

RICHLAND ELEMENTARY SCHOOL



HOME OF THE RICHLAND CHAMPIONS



Richland Elementary School
770 S. Yarbrough Farms Blvd.
Auburn, AL 36832
Phone: 887-1980
Fax #: 502-2963

Website: <https://www.auburnschools.org/res>

STUDENT HANDBOOK

Welcome to the 2024-2025 school year at Richland Elementary School. We are so excited to have you as a part of the Richland "Champion" family! At Richland we strive to reach each child's unique potential while developing independence, self-confidence, character, and fun.

Respectfully,

Jeffery Johnson
Principal

*ACS PSH refers to the Auburn City Schools Parent and Student Handbook *Please also read the *ACS Parent and Student Handbook*. This **Student Handbook** is a supplement and some information is not duplicated.

It is the policy of the Board that no person in this district shall, on the basis of race, color, disability, creed, religion, sex, age or national origin be denied the benefits of, or be subject to discrimination in, any education program or activity and provides equal access to the Boy Scouts and other designated youth groups.

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, AUBURN CITY SCHOOLS, PO BOX 3270, AUBURN, AL 36831-3270 (334) 887-2100.

RICHLAND ELEMENTARY SCHOOL
Staff
2024 – 2025

Principal
Assistant Principal
School Counselor
Instructional Coach
Title I
EL

Jeffery Johnson
Rachel Loftin
Anne Busbin
Amanda Higginbotham
Mykia Duncan
Mojen Lau

Lunchroom Manager
After-School Coordinator
School Nurse

Pam Moore 887-1987
Kristie Cambridge 887-1989
Hope Helton 887-1988

Kindergarten Teachers	First Grade Teachers	Second Grade Teachers
Paige Bahr	Meredith Burnette	Heather Brock
Bethany Brewer	Beth Culp	Dalyneth Diaz
Lauren Collins	Mary Davis	Tiffany Flowers
Melanie Fields	Amy Godwin	Shea Knighton
Erica Jones	Amia Robinson	Audrey Miller
Stacye Jones	Candy Traylor	Amber Pearson
Jennifer Mesman	Kristi Weeks	Nicole Stratas
Margaret Morris		Paige Tatara

Mission Statement

The mission of Richland Elementary, the foundation of educational excellence, is to champion the development of the whole child distinguished by

- A cooperative community of diverse learners.
- An environment intentionally designed to ignite each child's natural curiosity.
- A wealth of academic and social experiences.
- Relationships built on trust, respect, and care for others.
- Partnerships with families and student advocates which support student success and well-being.

Objectives

All students effectively use technology to accomplish meaningful learning goals.

All students exceed academic and behavioral expectations.

All students possess character traits and motivation to make a positive impact on the world around them.

All students have equitable learning experiences and opportunities to succeed.

Strategies

We will enrich learning experiences through the use of technology.

We will tailor teaching and learning to meet the needs of each student.

We will establish an environment for students to develop character traits of leadership, service, and compassion.

We will collaborate with stakeholders to invest in the success of all students.

**Auburn City Schools
2024- 2025 School Calendar**

July 2024							AUBURN CITY SCHOOLS 2024-2025							January 2025						
S	M	T	W	T	F	S	AUGUST 2024							S	M	T	W	T	F	S
	1	2	3	4	5	6											1	2	3	4
7	8	9	10	11	12	13	New Teacher Orientation.....TBA Great Beginnings							5	6	7	8	9	10	11
14	15	16	17	18	19	20	*Teacher Planning DaysAugust 2,5,6							12	13	14	15	16	17	18
21	22	23	24	25	26	27	*Staff Institute Day.....August 7							19	20	21	22	23	24	25
28	29	30	31				First Student Day.....August 8							26	27	28	29	30	31	
August 2024							SEPTEMBER 2024							February 2025						
S	M	T	W	T	F	S	Labor Day Holiday.....September 2							S	M	T	W	T	F	S
				1	2	3														1
4	5	6	7	8	9	10								2	3	4	5	6	7	8
11	12	13	14	15	16	17	End of 1st Nine Weeks.....October 10							9	10	11	12	13	14	15
18	19	20	21	22	23	24	2nd Nine Weeks Begin.....October 11							16	17	18	19	20	21	22
25	26	27	28	29	30	31	October Holiday.....October 18							23	24	25	26	27	28	
							Staff Development/Parent Conf Day.....October 21													
September 2024							NOVEMBER 2024							March 2025						
S	M	T	W	T	F	S	Veterans Day HolidayNovember 11							S	M	T	W	T	F	S
1	2	3	4	5	6	7	Thanksgiving Holidays.....November 27 - 29													1
8	9	10	11	12	13	14								2	3	4	5	6	7	8
15	16	17	18	19	20	21								9	10	11	12	13	14	15
22	23	24	25	26	27	28								16	17	18	19	20	21	22
29	30						2nd Nine Weeks End.....December 19							23	24	25	26	27	28	29
							Winter Holidays Begin.....December 20							30	31					
October 2024							JANUARY 2025							April 2025						
S	M	T	W	T	F	S	*Staff Development Day.....January 6							S	M	T	W	T	F	S
		1	2	3	4	5	3rd Nine Weeks Begin.....January 7									1	2	3	4	5
6	7	8	9	10	11	12	Martin Luther King Holiday.....January 20							6	7	8	9	10	11	12
13	14	15	16	17	18	19								13	14	15	16	17	18	19
20	21	22	23	24	25	26								20	21	22	23	24	25	26
27	28	29	30	31										27	28	29	30			
November 2024							MARCH 2025							May 2025						
S	M	T	W	T	F	S	Spring Break.....March 10 - 14							S	M	T	W	T	F	S
				1	2		End of 3rd Nine Weeks.....March 19											1	2	3
3	4	5	6	7	8	9	4th Nine Weeks Begin.....March 20							4	5	6	7	8	9	10
10	11	12	13	14	15	16								11	12	13	14	15	16	17
17	18	19	20	21	22	23								18	19	20	21	22	23	24
24	25	26	27	28	29	30								25	26	27	28	29	30	31
December 2024							APRIL 2025							June 2025						
S	M	T	W	T	F	S	April Holiday (Weather Make Up Day if needed)....April 18							S	M	T	W	T	F	S
1	2	3	4	5	6	7														
8	9	10	11	12	13	14								1	2	3	4	5	6	7
15	16	17	18	19	20	21								8	9	10	11	12	13	14
22	23	24	25	26	27	28								15	16	17	18	19	20	21
29	30	31												22	23	24	25	26	27	28
							MAY 2025													
							Last Student Day.....May 22													
							*Teacher Work Day.....May 23													
							Memorial Day Holiday.....May 26													
							NINE WEEKS PERIODS													
							1st August 8 - October 10 45 Days													
							2nd October 11 - December 19 44 Days													
							3rd January 7 - March 19 46 Days													
							4th March 20 - May 22 45 Days													

