PICK LEADERS ROCK!

2024 2025

Parent and Student Handbook

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Pick Elementary School

EXCELLENCE LEADERSHIP PRIDE

PES Mission Statement

The mission of Pick Elementary, the torchbearers of leadership, is to illuminate a pathway of excellence by empowering individuals to achieve their personal best in order to become thriving members of society through a collaborative community distinguished by:

- High expectations, responsibility and hard work
- Celebration and respect for diverse perspectives
- A culture of excellence, leadership, and pride

Statements of Belief

- We believe in cultivating excellence, leadership, and pride.
- We believe every child has the potential to learn.
- We believe in treating every person with respect.
- We believe in recognizing hard work and personal achievement.
- We believe quality instruction and high expectations result in student growth.
- We believe in respecting, celebrating, and learning from diverse perspectives.
- We believe a positive school culture inspires excellence.
- We believe in fostering safe, healthy, and confident children.
- We believe, through respectful collaboration, we can accomplish more than we could individually.
- We believe in taking responsibility for our actions.

Parameters

- We will promote excellence, leadership, and pride.
- We will not compromise student safety.
- We will make all decisions based on the best interest of students.
- We will value and respect one another.
- We will never give up on students

Objectives

- 100% of students will exhibit leadership qualities.
- 100% of students will acquire 21st century skills for personal and academic success.
- 100% of students will feel safe.
- 100% of students will exceed established academic expectations.

General Information

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

School Colors: Blue, Green, and Gold

Pick Pride is our motto

Webpage: http://www.auburnschools.org/pick

Contact us through e-mail:

Debbie Reetz, Ed.S., Principal	dtreetz@auburnschools.org
Kortni Daniels, Ed.S., Assistant Principal	kcdaniels@auburnschools.org
Amy Brown, Counselor	anbrown@auburnschools.org

Arrival times:

Bus-	7:05 am
Car riders	7:05-7:30 am
Walkers/Bikers-	7:05-7:30 am

Note: Car riders should remain in the car with the parent/guardian until the 7:05 am bell rings, and PES staff members begin the car line process each day. Walkers and bike riders are to **walk** down the hill from College Street to our campus; they are not to run or ride their bike. **Walkers and bike riders should never arrive on campus before 7:05.** It is unsafe for students to cross the pedestrian paths alone as College Street and our campus have a lot of morning traffic. Our staff members will not report to their duty areas before the 7:05 bell. It is imperative that students adhere to this for their safety.

The tardy bell rings at 7:30.

Dismissal times:

Bus/Vans-	2:20 pm
Car riders-	2:20 pm (Please do not arrive before 2:00 pm for carline pick up.)
Walkers/Bikers-	2:35 pm

The purpose of the *Pick Student Handbook* is to present school policies and general information for students regarding procedures and school operations. This handbook is a supplement to the *Auburn City Schools Student and Parent Handbook located on the ACS website* and some information is not duplicated.

WELCOME TO PICK ELEMENTARY SCHOOL!

Greetings Pick Family!

We would like to take this opportunity to welcome you all to a new academic year at Pick Elementary. Our theme this year is "***Pick Leaders Rock! We are rocking and rolling with leading and learning at PES!"*** We will work together as a school family to discover, investigate, and celebrate learning while respecting diverse perspectives. As educators, we commit to work diligently to provide rich, meaningful experiences for your children and to involve them in these activities so they can take ownership of their learning. We encourage you, as the parents and advocates for your children, to support your child at home by communicating regularly with your child's teacher, reviewing and checking graded papers and homework, and reading together daily. We encourage you to stay involved as much as possible from home.

Please take advantage of our school website, school newsletters and classroom communications to help stay connected and informed with our PES events and school news. We would like to invite you to visit our website often for updated messages which will highlight and celebrate the successes of our students, teachers, and PES families. You can also connect with us on Facebook.

Leadership is a strong focus at Pick Elementary. We are all leaders! At PES, we are working and growing together to foster students who will take an active role in making our world a better place. As we embrace our unique gifts, we also work to grow in the *7 Habits of Happy Kids* throughout the year. We encourage all students at PES to show their leadership throughout the school day, and we hope they take these skills outside of school as well.

Please note that practices, procedures, and calendar events included in our handbook are subject to change without notice based on guidance from the Alabama State Department of Education and/or the Alabama Department of Public Health as we continue to monitor the health and safety of all at school.

Thank you again for sharing your precious child(ren) with us! We look forward to making many wonderful memories with you and with your family.

PES TEAM

Please also read the *Auburn City Schools 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, DR. TIM HAVARD, AUBURN CITY SCHOOLS, PO BOX 3270, AUBURN, AL 36831-3270 (334) 887-2100.

Academic Expectations:
Teachers in ACS teach local, state, and federal standards as set forth for us. The Alabama Course of Study standards may be viewed at **www.alabamaachieves.org** Your child's teacher will share more about this at Curriculum Night in August.

Teachers use sound, research-based instructional strategies. Benchmark Reading is a primary resource for our Language Arts instruction. Students are required to think deeply and use a variety of comprehension strategies as they read to understand text of many genres.

We are using inquiry-based methods to teach Math and Science. As a school system, we adopted the Math Series, Envision, Kindergarten- Grade 8 as our primary Math resource. In Science, our STEM Scopes resource promotes many hands-on learning opportunities. Changes in state and national assessments call for more rigor and relevance to your child's reading, math, and science programs; therefore, students are required to not only answer questions but provide written proof as to *how* they arrived at their answer.

