to meet the needs of those students diagnosed with a chronic condition requiring medications while in school.

If your child has not been diagnosed with a chronic condition and you desire for your child to have a medication while in school, you have the following options:

- \* Give the medication at home (you may speak with the medical provider to arrange an alternative schedule outside of school hours).
- \* Come to the school to give the medication at the appropriate time.
- \* Choose for the medication to be administered during school per guidelines.

#### Notification and Authorization

\* You must notify the school nurse if a medication is needed in school. School nurses have the legal authority and responsibility to authorize all medication.

\* All **medication** and supplements require written authorization of **both** the parent/guardian **and** the medical provider, except for a single, age-appropriate, over-the-counter medication taken for 10 consecutive school days or less. Then, only written authorization of the parent/guardian is required. Medical provider authorization is required if it is to be repeated.

\* The first dose of a new or changed medication must be given at home.

## School Medication Prescriber/Parent Authorization form (PPA)

1. "Student Information" section: \* Parent/Guardian must complete
  - \* Every blank field must be completed (including allergies, height, weight, and date of birth).
2. "Parent Authorization" section: \* Parent/Guardian must sign for medications to be given at school, *unless* the medication is an asthma inhaler, Auvi-Q, or EpiPen that is authorized for self-administration. \* Parent/Guardian must not sign this section if authorizing for "Self-Administration."
3. "Self-Administration Authorization" section: \* Parent/Guardian must sign if child is to self-carry/self-administer a medication. \* Asthma rescue inhalers, Auvi-Q, and EpiPen are the only medications approved for "Self-Administration."
4. "Prescriber Authorization" section: \* The physician or Nurse Practitioner must complete (NOT the parent).
  - \* Every blank **must** be completed.
  - \* This section **must** match the medication label and Medication Administration Record (MAR).
  - \* The State of Alabama considers this section as the provider's "prescription pad."
  - \* For "Begin Medication" and "Stop Medication" dates, the medical provider may use the following example as applicable: "School Start 2016-2017" and "School End 2016-2017."
  - \* "Use as Directed" is unacceptable according to the Alabama Board of Nursing, must state specific medication administration instructions. For example, "headache" is acceptable and "body ache" is not.
  - \* "Frequency/Time(s) to be given" - When ordering a medication "PRN", there must be specific time parameters (i.e. every 4 hours, RN).
  - \* "Self-Administer/Self-Carry" refers *only* to inhalers, EpiPen, and Auvi-Q.

### Medication Delivery/Receipt

- \* You must supply all medication and supplies necessary for medication administration.
- \* You must deliver and must check-in all medication. Students are prohibited from delivering medications.
- \* No more than a 30 school-day supply of medication can be accepted. The pharmacy can provide a school supply of medication in a labeled container.
- \* NO medication can be accepted without a completed PPA form for current school year and verification of all above.
- \* Each medication must have a separate authorization form.



\* Medication cannot be accepted unless instructions on authorization form match pharmacy prescription label (i.e. provider's written order) or manufacturer's label (if medication is over-the-counter medication).

### **Medication Container and Label Requirements**

Prescription Medication - must be provided in the original, pharmacy-labeled container. The information on the label and authorization form must match. Asthma Inhalers, EpiPens, and Auvi-Q- devices must have an attached pharmacy-label or be kept in its pharmacy labeled box. The pharmacy can label the device. Over-the-Counter Medications - Over-the-counter medication must be provided in the original, unopened, sealed container with the manufacturer's label *and* the child's name. The parent/guardian must label the container with his/her child's name without covering the manufacturer's label (i.e. permanent marker).

### **Field Trips**

The parent/guardian may go on the trip and give a medication. Emergency medications and those identified in the Individualized Education Plan (IEP) or 504 Plan are administered by authorized staff per guidelines.

### **Expired, Discontinued, and Unused Medications**

The parent/guardian must pick-up any expired or discontinued medication within (5) school days of expiration/discontinuation and must pick-up any unused medication before the last day of school. Medications cannot be stored after the last school day.

## COMMUNICATION & GENERAL INFORMATION

Our goal is to have an open line of communication between the school and home. Checklists, progress reports, notes, emails, Seesaw messages, or letters sent home by teachers or school personnel should be read by parents and, if a response is requested, parents are asked to do so as soon as possible. Please communicate with the teacher or call the school (887-4900) to schedule a conference. Conferences with the principal, assistant principal, or counselor may also be scheduled by calling the school.