Richland Elementary School

SCHOOL HOURS

7:20	Front doors open to students
7:50	School day begins (students must be in their classrooms ready to begin) Children are considered tardy when arriving in their homeroom after 7:50 a.m.
2:30	Warning bell will ring to alert students to pack for home
2:35	Students are released from classrooms to designated dismissal areas
2:40	Dismissal of car, van, bus riders and walkers
3:00	Dismissal of bike riders

SCHOOL COLORS= Blue, Yellow, and Red

SCHOOL MASCOT = Richland Champions

Opportunities

Extra-Curricular Activities/School Clubs

Information regarding extra-curricular activities and school clubs will be distributed in the fall. Teachers/sponsors will notify parents of meeting days, times, and expectations for participation. Please be aware that students who are not picked up at the designated time or who do not meet expectations for appropriate behavior may not be allowed to continue to participate in the activities/clubs.

Physical Education

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 physical activities, to learn about fitness and a healthy lifestyle, and to participate in and enjoy daily physical activity. PE grades are based on skill development, practice, and participation. In order for each student to benefit the most from PE class, we ask the following:

1. Parents provide information to teachers regarding relevant health problems
2. Rubber soled shoes be worn at all times
3. Shorts be worn under dresses
4. A parent's or doctor's excuse to be sent when students are unable to participate
5. Parents become involved and provide encouragement whenever possible



Response to Intervention Team (Rtl)

A student experiencing classroom difficulties with regard to academics and behavior may be referred to the Rtl grade level team. If further interventions are necessary, then the student is referred to a team of teachers and administrators that collaborate to determine strategies for teachers to use with the child in order to support achievement in school. The student will receive regular classroom instruction (Tier 1). If interventions are necessary, they will be given Tier 1 and Tier 2 interventions. If the student needs more intense instruction, they will receive Tier 3 instruction. At this point if interventions are not successful, then the student may be referred for special education testing.

Special Education

If a student is eligible for special education services, teachers and parents write an Individualized Education Plan (IEP) designed to meet the educational needs of that student. Typical special education services are provided in the areas of Speech and Language, Hearing Impairment, Learning Disability, Visually Impaired, Other Health Impaired, Early Childhood Handicapped, and Orthopedically Impaired.

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.

Registration of Students

The registration of a student requires a completed Auburn City Schools Online Registration, State of Alabama Certificate of Immunization, Proof of Residency, Social Security Card, Birth Certificate, and other necessary documents. All exceptions must be approved by the Administrative Assistant to the Superintendent at the Auburn City Schools Central Office.

Immunizations

As required by Alabama Law, each student shall be immunized against diphtheria, pertussis, tetanus, 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.

Proof of Residency

Proof of residency will be required on an annual basis, with registration for each school year. Each child must have a purchase/rental/lease agreement in the name of the parent/legal guardian for their home address and a second proof such as a current utility bill, or copy of parent/guardian's driver's license. **(IMPERATIVE: Registration is incomplete without these.)**

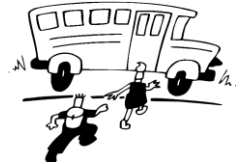
Transportation

The front office staff and the homeroom teacher should be notified in writing of any change in transportation on a given day through the change of transportation form at: <https://www.auburnschools.org/domain/529>

We ask that change of transportation be submitted to the front office, Mrs. Gullatte, sngullatte@auburnschools.org, and your student's homeroom teacher prior to 12:00 p.m. This allows time for your chosen transportation method to be communicated to all parties of our dismissal team and to ensure that we protect the safety of your student.

Bus Riders

Students living two miles or more from the school are eligible 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 or the Auburn City Schools website at: <https://www.auburnschools.org/Page/2579>. Students living closer than two miles to Richland do not qualify to use our bus transportation. Students eligible to ride the bus should ride only their assigned bus. Students who ride the regular yellow school buses will be dismissed at 2:35. Faculty and staff will supervise the loading of the buses. Parents are responsible for bringing and picking up any student who misses the bus. In the event of severe weather conditions, buses transporting students will proceed to the nearest school and remain until an all clear signal is given.



Discipline for students who do not conduct themselves acceptably on the bus is strictly enforced.

Additional information regarding bus procedures is located in the [ACS Parent and Student Handbook](#).

Parking on Campus

Parents are asked not to park in the driveways; please park in a MARKED PARKING LOT SPACE near the side of the school. The numbered parking spaces are reserved for teachers.

*Please note: do not park at the AU tennis center. This is not the property of Auburn City Schools.