Recent legislation passed in 2019, requires that students read on grade level by Grade 3. In 2019, the Alabama legislature passed the **Alabama Literacy Act**. The **Alabama Literacy Act** was established to improve the reading proficiency of public-school kindergarten through 3rd grade students and ensure students are able to read at or above grade level by the end of the 3rd grade. PES teachers participate in ongoing professional development and coaching on the Science of Reading to support reading growth for all students. Students that do not demonstrate sufficient reading skills at the end of 3rd grade will receive notification that he/she may not be promoted to 4th grade. You may click to view Alabama Literacy Act Frequently Asked Questions.

FERPA: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. **Sharing Information regarding any student is prohibited.**

School Climate

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

At Pick, we promote positive behavior practices through leadership. Leadership is encouraged throughout the academic day. Some of the leadership traits we encourage are:

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

Each student and staff member at PES is assigned to a 7 Habits Leadership Team. Each Team has a team color. We encourage all students to wear their Team/color when we have "Pick Pri-days" to celebrate our Pick Pride and leadership. 7 Habits T-shirt information will be available after our August team reveal day.

We make every effort to encourage Positive Behavior Support through phone calls home and notes to let parents to celebrate student leadership and success. Our Character Education program promotes good choices for home and school. Our counselor, Ms. Brown, will discuss a new trait with students during classroom sessions each month. We recognize examples of this trait displayed by children during the school day. We are proud of the many rich opportunities provided for students to be successful at school.

Should there be a need to address behavior at school, we may impose the following:

- Verbal or nonverbal warnings in the classroom
- Loss of privileges. Ex: alternate recess, silent lunch, time-out to reflect
- 10-minute Time-out in the classroom to reflect and consider better choices
- 30- minute Time-out in another area/classroom to reflect and consider better choices
- 30 minutes to 2-hour time out with administration/counselor
- Phone call to parent/guardian to discuss a plan
- Meeting with school counselor or administration to discuss actions and better choices
- Conference with parent/guardian and student could be included
- ISS assignment- (In-School Suspension) length to be determined by administration
- Tier II Intervention Plan
- Tier III Intervention Plan
- Out of school suspension- to be determined by administration

Refer to the ACS Student Handbook in the Behavior and Discipline section for types of offenses and other information regarding school behavior expectations. Please sign the pages at the end of this handbook to verify that you have read the information above.
If your child is involved in a situation which will require disciplinary action, we will notify you. Due to students' confidentiality, we are not able to discuss with you, disciplinary actions imposed on other students who may have also been involved.

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

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

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

At PES we promote Pick PRIDE:

ATTENDANCE

ABSENCE MONITORING BY PARENTS:
Parents of students in grades 3-12 can routinely monitor absences by accessing their student's information on the PS Parent Portal on the ACS web site (www.auburnschools.org). If a parent has a question or concern about an absence, the parent should contact the school as soon as possible.

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) to the school principal for each student's absence within three (3) days of the student's return to school.

For a student's consecutive days of absence, a parent/legal custodian or guardian may submit one written excuse. The number of days absent covered in that written excuse will be counted as individual written excuses toward the allowed maximum five (5) parent written excuses per semester.

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 nurse **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.

If a student fails to attend school without submitting a timely parent, medical or legal excuse, the student and parents/guardians are subject to court intervention.

PERSONAL TRIPS AND ACTIVITIES:
Students are expected to schedule out-of-town trips and other activities during preset vacation periods and holidays on the ACS academic calendar. Advance notice of personal trips/activities during the school day should be provided to the student's teacher or principal. Personal Trips are not excused absences.

ABSENCES AND ACADEMIC CREDIT:
According to Auburn City Schools Board policy, a student who has more than ten (10) unexcused absences per year (grades K-7), or more than five (5) unexcused absences per semester (in grades 8-12) may be retained.

WAIVER:
The 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 student as determined by the principal, and/or religious holidays as approved by the Superintendent or his/her designee.

Missed Academic Work and Make up Opportunity:
Written excuses for absences must be submitted by parents/guardians within three (3) school days (including the return date) of the absence. If not, the absence will be coded as unexcused, and zeros may be given for the missed work. Appeals of this procedure will be reviewed by the principal. After five (5) absences have accrued in a semester, a doctor's or legal excuse may be required for additional absences to be excused.

Students with **excused absences** have five (5) school days in a semester upon returning to make up any missed work. At the teacher's discretion, they may or may not be given the same work done by the students who were in class.

Students with **unexcused absences**, may be allowed to make up some or all missed work at the discretion of the school administration. The student may or may not be given the same work done by the students who were in class.

STUDENT WITHDRAWAL DUE TO ABSENCES:
The Code of Alabama § 16-28-40 defines withdrawals as "more than ten (10) consecutive days or fifteen (15) days of total unexcused absences during a single semester." A student meeting these criteria (without acceptable parent, doctor, or legal excuses) is subject to withdrawal from school.

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. Upon the seventh unexcused absence, a referral will be made by the attendance supervisor to the Lee County District Attorney's office to seek assistance from Helping Families Initiative (HFI). Helping Families Initiative will contact the parent/guardian to provide assistance/interventions from community agencies and area partners to improve student attendance.

STEP FIVE -Nonparticipation with HFI or continued unexcused absences If the parent refuses HFI services and/or the student continues to incur unexcused absences, a truancy petition will be filed with the Lee County Family Court.

- Any student ordered to court with a truancy petition could be adjudicated to Children in Need of Supervision, (ages 13-18)) or dependent (ages 5-12) by a family court judge. A judge can order additional supervision and services through juvenile probation, Integrea (formerly 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.