Please note that if an email is sent to the teacher during the school day, it may not be checked until after school due to the teacher's teaching schedule. If you need to talk to your child's teacher, another staff member, or an administrator, please call the school office (887-4900) and, if that individual is unavailable, please leave your name and number and your call will be returned.

Auburn City Schools subscribes to **BB Blackboard**, a parent notification provider. This automated phone call system will call you with recorded information when circumstances require mass notification. It will be used to notify parents about situations such as school closings for severe weather, change in arrival time or general school reminders. **In order to receive important emergency messages from the school, your phone numbers must be current. Should your phone number change since completing InfoSnap registration, please notify the school immediately.**

## SAFETY

A comprehensive safety plan is in place at DRES, and frequent drills are conducted (fire, tornado, etc.) to ensure staff and student preparedness during emergency situations. Dean Road Elementary School follows specific safety regulations. **\*\*If a student pulls the fire alarm, except in the event of a fire, he/she will be suspended.**

## EMERGENCY CLOSING OF SCHOOLS

In the event of severe weather, the Superintendent of Schools will determine if the safety of students and staff is in question, and will then decide whether or not the schools should be closed. Please listen to local radio stations for announcements regarding *Auburn City Schools*. Additionally, the **BB Blackboard** automated phone system will be used. As information on an actual, verifiable emergency, crisis and/or weather concerns become available, details will be posted online at [www.auburnschools.org](http://www.auburnschools.org). ACS Facebook, various social media outlets, electronic broadcast, and/or televised. Parents are urged not to call the school during emergency warnings as the school line must remain open to ensure immediate contact with the proper authorities. **\*\*Announcements about Lee County Schools do not pertain to Auburn City Schools.**

## CONFERENCES

At any time, parents/guardians may request a parent-teacher conference by either contacting the main office, or by contacting the teacher directly. Conferences should be scheduled at least 24

hours in advance to avoid conflicts with regularly scheduled meetings and activities. Parent Conference Day is October 17, 2023. Regardless of your child's progress, a conference with the teacher is a valuable component for ensuring student success. Conferences can be arranged by writing a note to the teacher, sending an email, or by calling the school to leave a message for the teacher. \*\*\*Prior to contacting administration concerning academic or behavioral issues, the parent should first conference with the teacher regarding the specific issue.

## **BEHAVIOR & DISCIPLINE**

In order to ensure a unified system of behavioral expectations, DRES will continue to use Positive Behavior Support Management Strategies, during the 2023-2024 school year. Students may expect to understand and exhibit **ROCKET READY** behavior throughout all school environments. Students are expected to be *ready to learn, respectful of themselves, other students and staff members, responsible for their actions, belongings and learning, and build good relationships in all areas.* (Each teacher will provide further information.)

### **Student Conduct**

Self-discipline is taught and expected at DRES. However, parents hold primary responsibility for the conduct of their children. (See: Parent and Student Handbook) As an important component of our vision and mission, DRES has established rules and expectations for student conduct throughout the school day, while on school property, during school transportation and while on school-related field trips and events. Should a student exhibit inappropriate behavior, teachers, staff and administration will contact parents with details as quickly as possible. In some instances, immediate parent/guardian attention will be required. In addition, inappropriate behavior exhibited by students during the school day may result in the loss of upcoming field trips or events as deemed appropriate by the principal. Any fees previously paid will be forfeited in this situation.

### **School Bus Behavior**

School bus transportation is provided for students who reside more than two (2) miles from the school. All students who ride the bus **MUST** follow the behavior guidelines detailed in the Parent and Student Handbook. To ensure safe travel, bus riders will receive a brochure outlining the rules, student responsibilities and consequences for misbehavior. The driver may assign/change seats at any time throughout the year. All parent questions or concerns should be directed to Dr. Greenwood or Mrs. Nolen.

### **Bullying/ Harassment**

*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 any time; (b) off school grounds at a school function, activity, or event, or (c) en route to and from school or a school sponsored activity. Physical and verbal bullying will not be tolerated.

## ACS DRESS CODE Introductory Statement

Auburn City Schools seeks to fulfill its mission 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. 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. Clothing items such as halter tops, spaghetti straps, mesh jerseys, or clothing showing the midriff are 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.
- The length of skirts, dresses, and shorts must measure not less than 4 inches above the top of the knee cap and be hemmed.
- 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.

## 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.

### Checklist

The purpose of the checklist is to report academic progress and performance. Independent student performance will only be expected and assessed after material has been introduced and practiced with guidance from the teacher.