Arrival and Dismissal Procedures

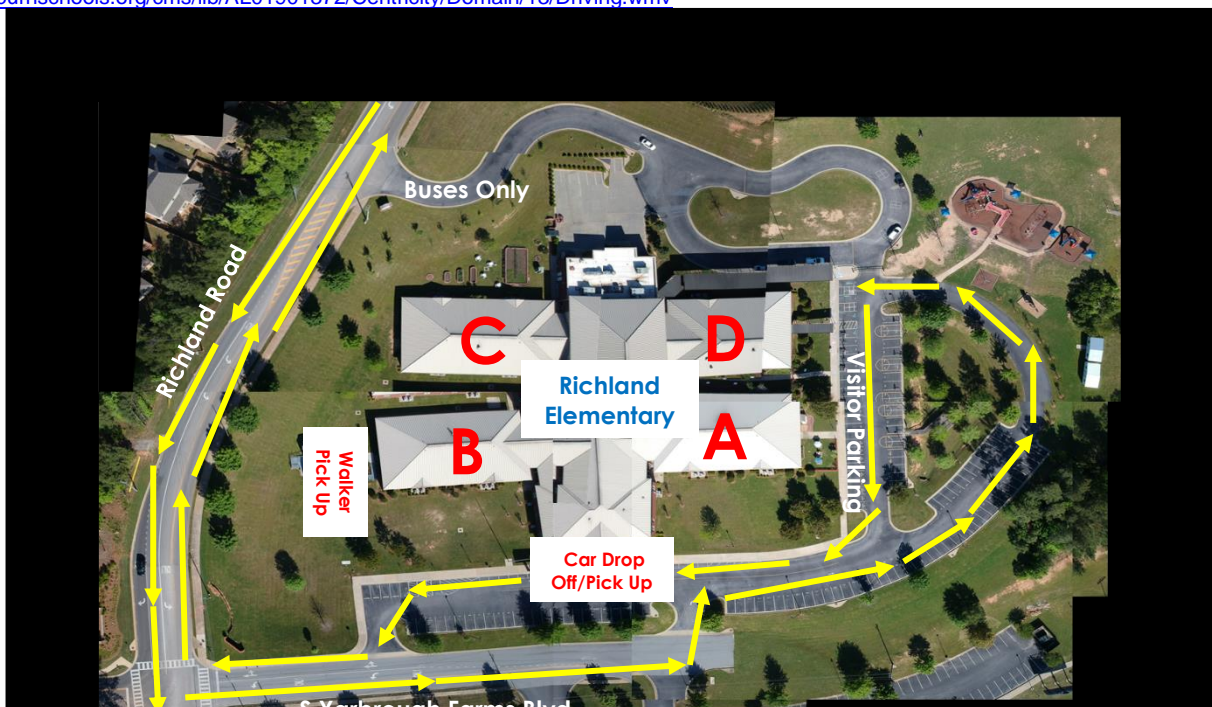
Bus and Daycare Riders:

School buses and Daycare vans are to load and unload under the back canopy. The buses and vans are to turn into the first entrance which goes to the back of the school. They are to take the first right and park by the canopy. Buses are to load first and daycare vans after the buses.

Car Riders:

Parents are to come to the stop sign on Richland Road and turn onto Yarbrough Farms Blvd. Parents will then proceed down the road until you get to the second entrance (This is between the tennis courts and the school). Then turn left into the school grounds and proceed left around the retention pond and then back to the front of the building. The students are to be dropped-off and picked-up in the front under the canopy area. Please have your child sitting on the right side of the vehicle so that we may have a safe entrance into the building. You can watch the carline video procedures at:

<https://www.auburnschools.org/cms/lib/AL01901372/Centricity/Domain/13/Driving.wmv>



Teachers use a scanner and iPad App to call children to loading posts. Please have your tag ready to be scanned. FIVE Cars will be loading simultaneously. Please follow the traffic pattern around the parking lot and pull forward to the farthest empty cone and your child will meet you and load. Thank you!

Public Parking Lot.

Cars must **always** be parked in visitor marked spaces only. Use caution when crossing the driveway. Students must be walked by an adult to and from the parking lot.

School buses and daycare vans will unload and load students under the back canopy. They are to enter through the first drive and turn to the first left.

Faculty and staff will be on duty in the morning and afternoon to help load/unload students. For the protection and safety of each student, students will not be allowed to walk across the driveway to get into a car. **Parents are not to pass other vehicles in the car line. Please be patient and wait your turn. Once car hop has begun we will not check students out through the office. It will be more time effective to get in the car line.**

Arrival: Students will be allowed to enter the building starting at 7:20 am and will be tardy at 7:50 am.

Dismissal: Students riding in cars will be **dismissed at 2:40 p.m.** and will be assisted with loading by staff members. Students will be provided with two hanging name tags with a barcode. One should be placed visible in the front windshield or visor. For the safety of our students, a student will not be called or released without a pass. Drivers will be asked to park and show ID in the main office. Drivers are cautioned to drive slowly in front of the school and refrain from the use of cell phones and other distractions as they follow the direction of the faculty and staff. Students should watch for their rides to ensure the proper flow of traffic. Parents are requested to drive their cars up to the curb under the canopy to leave students in the morning and to pick them up in the afternoon. Any student who has not left the school campus by 3:00 pm will be taken to the after school program where they will be charged a fee upon arrival; those picked up after 3:00 pm must be signed out.

Walkers

Students who walk home are dismissed at 2:40 pm. A parent or authorized person (with student's hanging name tag and barcode) must pick up students from the designated area and walk with the student home. A staff member will call the student to be dismissed after all car riders have departed.

Pets should not accompany students on the walk to or from school.

Day Care Pick Up

Students who ride day care vehicles must wait with a school staff member on the sidewalk beneath the canopy in the back of the building. They are expected to remain seated until the van arrives, and they are dismissed by the appropriate personnel on duty. Day care vans are scheduled to pick up at 2:40. **If the vans are late, it is the responsibility of the daycare to pay the late charge of each child for the parent.**

Bike Riders

Students who live close enough to the school to ride bicycles are invited to do so. Bicycle racks are located in front of the school for their convenience. Bikes must be walked while on school grounds. Bike riders are dismissed after the cars riders are gone.

As a safety precaution, all bike riders must wear helmets.

It is our pleasure to open car doors for our students as they arrive and dismiss to and from our school; however, during inclement weather it may be necessary for you to allow your student to open the car door by themselves and walk into the building as conditions may not allow staff members to be outside for extended periods of time. There will always be staff members at the door to welcome all students.

Policies and Procedures

[ACS Parent and Student Handbook](#)

Attendance

Please be aware of the guidelines in regard to Attendance/Student Absences as outlined in the *ACS Parent and Student Handbook*.

ATTENDANCE/STUDENT ABSENCES: 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 Program will be implemented. 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, students who have more than (10) unexcused absences per year (Grades K-8) will be retained. **Written excuses for absences must be submitted by parents/guardians within (3) school days of the absence.** Excused absences are defined as follows:

- 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 approved by the superintendent.

This requirement pertaining to denial of credit may be waived in the event of: serious illness, accident, death in the immediate family, inclement weather which would be dangerous to the life and health of the child as determined by the principal, and/or religious holidays as approved by the superintendent.