TARDIES:
Students are expected to be in the classroom and ready for instruction to begin when the **7:30 a.m**. bell rings. Promptness in arriving at school is expected of all children. A student is considered tardy if he/she arrives in the classroom after the 7:30 a.m. bell. Students arriving after 7:35 a.m. will need a parent/guardian to come inside the school to sign them in for the day. Letters will be sent to the parent/guardian after a student has accumulated over 10 tardies. Tardy stickers will be placed in your child's planner the day he/she is tardy, and these notices are to be initialed by the student's parent each time a child is tardy. Communication will be made to the parents/guardians by the attendance officer if a student is tardy an excessive number of times during a semester. Excessive tardies are reported to the proper agencies. Excessive tardies may also require the parent/guardian to come inside the building for the remainder of the academic year to sign their child in on days they are tardy to school. Morning drop-off begins at 7:05am for buses/vans and 7:05am for all car riders. Please have your child to school in time to come inside and get settled and seated by 7:30am. It is very difficult for children to be prepared when they arrive consistently as the 7:30am bell rings.

CHECKING OUT OF SCHOOL:
Please do not call the school office and request that your child wait for you in the office before you arrive to check them out. It is important that they remain supervised in the classroom until you arrive to check them out. In the event a child needs to be checked out of school, a parent, guardian, or authorized person, must first come to the office and sign him/her out. Your child will be called from his/her classroom to 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 be in the Portal as an Emergency Contact before permission to take your child off campus will be granted. **Your child's registration information should have the names and cell numbers of at least FOUR local emergency contact persons 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. Students should not be regularly checked out due to parent work schedules or after school supervision circumstances.

AUBURN CITY SCHOOLS AFTER-SCHOOL PROGRAM (ASP):
Pick Elementary does offer an After School Program for its students. The program operates on school days only and offers many activities for the students to learn from and enjoy. For more information, contact **Elizabeth Bowerman-Director** (887-2119) or the school office. The hours are from 2:20pm until 5:30PM. There is a $25.00 registration fee and the monthly charges are based on the students' lunch status. There are limited spots in the program, so a waiting list may be in effect at the time you register your child. You will be contacted if there is an opening during the year. Payment for the program is made in 10 monthly installments, so payment is consistent each month regardless of the number of days attended in each month. Please see the director for rates and fees. Students are provided time to work on their homework and participate in after school activities. While homework time is provided in the ASP, homework and studying should still be checked by parents at home.

EMERGENCY PROCEDURES

FIRE DRILLS/SEVERE WEATHER:
Fire, weather, and intruder drills are conducted regularly throughout the school year. Students are taught during the first week of school what to do if the tornado signal, intruder signal, or the fire alarm is activated.

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

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

EMERGENCY COMMUNICATION:
Auburn City Board of Education and/or schools will notify the media to broadcast or televise details of any actual crisis situation. As information on an actual, verifiable emergency, crisis and/or weather concern becomes available, details will be posted online at www.auburnschools.org, ACS Facebook, various social media outlets, electronic broadcast, and/or televised.

During an emergency situation schools and administrative offices will be actively and responsibly engaged in activities to maximize our students' safety and as such may not be available to answer phone calls being received. Parents are encouraged to look for information from authorized sources for accurate and timely information. ACS assumes no responsibility for false, misleading and inaccurate information disseminated by misinformed and unauthorized social media commentators. Announcements about Lee County Schools refer to the Lee County Schools, not Auburn City Schools. Following school closure, all daytime and evening school activities are automatically cancelled until schools are reopened.

EMERGENCY TELEPHONE NUMBERS:
It is absolutely necessary that each student have **all** current phone numbers for which parents can be reached during the day updated in their PowerSchools contacts. If your number changes, please contact the school immediately to let us know the new number. In addition, **we must have at least four local phone 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 communicated with the homeroom teacher and with our school office to update the online portal for your child.

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 recognizes and appreciates the role of parents in assisting their children in making appropriate choices regarding their clothing while attending school within the boundaries provided by this Dress Code. The school principal or his/her designee will have the final decision in determining whether apparel meets the system's dress code.

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.

Guidelines:

1. Clothing should fit properly and be the correct size for the student.
2. Any article of clothing, apparel, or personal accessory (including hair style) depicting violence, drugs, alcohol, firearms, weapons, tobacco, mutilation, sexual reference, gang affiliation, illegal behavior, language or symbols that could be considered suggestive, offensive, or obscene will not be permitted.
3. Undergarments must be worn as intended and in compliance with other provisions of the dress code; undergarments should not be visible.
4. Transparent garments must be worn with opaque apparel underneath to maintain required coverage (this includes see-through fabric, rips, holes, and tears.)
5. Jewelry and accessories that interfere with the safe learning environment are not permitted (heavy metal chains, spikes, etc.)
6. Sunglasses, hats, hoods, or head covering (including bandanas, scarves, wraps, etc.) are not to be worn in school buildings except as related to medical needs, religious practices, or as a component of a school uniform (CTE, band, athletics.)
7. Pajamas should not be worn in school. (This includes sleep pants and onesies.)
8. Appropriate shoes must be worn at all times. House shoes, slippers, shoes with cleats, shoes with wheels are not permitted.
9. Shirts/Tops:
    1. must have sleeves with a minimum of two-inch width (2") on shoulder
    2. must not be low cut, off the shoulder, or racer back
    3. must overlap with pants/bottoms to conceal abdomen/waist - including during activity
    4. crop tops, exposed midriff, or bare sides are not permitted
10. Pants/Shorts/Skirts/Skorts/Dresses:
    1. must be worn at the waist level and fit properly
    2. garment must cover upper thigh and measure five inches (5") or longer from end of torso in front and in back; length is measured when standing
    3. apparel must be appropriate for student participation in all school activities
    4. rips or tears must be below 5" from end of torso unless concealed by material beneath holes

TRANSPORTATION:
You will be asked to communicate your child's mode of transportation home at our *Meet Your Teacher* event in August. If your child ever changes their mode of transportation home, a PES **Change of Transportation form** is required the morning of the change. Please do not call the school office or send in a handwritten note to change transportation plans. Students who verbally share a change of transportation home will be sent home their regular route unless communication is received timely. We will strictly enforce this, and we thank you for working with us to assure the safe dismissal of your child daily.