## ASSESSMENT, ASSIGNMENTS

Each year, elementary students participate in several state assessments. The following tests will be administered at DRES:

- Grades K-2 - STAR CBM
- Grades K-1 STAR Early Literacy
- Grades K-2- STAR Diagnostic Assessment
- Grade 2- CoGAT, ACAP

It is our goal at DRES to help students feel and be successful each and every day. Encouraging your student to adopt good study habits and to plan ahead are excellent strategies for parents to use at home! Parents should also communicate with the teacher regularly, and attend all parent conferences in order to receive information or clarification regarding student progress. Parent involvement in their student's education is crucial to his/her success.

## RESPONSE TO INSTRUCTION

Auburn City Schools (ACS) has embraced the Response to Instruction (RtI) model where students progress through a continuum of services that focuses on providing quality core instruction in Tier I, targeted interventions in Tier II and intensive interventions in Tier III. Each of these tiers will include both academic and behavioral instructional programs and interventions. The expectation in this tiered approach is that all teachers in grades K through twelve will provide high quality, research-based core instruction (Tier I) that follows the best practices included in the Alabama Quality Teaching Standards. When student performance data indicate that the core instructional program is not effective in supporting students in reaching desired levels of success, early intervention strategies (Tier II) will be implemented in an effort to prevent the need for longer term, more intensive interventions (Tier III).

These strategies may take place in the regular classroom, during and intervention and enrichment time or at some other time as provided for within the school schedule. Interventions are not designed to replace core instruction. Every child will continue to receive their core instructional program but interventions are designed to add benefit to that instruction so that students can make faster progress toward reaching grade level mastery in all areas. These processes will be monitored by a group of teachers and administrators working together in a Data, Support and Intervention Team. This team will monitor student progress and help design the right instructional support for each student.

These approaches are part of the general education program for all students. Every student in ACS will be assessed periodically, through a variety of methods, to determine their skill level. This is a normal part of good teaching. But RtI requires that when we find skill deficits that we act early by providing different teaching strategies and materials designed to help the student eliminate those deficits so that they are mastering all skills at their grade level. Parents will be notified when additional support through RtI is being provided to their child so that we are working in partnership to help maximize the educational benefit to each student.

### Homework:

Students are responsible for completing and submitting assigned homework in a timely manner. Some assignments or projects may be given in advance and may include specific criteria by which grades are awarded. In order to receive important information and to assist your student, please check your child's folder each night. Please feel free to communicate with your child's teacher should you have questions/need clarification about an assignment. Parents may also refer to the teacher's web page for more information regarding assignments, due dates and projects.

### Grading Periods (9 weeks each)

October 11, 2023    December 16, 2023    March 17, 2024    May 25, 2024

### Mid-Term Progress Reports During the weeks of:

September 7, 2023    November 16, 2023    February 8, 2024    April 18, 2024

Mid-term progress reports will be given to students each quarter as well as the checklists at the end of each 9 weeks.

## FOOD & NUTRITION

### Snack/Fruit Break

Students are allowed to have a **healthy snack** during their scheduled snack time. Healthy snacks include fruit/raw veggies, crackers, dry cereal, granola bars. Unhealthy snacks include chips, cookies, candy, pastries, etc. *Carbonated beverages are not allowed.*

### Child Nutrition Program Information

All Auburn City Schools offer a school breakfast and lunch meal for enrolled students as part of the National School Breakfast and Lunch Program. Information and applications for free or reduced price meals are available online at [www.myschoolbucks.com](http://www.myschoolbucks.com)

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 federal, state, and local regulations pertaining to the National School Lunch and Breakfast Program.

National School Lunch and Breakfast Program regulations do not allow for charged meals. Therefore, it is the responsibility of the parents/guardians to pay for student meal purchases in advance or on a daily basis (*Code of Federal Regulations NSLP 7 CFR 210, Revised 01-01-9*). 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.

**Students in grades K-9 will not be denied a meal. These students will be allowed to charge up to two lunches and two breakfast meals. When this limit is reached, students will be given an alternate meal until charges are paid in full. Students in grades 10-12 will not be allowed to charge meals.**

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.

Parents may access and deposit funds in student meal accounts online at: [myschoolbucks.com](http://myschoolbucks.com).

Families that qualify may complete a Free and Reduced Price School Meals application during registration and/or anytime during the school year. Applications are available at the schools or can be accessed online at [www.auburnschools.org](http://www.auburnschools.org). Students may qualify for free meals (breakfast and lunch) or reduced price meals if the income level of the household and the number of members living in the household meet set qualifications.