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. Appeals to this procedure will be reviewed by the principal.

Tardies

Students are expected to be in the classroom and ready for instruction to begin when the 7:50 a.m. bell rings. Promptness in arriving at school is expected of all students. A student is considered tardy if he/she arrives in the classroom after the 7:50 a.m. bell has rung. Communication will be made to the parent/guardian by the principal if a student is tardy an excessive number of times during a semester. School activities begin promptly at 7:50 a.m., and children should be in homeroom.

If a student arrives on our campus past the 7:50 a.m. tardy bell a parent/guardian will be expected to walk the student in the building to sign them in as tardy.

Tardiness creates disruption in the classroom learning environment and makes it difficult for your child to prepare for the academic day before the morning bell. Please ensure your child is on time to school daily. Please note that an attendance referral or disciplinary measures may be imposed for continued excessive tardies.

Promotion Requirements

Special Education

Special education students, who are receiving all instruction in a regular classroom for a particular subject, will be evaluated in that subject according to the same standards as regular students and will be required to meet promotion standards in that subject unless otherwise specified in the student's Individualized Education Program (IEP).

If a student is receiving instruction in the special education classroom or is receiving instruction in a subject in both the regular and special education classrooms, the Individualized Education Program (IEP) developed by the IEP committee will govern promotion.

English Language Learners (EL), Migrants and Immigrants

A student in Auburn City Schools for which English is not the first language will be required to meet the standards established by the Auburn City Schools and the Alabama Department of Education. Criteria established should include the level of achievement/credits earned, previous schooling experience, age, English proficiency, etc. The EL Committee, which shall include the parent/guardian, will collaborate with an ESL teacher and content teachers in the development of an Individualized Language Acquisition Plan (ILAP) after examining the previously mentioned criteria and relevant information about the language proficiency of the student.

I. Promotion Requirements for Grades K-2

A. Kindergarten

1. Satisfactory completion of the kindergarten checklist (satisfactory level shall be no less than 80%).
2. Satisfactory completion of the system level assessment in reading (concepts of print items on the pre-reading assessment).

B. Grade One

1. Satisfactory completion of the 1st grade checklist (satisfactory level shall be no less than 80%).
2. Satisfactory completion of the system level assessment in reading (concepts of print items on the pre-reading assessment).

Grading Periods and Report Card Dates

I. Ending Dates for each nine week grading period:

- 1st nine weeks: Thursday, October 10, 2024
- 2nd nine weeks: Thursday, December 19, 2024
- 3rd nine weeks: Wednesday, March 19, 2025
- 4th nine weeks: Thursday, May 22, 2025

II. **Report Cards** will be sent home on the following specified dates unless unforeseen circumstances occur:

Grades K - 12:

- 1st nine weeks: The week of October 22, 2024
- 2nd nine weeks: The week of January 13, 2025
- 3rd nine weeks: The week of March 31, 2025
- 4th nine weeks: The week of May 22, 2025

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

- Week of September 9, 2024
- Week of February 3, 2025
- Week of November 12, 2024
- Week of April 21, 2025

IV. **Parent Conference Day:**

- Tuesday, October 21, 2024

Parent Expectations

Withdrawing a Student or Transferring to Another School

Prior to withdrawal from school, the student's parent/guardian should notify the school office of withdrawal and leave a forwarding address. Student 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 Visitors

We welcome and enjoy parent participation in their child's education. However, at the start of the year our focus will be on ensuring the health of our students, creating a classroom community, and teaching procedures. Therefore, families will not be able to eat lunch with their children through the first quarter of the school year. After this time parents are welcome for lunch. Parents may have lunch with their children at the picnic tables located on the side of the school by the basketball goals.

When visitors are welcomed in our building and classrooms, out of respect for instructional time and to minimize classroom disruptions, we ask that you limit your visits to no more than once a week and only during lunchtime. We do not allow unannounced drop-in visits during instructional time. If you schedule a time to visit or observe in your child's classroom, we ask that this type of visit be limited to **20 minutes**. Again, this is to protect the instructional time of the classroom teacher and the confidentiality of other students in that room. We ask for your cooperation with this practice.

We require that **all visitors report to the office to sign in and obtain a visitor's badge. Before going to the classroom an office staff member will call the teacher to assure instruction will not be interrupted.** This request is made as part of an effort to ensure the safety of our students, as well as to avoid any unnecessary interruption in the instructional program. **Visitors are required to enter and exit the school through the front door after signing out in the office.** The school doors are locked during the day, and no one is to enter any door except the front door. This is a safety precaution as we all want our children to be safe at school. Auburn City Schools utilizes Raptor Technologies as a visitor management system. All visitors to the school will have their government identification (driver's license) scanned and instantly checked against the NATIONWIDE sexual offender database. Raptor Technologies allows us to better protect our students, staff and guests while making Richland safer and secure.

Volunteering: If you would like to volunteer, please contact your student's teacher. He/she will gladly work to schedule the best time for your visit. In order to ensure that your visit is most enjoyable and productive for all, we ask that all volunteers please make child-care arrangements for siblings, or any child not enrolled at RES.

If you decide to volunteer during one of our schoolwide events (Behavior Celebration, Fun(d) Run, Olympic Day, etc.) Teachers will not be present the entire time during these events but will be around at the beginning and end if you need them. It is mandatory by State Law for teachers to have a planning time which typically occurs during the volunteer's time at these events. Your volunteering will consist of being present during your entire shift, supervising children from your child's class and monitoring their wellbeing. Richland staff will be present for any questions or help as needed.

School Insurance

Insurance coverage is available through the school for students, with the amount of coverage varying with the policy taken. Insurance forms will be distributed to parents through their children during the first week of school. Upon completion, the form should be returned to the school office, along with the specified required payment.

Money

We request that students not bring any unnecessary money to school with them, since money is often misplaced during the day. If your child needs to pay cash for his/her lunch or for any other fee, please see that the money is enclosed in an envelope, or some type of wallet or purse clearly notated with the student's name and the purpose of the payment. Loose change is easily lost during PE and leaving money on or in desks invites trouble.