Bike Riders
Children who live close enough to school to ride bicycles are invited to do so. Bicycle racks are located next to the school for their convenience. Bikes must be walked while on school grounds. Bike riders are dismissed at 2:35p.m. As a safety precaution, all bike riders are required to wear helmets. Please discuss bike safety with your child. Bike safety information will be offered to all students through our Physical Education curriculum.

Bus Riders
Students eligible to ride the bus should ride only their assigned bus. Teachers will supervise the loading and unloading of buses. Buses will load for afternoon dismissal at the 2:20 bell. Parents are responsible for bringing and picking up any student who misses the bus.

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

1. Obey and cooperate with the bus driver. The driver and/or PES staff may assign seats for students.
2. Be seated immediately after boarding. Remain seated and face forward.
3. Do not talk to the driver except in emergencies.
4. Do not scuffle with or harass other students.
5. Do not yell, fight, quarrel or use profanity.
6. Keep feet, arms, and belongings out of the aisle. Do not put feet on the bus seat.
7. Keep hands, head, and objects inside the bus.
8. Help keep the buses clean by picking up any trash that is dropped.
9. Do not eat, drink, or chew gun on the bus.
10. Do not bring weapons, replicas, fireworks, or anything that endangers the lives of others on the bus. Also, there will be no smoking, or striking matches or cigarette lighters on the bus.
11. Do not commit careless or willful acts which may cause injury to others.
12. Do not commit careless or willful acts which may cause damage to the bus (parent/legal guardian may be held financially responsible for repairs or replacement).

Bus Discipline
Administrative responses to discipline referrals for violation of bus expectations and rules may include, but are not limited to:

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.

Car Riders

Parents/Guardians who pick children up from school will not be allowed to arrive and stay parked on the premises earlier than 2:00pm. Please do not arrive before 2:00pm to wait in our drive to pick your child up.

Children riding in cars can arrive at 7:05am and will be dismissed at 2:20pm.

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

In the morning, parents are requested to drive their cars up to the curb under the canopy to leave children in the morning and to pick them up in the afternoon. In the morning, we ask that your child be ready to get out of the car so as soon as your car comes to a stop. Your child should quickly exit. This will support the carline moving smoothly. Students may open their own doors and exit a car when adults are present on the sidewalk. Faculty and staff will be on duty in the morning and the afternoon to help unload and load children safely. Children will only be supervised 25 minutes before school (no earlier than 7:05 a.m.) and approximately 20 minutes after school. Children who have not been picked up by 2:45 p.m. will be taken to the ACS After -School Program, and there will be a fee charged.
Car deliveries should only take place in the front drive. ***Students* MAY NOT be left in front of the school unattended** before the 7:05am bell rings.

Day Care Pick Up

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

Walkers

Children who walk home are dismissed at 2:35 p.m. Students will depart from the front of the school and should remain on the sidewalk as they leave the school grounds. Parents are kindly asked not to park across the street and wait for their child, but instead pull through the carline to ensure a safe departure from school. Students should not return to the school after dismissal for any reason.

FIELD TRIPS:

A signed permission form and any money due must be returned to the school **one-day prior** to each field trip. **Verbal permission cannot be accepted**. Only the ACS permission form, signed by the parent/guardian, is accepted as formal permission to attend a fieldtrip. Any school/sack lunches ordered on the permission form prior to the trip must be paid for, even if a lunch is brought from home on the day of the trip. Please take advantage of the ACS e-

payment program, My School Bucks. This will allow you to make fieldtrip payments, lunch payments and pay for fees and other services at school. The link to e-payment is: www.myschoolbucks.com

Appropriate behavior is expected of all students while on an off-campus trip. Inappropriate behavior on a field trip may result in denial of participation in future field trip activities. Students with a history of discipline situations may be exempt from a fieldtrip but will still be provided a regular school day. This will be determined by the homeroom teacher and administration.

While parents who agree to serve as field trip chaperones are greatly appreciated, younger siblings will not be allowed in order to provide adequate supervision for Pick students. The purpose of being a chaperone is to assist in supervising the school-aged children attending the trip.

GRADING PRACTICES:

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

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

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

Grades 3-5

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

Students are responsible for completing all assignments timely. Turning in assignments timely is a life-skill and one we want your child to develop. Some assignments or projects may be provided in advance with a *date due* and include a criterion for grading. It is important to check your child's planner nightly so that you can assist your child in completing assignments in a timely manner. Communicate with your child's teacher if you do not understand an assignment. Check the teacher's class newsletter for more information regarding assignments, due dates, and projects. Teachers may use a variety of methods for assessing your child's work. Examples might include: rubrics, self-assessments, criteria goals with points,

paper/pencil tests, fill in the blank, written answers, bubble-in, individual projects, small group projects, computer-based assessments, oral assessments or a combination of more than one of the above. **Formative Assessment Measures** are administered throughout the 9-week grading period to gauge your child's mastery of a concept or skill. The **Summative Assessments** are administered less often and reflect mastery of several skills over a period of time.

GRADING PERIODS AND REPORT CARD DATES 2023-2024

Report cards are sent home at the end of each nine weeks grading period.
Ending Dates for each nine week grading period:

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

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

Grades K - 12:

1st nine weeks: October 23, 2024
2nd nine weeks: January 15, 2025
3rd nine weeks: April 2, 2025
4th nine weeks: May 22, 2025

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

- September 4, 2023
- November 13, 2023
- February 5, 2024
- April 15, 2024

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

TEST DATES:

We have a variety of assessments we must administer during the year to document your child's academic progress. Please stay informed of the dates for formal testing so your child is at school each day to be assessed. Your child's attendance is expected and necessary. The district and state assessments to be administered to our students at PES include:

STAR Reading and Math screening assessments are administered throughout the year to measure progress and determine if interventions are effective.