Students who wish to bring their meals from home may do so. (Please refrain from bringing candy, fast food, restaurant food, soft drinks, etc.)

<b>BREAKFAST PRICES</b>	<b>LUNCH PRICES</b>
Regular student \$1.50	Regular student \$2.50
Reduced student \$.30	Reduced student \$.40
Milk \$1.00	Milk \$1.00
Visiting adults \$2.75	Visiting adults \$3.75
ACS employee \$2.75	ACS employee \$3.75
Snacks and juice \$.50	

### **FOOD ALLERGIES/INTOLERANCES**

Parents or guardians of students with food allergies/intolerance (i.e. nuts, milk, etc.) must request the "Alabama Child Nutrition Program-Food/Allergy/Intolerance Statement" form in the main office. This form must be 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.

### **OTHER IMPORTANT INFORMATION**

#### **CELL PHONES**

In order to protect valuable instruction and regular routines, please turn off/refrain from using your cell phone while inside the school building. Student use and display of cell phones is prohibited during the school day.

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

All official school records, files and data directly relating to one's own child may be made available to the parent/guardian upon request. Parents should submit such requests to the school principal.

#### **VISITORS**

We welcome visitors at DRES! Any adult needing to check out or have access to a child at DRES will need to present a valid government issued I.D./driver's license.

All doors to the school building are kept locked to ensure the safety of our children and staff. Visitors should not interrupt instruction to speak with the teacher. If you would like to visit or volunteer, please contact your student's teacher. He/she will gladly work to schedule the best time for your visit! (So that your visit is most enjoyable and productive for all, please make child-care arrangements for younger siblings.)



### WEBSITE

Please visit our website for new and exciting happenings at DRES!

<https://www.auburnschools.org/dres>

### BIRTHDAY PARTIES

Parents wishing to celebrate their child's birthday in the classroom, may provide individually wrapped, store bought treats or purchase ice cream for the class via our school cafeteria. Please follow the procedure outlined below:

1. Contact your child's teacher (no later than the Thursday prior to your child's birthday week) to let him/her know that you plan to purchase ice cream for the class.
2. Your child's teacher will let you know the cost based on class size and if more than one child is celebrating a birthday that week.
3. Put money into your child's My School Bucks lunch account.
4. Due to our ordering procedures, requests for ice cream parties made after Thursday of the prior week, cannot be accommodated. However, we are happy to celebrate your child's birthday the following week.

Should your child, or other children in the class have a food allergy, this will be accommodated by our school nutrition staff. NO homemade treats will be permitted.

### LOST AND FOUND

Please be sure to label your child's belongings so that if misplaced, the item may be identified. Students must assume responsibility for personal property, library books and textbooks issued to them.

### SCHOOL PARTIES

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

### AUBURN CITY BOARD OF EDUCATION

It is the responsibility of the ACS Board to set educational policies and budget funds for all schools. The ACS Board meets on the second Tuesday of each month and the public is welcome to attend all meetings. *Open forum (an agenda item*

*included at each meeting*) allows the public to speak to board members regarding issues involving education/local schools.

### PARENT TEACHER ORGANIZATION (PTO)

The PTO 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 welcomed and encouraged to join PTO and attend the PTO meetings.

### Textbooks

Textbooks are assigned to students by number and students are expected to exercise reasonable care when using the books. Textbooks remain the property of ACS, and students will be assessed a fine for damaged and/or lost textbooks.

### Field Trips

Field trips are planned by the teacher and approved by the principal. Parents will be notified when class field trips are planned. Written permission, signed by the parent or guardian, must be submitted to the school before a child may participate in any field trip. *(Parents chaperoning any field trip are requested to assume any financial responsibility for themselves.)* Younger siblings are not permitted to attend field trips. If a child exhibits disruptive or inappropriate conduct while on the field trip, the child may lose the privilege of attending future field trips or will be required to be accompanied by his/her parent on remaining field trips for that particular year.

### WORTHLESS CHECKS

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 the 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. **Please include the associated student's name in the memo section of the check.** The school district will **not** accept unsigned, post-dated, counter, or starter checks.

IF AUBURN CITY SCHOOLS RECEIVES A RETURNED CHECK FROM THE SAME INDIVIDUAL ON TWO SEPARATE OCCASIONS, THE SCHOOL DISTRICT MAY NO LONGER ACCEPT CHECKS FROM THAT PERSON.