Telephone Calls/Messages



Please do not call the school with messages for students unless it is a true emergency. Likewise, students will not be allowed to use the school telephone except for a valid reason. Arrangements for a student to go home in the afternoon should be made before he/she leaves for school in the morning. Students 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 will be discouraged. Cell phones are prohibited at Richland Elementary School.**

Electronic Device Policy

Students should not bring cell phones or other electronic devices to school. If the student is in possession of any of these electronic devices and they are being used, seen or heard, then the device will be taken and sent to the office for parents to retrieve. The following consequences are Board Policy which is included in the Pupil Progression Plan for Auburn City Schools:

1 st offense	Confiscated and given to parents/guardians
2 nd offense	Confiscated device for 10 school days, then returned to parents/guardians
3 rd offense	Confiscated device kept for remainder of term, then returned to parents/guardians

Cell Phones and Digital Devices during Testing

The State of Alabama strictly prohibits the possession of digital devices in any room or setting where standardized tests 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.

E-Mail

School staff and faculty check e-mail on a daily basis. However, please do not e-mail timely messages (such as transportation changes) as teachers and administrators may be unable to read e-mail until after school hours or may be absent on the day your message is sent. Teachers should be given 24 hours to answer an email after it has been sent.

Video Permission

Teachers in our school may occasionally show movies for educational purposes that are selected by our teachers and are related to an Alabama Course of Study Standard. For example, a teacher may read the book *Charlotte's Web*, then watch the movie as a culminating activity or watch a *Magic School Bus* episode on spiders when the class studies spiders. If you prefer not to allow your child to watch videos and/or movies, parents/guardians of students must provide a signed written opt-out statement to your child's teacher.

Checking Out of School

In the event a student needs to be checked out of school, a parent, guardian, or authorized person must first come to the office and sign him/her out. Please do not go directly to the classroom or call the front office and request that your child be called to the front office to wait for your arrival. Your student will be called from his/her classroom and will come to the office once you have completed the checkout process. (If students are returning to school, please check the student in 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 out the student. (The office must be provided with the names and telephone numbers of two local emergency contact person(s) for each student.) We ask that "checking out" be kept to a minimum and occurs **no less than 30 minutes prior to school ending (2:00 pm)**. Instructional time is critical, and students are encouraged to attend all classes!

Illness

If a student has an elevated temperature (100 degrees or greater), he/she should not remain in school. **Children are not to return to school until they are "fever free" for 24 hours without the use of medication.** When a student becomes ill at school, the parent will be contacted. The parent or a 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. Notes from home will not be accepted to replace checkout procedures. Upon returning to school after an absence, **a written excuse should be submitted to the teacher within three school days.**



Medication for Students

No medication will be given to any student unless it is provided by the parent(s) and accompanied by the appropriate completed permission form. Please complete all requested information and bring the form and the medication (in the original pharmacy container) to the school office. Any measuring utensils required should be included. The office provides no medicine, such as aspirin or Tylenol. School staff will dispense only medication brought from home with the properly completed medication form. Medications should be brought to the school and picked up by an adult. It is the responsibility of the student 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 problems that might affect his/her performance at school, please inform the school office so that teachers can be alerted to any potential problems.

Lost and Found

Lost items are turned into the office, and it is the responsibility of the student to check for missing items. Proper labeling will result in items being returned directly to the student. Unclaimed items will be donated to a charitable organization at the end of each month. **PARENTS ARE ENCOURAGED TO LABEL ALL CLOTHING, BOOK BAGS, LUNCH BOXES, ETC.**

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.

Textbooks

Textbooks are furnished to students free of charge. Students are expected to take good care of these books. Lost or damaged textbooks and library books are to be paid for by the parent/guardian.



Dress Code

Auburn City Schools is a working and learning environment. All ACS students are encouraged to observe a standard of grooming and dress consistent with the importance of the school's mission of education. The Board and Administration recognize and appreciate the role of parents/guardians in assisting their children in making appropriate choices regarding their clothing while attending school within the boundaries provided by this dress code. Please refer to the ACS dress code diagrams and detailed description below. The school principal or their designee will have the final decision in determining whether apparel meets the dress code requirements. Elementary School Administrators (grades K-5) will have the authority to allow for variances that are age appropriate to students. While it is understood that specialized courses may require specific attire, such as uniforms or safety gear, 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. If violations become chronic, additional consequences may include progressive measures of discipline.

Field Trips

A signed permission form must be returned to the school at **least 3 days prior** to each field trip. 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.

Appropriate behavior is expected of all students. Inappropriate behavior on a field trip may result in denial of participation in future field trip activities. 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. Students riding with their parent/guardian must be "signed out" in the office prior to departure. **While parents who agree to serve as field trip chaperones are greatly appreciated, siblings will not be allowed. It is our hope that accompanying parents will chaperone RES students and assist the teacher with activities.**

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, listening to or viewing suggested radio or television programs. Homework may be assigned in order to stimulate independent study habits, aid in developing responsibility and self-direction, and reinforce learning. Daily reading, review, and study are essential! Students are asked to study for all academic tests.



It is the student's responsibility to see that homework assignments are handed in or are 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. Homework assignments are not optional; they must be completed as assigned.

Parents may obtain class work/homework for a student who is absent due to illness by calling the school office by 9:00 a.m. The student's books and homework may be picked up in the office at the end of the school day. 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.

Student Pictures

Individual school pictures will be taken in the fall. Classroom group pictures and more individual pictures will be taken in the spring. **Parents will have an opportunity to view proofs of individual pictures before purchasing them. Parents may order the desired picture package by sending an order and the appropriate amount of money back to the school.** The school will forward the order and the money to the photographer. The profit made from the sale of these pictures is used to purchase supplies and materials for the school. Exact dates for pictures will be announced at a later time.

School Parties (Tentative)

Two school parties are celebrated each year, one during each semester. Room parents organize and may help supervise the classroom parties. An additional celebration may be scheduled for the last day of school, as planned by the homeroom teacher.

Birthday Parties

No individual invitations to private parties are to be delivered at school unless the entire class is invited.

Parents wishing to celebrate their child's birthday in the classroom may send in non-edible 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 on 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. While you are most welcome to come eat lunch with your child on his/her birthday or celebration day, please do **not** bring any other birthday treats or items for the class (cupcakes, candy, balloons, hats, etc).