ACAP (State Summative Assessment) is to be administered March 17 – April 25 with exact dates for each grade level TBA.

ACCESS for English Language Learners is to be administered January 13 - March14.

HOMEWORK:

Homework is an integral part of the instructional program. It may consist of such activities as make-up work, meaningful projects, collecting materials for classroom projects, or nightly

reading. Homework may be assigned in order to stimulate independent study habits, to aid in developing responsibility and self-direction, and to reinforce learning. Check your child's planner nightly for homework assignments.
It is the student's responsibility to see that homework assignments are written down and then handed in or ready to be checked at the time requested by the teacher. Most often, homework fulfills an immediate need for reinforcement of a skill learned that day or for preparation for the next day's lesson. Parents may obtain homework for a child who is absent due to illness by calling the school office by 9:00am. The child's books and homework may be picked up in the office at the end of the school day. **Class work must be completed at school.**

PARENT TEACHER CONFERENCES:
Monday, October 21st, is designated as *Parent Conference Day* this year. Meetings can be held in person or virtually. You will receive your child's first report card at this scheduled conference date. Report cards cannot be provided earlier than the board approved dates. Parents will be contacted by their child's teacher prior to this date to schedule an online/in person appointment. Parents are urged to take advantage of this opportunity to monitor their child's progress first-hand. Parents are requested to call the school's office or send a note to the appropriate teacher(s) to arrange additional conferences. Teachers are only permitted to meet with the legal parents/guardian of any student.

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

SCHOOL COUNSELOR:
School counseling assists students in their efforts to learn the skills and attitudes required for school success. The counselor places strong emphasis on helping students develop self-awareness, self-esteem, and good interpersonal relationships. Auburn City Schools offers school based mental health services for students with significant issues that impede classroom learning. For more information, please contact your school counselor or administrator.

As a part of the Pick experience, students see the counselor for classroom guidance lessons regularly. Students learn leadership skills, academic skills, and social skills through classroom lessons. Additionally, the counselor works directly with students, individually and in small groups, to deal with unique or problem-centered concerns that require more privacy or attention than can be accommodated in whole group activities.
Visit Ms. Brown's website for more information:
https://al01901372.schoolwires.net/Domain/1401

On June 4, 2015, legislation was signed into effect as HB 197. You may have heard of this legislation under its more common name, ***Erin's Law***, in honor of Erin Merryn, a brave young

woman who has crossed the country advocating for laws to increase awareness of sexual crimes against children. Alabama law requires age-appropriate child sexual abuse prevention education for children in pre-kindergarten through twelfth grades in all public schools.

During the year, the school counselor will be presenting two lessons to each class in 3rd and 5th grades to meet the requirements of Erin's Law utilizing the curriculum *Safer, Smarter Kids*. This curriculum was created to educate and empower students with knowledge and skills to stay safe.
For more information about the lessons being presented please visit www.safersmarterkids.org . For more information or questions about this law, visit www.erinslaw.org or contact Ms. Brown.
Mrs. Burney will also cover the state required lessons with students regarding the ***Jason Flatt Act*** (SB 11, Effective May 10, 2016) for suicide prevention.

PICK'S LIBRARY:

The library is central to the learning process and provides students with knowledge, skills and ideas that promote learning, reading, and discovering. Our programs support the curriculum of the school by ensuring all students are effective users of ideas and information. This mission is accomplished by:

- providing intellectual and physical access to materials in all formats
- providing instruction to stimulate interest in reading, viewing, and using information and ideas
- teaching information literacy skills necessary to access, use and evaluate information from a variety of sources
- working with other educators to design learning programs and projects that meet the needs of individual students
- providing opportunities for student creativity and growth through technology and makerspace projects
- developing 21st Century Learning Skills of collaboration, cooperation, digital citizenship, and global learning

All students have a library notebook and a library card. Students come weekly to check out books. Third grade students may check out one book at a time and fourth and fifth grade students may check out two books at a time. Books may be renewed up to two additional times unless they are on hold for other students. The student must bring the book to the library in order to renew the book. If a book is damaged, the student should report the damage so that the library may, if possible, repair the book. If a book page accidentally rips, please do not attempt to repair the book at home. The library uses special book tapes and glue that resist heat and will not discolor. If a book is lost or damaged beyond use, the student will pay the cost of the book so that it may be replaced for the library. Students will receive overdue book notices when books need to be returned. If books are not returned, parents will be notified by letter and phone call. All lost / damaged book fines should be resolved prior to the end of the school year.

For more information, please go to the Pick Elementary Library web page.
https://www.auburnschools.org/domain/1552

PHYSICAL EDUCATION

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

1. Wear Tennis Shoes for the safety and health of growing hips, knees, ankles, and feet. Boots, sandals, flip flops, shoes with elevated heels, or ANY brand of slip-on shoes, including Crocs should NOT be worn during physical education class or while participating in recess.
2. Shorts must be worn under skirts and dresses.
3. A parent or doctor's excuse must be sent when students are unable to participate.
4. A verbal excuse by the student will not be accepted as an excuse from PE. A written note from the parent is required and is acceptable up to 3 consecutive days. After 3 days, a doctor's excuse will be necessary. Communication with our school nurse should always follow a doctor's excuse from PE to be sure we are all clear on the injury and what has been recommended by medical personnel.
5. Students cannot be excused from physical education to rest up for after school activities such as soccer or baseball.
6. Information must be provided timely to the school regarding relevant health problems. If necessary, please discuss them with our school nurse.
7. Parents should become involved and provide encouragement whenever possible.

ILLNESS:

School nurses monitor for symptoms of communicable, and/or infectious health conditions. When symptoms exist, your child may not attend school. If symptoms occur in school, you will be contacted and you must pick your child up from school. Please ensure your contact information is correct and updated as needed. If your child is diagnosed with an infectious illness or has symptoms of an infectious condition at home, you must keep your child home from school. * The following guidelines must be adhered to:

- Persistent Fever: Oral temperature of 100.0 degrees or higher
  Cannot attend school until fever free twenty-four (24) hours without fever-reducing medication.
- Vomiting: Cannot attend school if the following exist:
  o One(1) episode of vomiting + the presence of another symptom (fever, diarrhea, etc.);or
  o Two(2)or more episodes of vomiting within a twenty-four-hour(24)period, even if no other symptoms exist.
- Diarrhea: Cannot attend school if the following exist:
  o One(1)episode of diarrhea+ the presence of another symptom (vomiting, fever, etc.);or
  o Three(3) or more episodes of diarrhea in a twenty-four hour period, even if no other symptoms exist.
- "Pink Eye": Should remain home for twenty-four (24) hours after the first dose of prescribed medication is administered.
- Chicken Pox: Cannot attend school until all blisters have formed scabs.

- Strep Throat: Cannot attend school until twenty-four (24) hours after prescribed medical treatment is administered and fever free.
- "Flu" or Flu-like symptoms: Cannot attend until fever free twenty-four (24) hours without fever-reducing medication. You should inform the school nurse if your child has a confirmed diagnosis.
- Impetigo: Cannot attend school until twenty-four (24) hours after prescribed medical treatment has started.
- Ringworm: Cannot attend school until medical treatment has started.
- MRSA: "Staph infection": Cannot attend school until prescribed medical treatment is started, fever is absent, and the affected area is covered and without copious amounts of drainage present.

* You must submit proof of treatment or a statement of clearance from the health department or medical provider if proof is requested by the school nurse.

IMMUNIZATIONS:

You must submit one (1) of the following immunization forms to the school nurse or school registrar in order to enroll your child in school. You must also submit one (1) of the following any time additional immunizations are given as required for school entry (i.e. Tdap when 11 years old and entering 6th grade). *In the event of a real or threatened disease outbreak, students who have not been vaccinated may be excluded from school per CDC guidelines. Students who do not have one (1) of the required documents will not be allowed to enroll or register.

- A valid *and up to date* Alabama *Certificate of Immunization*
- A valid Alabama Department of Public Health *Certificate of Religious Exemption*
- A valid Alabama Certificate of Medical Exemption

MEDICATIONS FOR STUDENTS:

No medication will be given to any child unless it is provided by the parent and accompanied by a signed permission form. We will need the parent/guardian to complete all requested information and return the ALSDE form and the medication to the school office to be received by our school nurse in person. Please DO NOT send the medication with your child to school. Any measuring utensils should also be included. The office provides no medicine, such as aspirin or Tylenol. **ALL MEDICATION BROUGHT TO SCHOOL MUST BE KEPT IN AND DISPENSED FROM THE OFFICE.** If your child has any pre-existing medical problem, which might affect his/her performance at school, please indicate the condition on the registration card, health form and communicate with our school nurse so that teachers might be alerted to any potential problems.

SCHOOL INSURANCE:

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

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

LOST AND FOUND:

Lost items are placed in containers provided for that purpose, but it is the responsibility of the student to check for missing items. **Parents are strongly encouraged to label all of their**

child(ren's) belongings. Proper labeling enables us to quickly return lost items directly to the student. Items not claimed by June 1, 2025 will be donated to charity.

SNACK/FRUIT BREAK:
If your child's teacher schedules a daily fruit break and your child chooses to participate, please provide healthy snacks for him/her. Fruit, crackers, or dry cereals are good choices. Snacks should be prepared and ready to eat. Juices are discouraged due to accidental spills resulting in carpet stains, and a need for change of clothing, etc. CARBONATED DRINKS AND FAST FOODS WILL NOT BE ALLOWED by students or visiting parents for lunch**.** Children will need to have a healthy, easy-to-eat snack, so please do not send candy, cookies, or chips for a snack.

CHILD NUTRITION PROGRAM:
It is the intent of the Auburn City Schools Child Nutrition Program to provide nutritionally balanced meals for students during each school day. It is also the policy of the Auburn City Board of Education to operate in compliance with federal, state, and local regulations pertaining to the National School Lunch and Breakfast Program. All school locations offer a school breakfast and lunch meal for enrolled students as part of the National School Breakfast and Lunch Program.
Students eating breakfast should arrive before 7:30am and report directly to the cafeteria. They will take their breakfast back to the classroom. All breakfast should be eaten by 7:30am bell.

It is the responsibility of the parent/legal guardians to pay for student meal purchases in advance or on a daily basis. (*Code of Federal Regulations NSLP 7 CRF 210, Revised 01-01-9*) Parents may access and deposit funds in each student's meal account online at www.myschoolbucks.com.

Meal prices are subject to increases and are made available as soon as revised.

BREAKFAST PRICES REV. 6.10.24		LUNCH PRICES	
Elementary schools	**$2.00**	**Elementary schools**	**$2.75**
Secondary schools	**$2.00**	**Secondary schools**	**$3.00**
Reduced price breakfast	**$0.30**	**Reduced price lunch**	**$0.40**
Visiting adults	**$4.00**	**Visiting adults**	**$5.00**
ACS employee	**$3.25**	**ACS employee**	**$4.00**

A–LA–CARTEITEMS

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 for a-la-carte items.

INSUFFICIENT FUNDS IN STUDENT'S MEAL ACCOUNT

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.

Students in grades K-9 will not be denied a meal. These students will be allowed to charge for up to two (2) lunches and two (2) breakfast meals. When this limit is reached, students will be given an alternative meal until charges are paid in full.

FREE AND REDUCED LUNCH OPTIONS

Students may qualify for free or reduced-price meals (breakfast and lunch) if the income level of the household and the number of members living in the household meet national school lunch and breakfast federal guidelines.