Snacks/Fruit Break



Your child's teacher schedules a daily fruit break. Please provide healthy snacks for him/her. Fruit, nuts, peanut butter crackers, and graham crackers are good choices. (If someone in your class has a peanut allergy, please be respectful of the needs in that room. This allergy can be life threatening to the child.) Juices are not permissible due to accidental spills resulting in carpet stains, a need for change of clothing, etc. Carbonated drinks will not be allowed.

Food Service

A simple breakfast (ex. cereal, muffin, banana half, or multi-grain bar with milk or juice) will be served each morning between 7:15 and 7:40 in the commons area. The cost of a student breakfast is **\$2.00**. Students eating breakfast should report directly to the commons area in the morning. Individual lunch tickets will not be sold. Instead, an electronic account for each student is established, which will be debited upon purchase. **Lunch prices are \$2.75 for students, \$4.00 for staff and \$5.00 for visitors.**

For more information visit the ACS CNP website at: <https://www.auburnschools.org/Page/2951>



- **PLEASE DO NOT SEND CARBONATED DRINKS TO SCHOOL WITH YOUR CHILD FOR LUNCH.**
- **PLEASE DO NOT BRING FAST FOODS FOR STUDENT LUNCHES.**

Parents may join us for lunch if a reservation is made through the office and communicated to teacher by 9:00 a.m. that day.

If your child is allergic to any of the major foods or your child is not permitted to eat the food for religious reasons you may discuss this situation with our food service manager, Ms. Moore, who will try to work out substitute foods for your student. **A doctor's written statement as to the specific allergy or parent's written request with regard to religion is required.**

Students are not allowed to "charge" school lunches. With the computer system, a student's lunch is automatically deducted from the student account. If the child's account is overdrawn, the student will contact the parent before lunch, and the parent will need to make arrangements to bring the money to school. Please make an effort to read school notices regarding account information and keep adequate funds in your child's account.

Free or reduced price meal applications will be made available to students during the first week of school. The application should be completely filled out and returned to the school. All students who were eligible for free or reduced meals last year in this system will continue receiving free or reduced price meals for a limited time. A new application must be completed and approved in the first weeks of school for the status to be reviewed and reassigned.

Children may not use a microwave at school. Lunches sent from home should be ready to eat.
Due to the possibility of accidental injury, students are not allowed to use heating devices at school.

Auburn City Schools

Online Free and Reduced Lunch Applications



Child Nutrition Program

Auburn City Schools is pleased to announce that the Free and Reduced Lunch Applications are now available online. Paper applications are no longer necessary. To complete your application, please visit the school lunch link at our secure website: <https://www.auburnschools.org/domain/1332>

If you do not have a computer with internet access, the local library has computers you may use to submit your application. Also, during your school's open house and the first week of school, computers will be available for you.

A few days after you submit your application, you will receive a letter in the mail notifying you of your eligibility status. If you have questions, please call 334-887-1925.

Frequently Asked Questions

Do I need to fill out an application for each child?

No, you only need to complete one application for all of the students in your household.

Last year, we qualified for free or reduced meals. Do I need to complete another application?

Yes. There is a 30-day grace period for students who qualified for free and reduced priced meals last school year. After the 30 days, your student will be charged full price for meals, if a new application is not on file.

How do we qualify for free meals?

If your household received SNAP or TANF, your children can receive free meals. Foster children will also receive free meals. If you household income is within the free limits on the Federal Income Guidelines, your children will qualify for free meals.

How do we qualify for reduced price meals?

Your children will qualify for reduced price meals if your household income is within the reduced price limits on the Federal Income Chart.

If I don't qualify now, may I apply later?

Yes, you may apply any time during the school year. If your household size goes up, your income goes down, you lose your job, or if you start receiving SNAP or TANF, you may qualify for free or reduced price meals.

Who counts as members of my household?

Everyone that lives in your household (related or not) who share income and expenses are considered household members.

My income varies from month to month. How should I enter that?

Use the amount you normally receive. If you lost your job or your wages changed, use your current income.

What information will I need to complete the application?

- Date of birth for each student
- Student ID number or first and last name of child
- Nine digit case number for SNAP or five digit case number for TANF
- Amount and frequency of income
- Last four digits of Social Security number

Click [here](#) to find your school menu listing.

All meals meet federal and state guidelines as listed in the Healthy Hunger-Free Kids Act of 2010. Menus include fruit and vegetable offerings daily covering a variety of vegetable sub-groups. Menus have been planned to meet caloric and nutrient needs based on the age range of the children at the school site.

The data contained within the nutrient and allergen report has been prepared using the Nutrikids Menu Planning and Nutritional Analysis software and should not be used for and does not provide menu planning for a child with a medical condition or food allergy. Ingredients and menu items are subject to change or include a substitution without notice.

Fire Drills/Severe Weather

Tornado and fire drills are conducted periodically in the school. Students are taught the first week of school what to do if the tornado 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 "watch" conditions.

In the event of a 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 emergency "warning." Please do not call the school during emergency warnings, 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.

When the opening or closing of school is questionable because of emergency conditions, please listen to the local radio stations WAUD, 1230 AM; WKKR, 97.7 FM; local cable television channel for announcements about Auburn City Schools. Announcements about Lee County Schools refer to The Lee County School System, not Auburn City Schools. Following school closure, all daytime and evening school activities are automatically cancelled until schools are reopened. In the event of an emergency evacuation of the school building, all students will be transported to the designated evacuation area. If students are in transport by school bus during an issued warning, the bus will report to the nearest school so that students can be placed in a safety area.

Emergency Telephone Numbers

It is absolutely necessary that each student have on file in the school office **all** telephone numbers at which parents/guardians can be reached during the day. **In addition, we must have two 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 reported to the office as soon as possible.

Special Requests Made By Teachers:

- Please do not let your children bring any toys to school. Electronic devices are prohibited.
- Follow the dress code.
- Make sure your child is present on time and here consistently.

Annual Assessments

Each year elementary students participate in state assessments. The following tests are administered:

STAR Curriculum-based Measurement (CBM), Grades K-2

Star CBM provides a progression of measures in both reading and mathematics that helps you track students' progress toward third-grade proficiency.

Star CBM Reading begins by assessing students' understanding of letters and their sounds, moves on to basic phonological awareness and early decoding, and progresses to passage reading.