Families may complete a *Free and Reduced Price School Meals* application during registration and/or at any time during the school year. Applications are available at the schools or can be accessed online at www.myschoolbucks.com.

The qualification for free or reduced-price meals is not retroactive to any fees and/or meal charges already incurred.

If your child is allergic to any of the major food groups, you may discuss this problem with our food service manager who will try to work out substitute foods for your child. A doctor's statement as to the specific allergy is required. Due to the high number of children served daily, our lunchroom cannot accommodate food aversions for individual children. Please check the menu and pack a lunch for your child on days when the menu items are not appealing to your child. Please do not send carbonated drinks or caffeinated drinks with your child to school for lunch or snack. Please send a healthy snack with your child each day. Fast food meals should never be sent to school for breakfast or lunch. We will be consistent in enforcing this request. We kindly ask parent and visitors to refrain from bringing in take-out food when visiting for lunch.

BIRTHDAYS:
For the health and safety of all our PES students, **food items are not to be sent to school for** individual student birthdays at all. Parents may send non-food items if they wish, such as pencils, stickers, or a book for the classroom library. Our CNP program is going to recognize students on their birthday month with a special treat. Parents may come have lunch with their child on that special day if there are no visitor restrictions in place. Please notify your child's teacher in advance should you decide to have lunch with your child that day. Please do not bring take-out food to your child for lunch when you visit. * **No flowers or balloons are to be received at school for students at any time for birthdays or other special events.** If your child wants to invite students in his/her class to a personal celebration outside of school, invitations may only be distributed at school if all students in the class are being invited.

PES PTO:
All PES families are encouraged to join the PES PTO. The membership dues are $5.00 per family. Our PTO serves many important functions including support of teachers and students and the total school program. Any little offer of assistance can make a BIG difference, so please consider getting involved this year. There are several PTO committees that are seasonal and would not require a lot of your time, but your contribution to them could be very powerful. Please contact our PTO President, to find out how you can get involved.

MONEY:

We request that children not bring any unnecessary money to school with them, since money is often misplaced during the day. If your child needs to put money in his/her lunch account, please see that the money is enclosed in an envelope with your child's name on it. Loose change is easily lost during the school day and money can be easily lost when left inside of desks. When sending money to school at any time, for any reason, you are encouraged to place it in an envelope with your child's name, the teacher's name and grade on the front and specify what it is for. Please take advantage of the ACS e-payment program. The link is: www.myschoolbucks.com This will allow you to make any payment for school services in a safe, secure way. We do not keep cash on hand at school, so we are not able to make change for any reason.
Auburn City Schools may use a check recovery service to collect returned checks. By making payment to the school, a person authorizes Auburn City Schools to recover the face amount of a check returned unpaid for any reason. In addition, a returned check fee of the maximum amount allowed by law will be recovered. This recovery may be done electronically or by traditional collection methods.
All checks will require makers name, address, and home telephone number. The School District **will not** accept unsigned, postdated, counter or starter checks.

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

1. Current year property tax receipt, PLUS one current utility bill, or;
2. Current lease/rental agreement Plus one current utility bill, or;
3. Current mortgage, mortgage statement, or Warranty Deed Plus one current utility bill

SCHOOL-HOME COMMUNICATIONS:
Please be sure that all communications/signatures on any documents regarding a student at Pick Elementary are made by the legal guardian/parent. Teachers are not able to discuss a student's progress with anyone other than the legal guardian/parent. Family friends and relatives are welcome to join a conference with the parent/guardian present. Student information is never disclosed to anyone other than the parent/guardian. This is in line with all FERPA Laws.
If you would like to receive teacher newsletters and PTO newsletters via email, please be sure your child's teacher has an accurate email address. School wide emails regarding programs and important dates will be sent out regularly by administration. You will receive updates about PTO news and other important school-wide information.

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

Parents who wish to opt-out of having their enrolled students photographed or videoed at school related events and used for ACS approved reporting and/or public relations purposes, must submit a written opt-out statement to the principal. Parents of students enrolled after the start of a new school year must submit a written opt-out statement to the principal no later than the first day of the student's attendance. (See ACS Student Handbook)

If you email your child's teacher, please keep in mind that an immediate response is not always possible. Teachers are with children all day. Please call the school and speak to the teacher during a planning period or after school if there is an immediate need. We ask that you do not rely on email communication for an immediate response.

SURVEYS:
Throughout the year, we may request your participation in surveys to provide information to help us make decisions. We greatly appreciate and respect your feedback through these surveys.

CLASS PARTIES:
Your child's teacher will announce any class parties that will be held during the year. Classroom parents may be asked to assist the teacher with party supplies on volunteer basis. Children are not to bring or exchange gifts for any classroom parties. Children with food allergies should be provided alternative food items by their own parents to assure food allergy safety.

SCHOOL PICTURES:
School pictures will be taken on **Friday, September 6, 2024.** If a student is absent on Picture Day, they will have an opportunity on Makeup Day on October 28, 2024. Spring Picture Day will be Monday, March 24th.

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

SCHOOL VISITORS:
We welcome and enjoy parent participation in their child's education.
For the safety of student and personnel at Pick Elementary School, *everyone* who visits our school, for any reason, will be required to go straight to the office, sign in with our School Verkada sign-in system, and obtain a visitor's sticker to wear, NO EXCEPTIONS. A Driver's License will be required to sign in. Even if visiting our school for activities outside, you can be required to go to our school office to obtain a visitor pass. We will strictly and consistently enforce this request.

More information regarding classroom visits can be found in the ACS Student/Parent Handbook, page 42.