Star CBM Math demonstrates students' developing math competency, including recognizing numerals and their value, as well as learning basic facts in addition, subtraction, and multiplication.

Alabama Alternate Assessment (AAA), Grade K-12 as appropriate

The AAA is the assessment administered to special education students whose Individualized Education Program (IEP) Team determines they cannot participate in regular state assessments, with or without accommodations. The results are based on a special education student's mastery of his/her IEP goals and benchmarks and are reported using the same four achievement levels as other state assessments.

Assessing Comprehension and Communication in English for English Language Learners (ACCESS), Grade K-12 as appropriate

The ACCESS test addresses English language development standards and rates students on a 1-5 scale (entering, beginning, developing, expanding, and bridging) according to their abilities with regard to their grasp with the English Language.

- Limited-English proficient students in their first academic year of enrollment in U.S. schools are not required to participate in the statewide assessment but must participate in the English language proficiency test, **ACCESS**, and in the statewide mathematics tests.

The Alabama Comprehensive Assessment Program (ACAP)

The ACAP is the new Alabama accountability assessment for grades 2-8. Second grade will take the assessment in the spring, and their scores will be used to measure growth for their third-grade year. Third grade will also take the assessment in the spring as part of the state and district accountability requirements to measure student growth and achievement. Reading, math, and writing will be assessed in both second and third grade.

Student Responsibilities and Discipline

Bus Discipline

The bus driver is responsible for notifying the transportation director and school administrators of violations of the bus conduct rules by completing a Bus Discipline Referral. The school administrator will work with the transportation director and will assign necessary discipline. Punishment for bus offenses is standardized throughout the Auburn City School System. The minimum consequences for bus offenses 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

Any student who is suspended from the school bus may ride a bus on a field trip if approved by the principal and/or transportation director.

School Discipline

It is our policy to involve parents/guardians, as often as possible, in discipline problems that may arise at school. We ask that parents assist us in emphasizing the importance of good behavior. When a problem warrants the administration's participation, the classroom teacher completes a Discipline Referral Form and sends the student to the office. The form will be sent home for a parent/guardian's signature and returned to the office the following day. The specific response/consequences to be implemented will be determined by the principal, assistant principal or designated personnel based on the severity of the act and the judgment of the appropriate personnel. Refer to the *Auburn City Schools Parent and Student Handbook* for detailed information on classifications of violations.

Students suspended must not return to the campus (or any other school campus) during the school day or attend any school activities during the period of suspension. The suspension will be explained in a letter to the parents/guardians.

Parents/guardians must make an appointment with the appropriate school personnel for a conference in order for the student to return to school following a suspension.

In-School Suspension Program

Richland Elementary In-School Suspension Program (ISS) is aimed at allowing students to continue the educational program in a more structured environment. **Extreme violations that result in an office referral may require a student to be assigned to in-school suspension for the remainder of the day, more than one day and/or prior to the implementation of further disciplinary actions.**

The ISS program will be in operation daily under the supervision of a school administrator. Length of the referral will vary according to the severity of the offense. Additional time may be assigned for any absence from the ISS program.

While placed in this program, students must display appropriate behavior and complete assignments given by the classroom teacher and/or administrator. Failure to comply with these expectations may result in further disciplinary action. Students assigned to ISS will be given a letter notifying the parent/guardian of the ISS assignment. The letter should be signed and returned to the homeroom teacher the following day.

If a student is assigned ISS for two or more consecutive days, it may be necessary for a parent/guardian to schedule a conference with the administrator, counselor, and/or teacher(s) prior to the student's return to the regular classroom. The necessity for a conference will be documented in the appropriate section of the ISS referral form.

School Contingencies

- Students will participate in the Behavior Celebration if they receive 80% or more positive Dojo Points cumulative over the 9-week period, with a minimum of 180 points given per student each 9 weeks.
- If a student is assigned ISS twice within one nine-week period, then that student will no longer be eligible to attend the behavior celebration.
- Students that are suspended from school will not be allowed to attend the behavior celebration for that nine-week period.
- Students that are assigned to ISS or suspended from school on the day of the celebrations will not attend regardless of the amount of Dojo points they have at that time.

Behavior Celebrations

1st Nine Weeks - Tennis Center/ Wii dance / outside rotations

2nd Nine Weeks - Movie / snack

3rd Nine Weeks - Premiere Athletics

4th Nine Weeks - Bowling

* An alternative schedule will be created to allow ample time for school activities.

Auburn City Schools
Medication Policy Information

Dear Parent/Guardian:

We would like to inform you of the Auburn City Schools policy on administration of medications to students by school personnel. If your child must have medication of any type during school hours, including over-the-counter medications, you have the following choices:

1. You may come to the school and give the medication to your child at the appropriate time(s).
2. You may obtain a copy of a medication form in this handbook or from the school nurse the school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be signed by the physician and the parent/guardian for prescription medication. A parent/guardian is required to sign for over-the-counter medications.
3. Prescription medicines must be brought to school in a pharmacy labeled container, with instructions on how and when medication is to be given. Ask your pharmacist to label a second bottle so that your child will have only what is to be given at school. Over-the counter drugs must be received in the original container and will be administered according to written instructions. Medications should be delivered to the school by the parent/guardian or a designated responsible person. **Do not** send the medication to school with your child. Do not send the medication in packaging other than the original.
4. You may discuss with your doctor an alternative schedule for administering medication (e.g. outside school hours).

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed and the medication has been received in an appropriately labeled container. In fairness to those giving medications and to protect the safety of your child, there will be **no exceptions** to this policy.

Thank you for your cooperation. If you have any questions about this policy, or other issues related to the administration of medications in the schools, please contact your school principal.

Auburn City Schools Medication Health Review Committee

SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION

School Medication Prescriber/Parent Authorization is located in the PPP. Additional copies may be obtained from the school office.

Public Service Announcements

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

Community Resources for Rehabilitation Services and Counseling

Addiction Center (East Alabama Medical Center)	742-2130
Auburn Family Therapy	821-3631
Bradford	1-800-333-1865
Crisis Center	821-8600
East Alabama Mental Health	742-2700
East Alabama Mental Health Psychiatric Ward	705-1010
Opelika Treatment Center	745-4471

Additional Phone Numbers and Service Providers can be provided by the school counselor or school principal. Please contact a trusted source at Richland Elementary School if we can be of assistance to you or your family.

Richland Elementary School

ABSENCE EXCUSE FORM

Please send a written note of explanation for the absence (excuse) within three (3) days of a student's return to Richland Elementary after any absence from school.

Make-up work must be completed within five (5) days of the student returning to school following the absence



Date: _____

Student's name: _____

Grade: _____

Teacher: _____

Date(s) of absence: _____

Reason for absence: _____

Parent/Guardian Signature: _____

Please attach a doctor's note or excuse of absence if available.

PHYSICAL EDUCATION EXPECTATIONS

Be a Champion! Be Responsible, Respectful, Prepared and Safe.

EXPECTATIONS

- Respond on the first request.
- Keep body parts and objects to yourself.
- Always display good sportsmanship.
- Move safely and apply safety rules at all times.
- Be nice, respectful to others and have fun!

IF YOU CHOOSE TO BREAK A RULE:

- Warning, name recorded on clipboard.
- Five minutes in coaches' box to review appropriate behavior.
- Thirty minutes in coaches' box and letter sent to parent.
- Thirty- minutes in coaches' box and student send to administrator.

Students who follow rules will earn points for their class, prizes and choice of activity and participation in the behavior celebration each nine weeks.

PLAYGROUND SAFETY

- Adult supervision required.
- Please stay off of wet equipment.
- Please do not touch anyone else while you are climbing on equipment.
- Please do not sit on top, hang upside down (parallel bars okay) or jump from any bars.
- Fitness bars and slides are a one way street; please do not go against traffic.
- Feet first, sitting on slide ☺
- Please sit in swing and do not jump high off of swings.
- Leave the mulch on the ground!
- Please share equipment so everyone may have a turn.

RULES FOR ROPE CLIMB

- One person at a time on the rope, please wait outside the box.
- You must climb hand over hand on the way up and climb hand under hand on the way down.
- Sliding, dropping or jumping from the rope is prohibited.
- Climb only as high as you have the strength to climb back down. Only climb as high as the loop.

Rules for the Traversing Wall

- There must be adult supervision.
- Your feet must stay on the lower section.
- Wait for the person in front of you to move to the next panel.
- One way street, one direction only

"Playgrounds should be rich environments where children can stretch their physical, emotional, social, and intellectual skills."

Hudson, Thompson & Mack- "Safe Playgrounds ..." Dimensions of Early Childhood 29 (1) 18-23

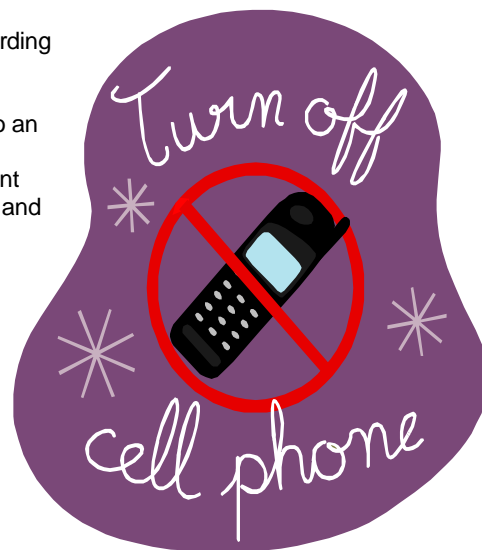
REMINDERS

1. Students are asked not to bring canned soft drinks, candy or gum to school. All snacks and lunch items should be healthy foods offering good nutritional value.
2. Deliveries: Students may not receive deliveries in their classrooms. Floral arrangements, balloons, and gifts that are delivered to school must remain in the office. It is our preference that these personal expressions of love please be delivered to your home.
3. Auburn City Schools employs the service of a phone messaging system. You may receive notice of school events, school news, or pertinent information via this system. It is important to maintain current and correct contact information for your child in our office to ensure delivery of these messages.

CELL PHONES

We ask that students not have cell phones on campus. Please refer to your student handbook for more information about our policy and discipline plan regarding student cell phones.

Parents and guests visiting Richland Elementary School are asked to turn their cell phones to an inaudible ring while participating in school events, lunches, and programs. If cell phone use proves necessary, guests are asked to use their cell phones only in the foyer or under the front canopy. Cell phone use in classrooms can be extremely distracting to students and teachers and is not allowed.



Auburn City Schools RETURNED CHECK POLICY

Auburn City Schools is currently utilizing the Lee County District Attorney's Office – Worthless Check Unit to collect on all returned checks. The school district will follow the guidelines set forth by the District Attorney's Office for the collection process. The law and the District Attorney's Office prescribe all fees collected.

The school district **will not** accept unsigned, postdated, counter or starter checks. The school district **will not** accept out of state checks. The school district **will not** accept checks within the last two weeks of school.

Only money orders will be accepted for transcripts.

If a student who is a minor writes a bad check, the parent or guardian will be notified before the collection process begins.

If Auburn City Schools receives a returned check from the same individual on two separate occasions, the school district will no longer accept checks from that person.

For questions regarding this procedure, contact the Chief Financial Officer.

PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER.

The purpose of the Richland Elementary School Handbook is to present school policies and general information for students in regard to the procedures for school operation. This handbook is a supplement to the **Auburn City Schools Parent and Student Handbook** and some information is duplicated. Please be aware that appeal procedures are available to parents and students and are documented in the aforementioned booklet. The Richland Elementary School Handbook can be viewed, printed and/or downloaded at:

<https://www.auburnschools.org/domain/1679>

We respectfully request that both student and parent/guardian read this handbook in order to be familiar with these policies and regulations. Please click this link to record your acknowledgement: <https://forms.office.com/r/dys3DqZjVb>

If you prefer to print and complete a hard copy of your acknowledgement, use the below form and complete with the appropriate signatures and return it to your student's homeroom teacher.

We wish you a successful 2024-2025 school year!



I have read the **Richland Elementary Student Handbook** and I will do my best to abide by the rules, regulations, and policies of my school and the Auburn City Schools System.

Signature of Student _____

Signature of Parent/Guardian _____

Date _____