TELEPHONE CALLS/MESSAGES:
Please do not call the school with messages for students unless there is a true family emergency. Likewise, children will not be allowed to use the school phone unless there is a student- related emergency and in that case, the call will be made by school personnel. If a teacher needs to contact a parent regarding a classroom situation, the teacher will contact the parent directly. Children should not expect to use the phone to determine transportation arrangements. Calling home to ask for forgotten books/supplies/PE equipment is discouraged. Should a change in the mode of a child's regular transportation need to be made, a **Change of Transportation** form should be completed and given to the office staff the morning of the change for administration approval. We document daily transportation home, so these forms are important and necessary. Transportation forms can also be emailed to school office at kweaver@auburnschools.org
Teachers are very busy instructing children during the instructional day and may not have time to respond to emails immediately. If you need to discuss something with your child's teacher, please schedule an appointment and have a face-to-face meeting, or call to discuss your questions with your child's teacher. Issues of importance should not be communicated /discussed electronically as words are often not interpreted correctly. Further, conferences to discuss issues should not be expected in the morning before the bell rings without a prior appointment. This is to protect instructional time and allow your child's teacher to meet and greet all children at the door.

SPECIAL EDUCATION:

Eligibility for special education and related services is based on a referral, evaluation and the statewide placement process. To meet the needs of children with exceptionalities, certified special education teachers and related service personnel provide services. Staff members and parents can make a referral for special education services regarding a particular student to the Response to Instruction (RTI) Team or you may contact a special education teacher or school administrator. Additional information is available at this link:

https://www.auburnschools.org/Page/2513

ACADEMIC VENTURE PROGRAM:

According to the 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/enrichment referrals using a state approved multi-criterion 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.

TITLE I SERVICES

Pick Elementary School is a Title I School-wide School.
This means that the federal funds we receive to supplement instruction for students can be used with every student in our school.

Title I Lead Teacher: Mrs. Tracie Hiller is our Title I teacher at Pick Elementary. Her email address is tkhiller@auburnschools.org
Additional information about the Title 1 Program may be found on this PES Title 1 webpage link.

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

How Do We Accomplish this Purpose?

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

Title I Parent/School Compact-

Each year, parents who volunteer to serve on the Parent Advisory Committee participate in the revision of the Parent/School Compact. This compact is an agreement between home and school highlighting ways to support our PES Leaders. Parents are asked to sign the compact each time a parent-teacher conference is held to remind both parties of the agreements made to support the students. You will receive a copy of this compact the beginning of the school year. If you would like to serve on the Parent Advisory Board, please contact the Title I teacher. We would love to have your participation and input!

Who Receives Title I Intervention?

Teachers can request services for students that are performing below grade level expectations and are in need of intervention on specific reading skills. Students that receive intervention are identified through school selection criteria which includes standardized assessments, school-wide screening assessments, and teacher documentation of student performance.

School-wide Title I schools provide support for all students. The goal of the program is for students to become successful, independent learners that are able to meet state academic standards without the assistance of an intervention teacher.

What Are the Expectations of Parental Involvement?

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

TECHNOLOGY USE AT PES

Students are provided the opportunity to use a variety of technology devices while at school. Students are supervised while using the devices and are provided structured tasks to complete on the devices. All students will be provided directions regarding safe use of technology and proper care of the equipment. Students will have opportunities to practice their keyboarding skills each week in the technology lab to fulfill state objectives.

Students who violate safe use of, damage to, or do not follow directions when using the technology equipment could lose their privileges. Parents will be notified if a student violates

our acceptable use practices or damages a piece of equipment. Damaged equipment which cannot be repaired, will be replaced by the student's family.

ACCEPTABLE USE OF TECHNOLOGY EQUIPMENT

Students attending Auburn City Schools (hereinafter referred to as ACS) are encouraged to utilize the computing capability of ACS in pursuit of their educational objectives. ACS strives to keep up-to-date equipment, software, and communications capabilities at all schools in the system. Students and their parents/guardians in return for the privilege of using the computing resources, software, and communication infrastructure of ACS must agree to this policy.

Students and their parents agree that violation of these policies could result in the suspension of their privilege of using the ACS computing resources but will not relieve or waive the responsibility of the students to complete any work assigned by their teachers.

The use of computers at Auburn City Schools is a privilege afforded to our students to enrich their education and prepare them for the technology they will use in both college and the workforce after graduation. Students who abuse this privilege in any way will be barred from using the computers in the future and subject to discipline appropriate for the offense. Disciplinary measures can include the following: detention hall, ISS, out-of-school suspension, expulsion, and/or legal charges if in violation of state and federal law.

PROPER AND ETHICAL USE

With any learning tool, students and staff must understand and practice proper and ethical use. All individuals using this system must attend in-service training (or receive special instructions) regarding procedures, ethics and security involving using the Internet.

Your signature on the signature page represents your understanding for the safe use practice of technology equipment at PES.

No Student Shall:

1. Utilize ACS computing resources except for the purpose of meeting educational requirements of an activity directly assigned as part of classroom work, extra credit activity, or school-supported functions, which are supervised and monitored by school personnel. Students are to use the computers only for educational purposes related to their classes. Things they may not use the computers for include but are not limited to, games, chat rooms, downloading any type of music, movies, videos, pictures, etc. E-mail is to be used only when supervised by a teacher for educational activities. Students are not to use the internet to access any type of pornographic sites, sites containing profanity, or other sites inappropriate for the educational setting. At no time will a secondary (grades 6-12) student be allowed to use a faculty member's computer for any reason.
2. Access, transmit, copy, or retransmit material, which promotes violence or destruction of property or the manufacture and use of explosive or destructive devices such as,

but not limited to, explosives, fireworks incendiary devices or other devices capable of causing injury or damage to property.

3. Access, transmit, copy, or retransmit any material judged obscene by community standards as defined by the Auburn City Board of Education or any entity designated by the Board to provide such definition.
   Material, including text, lyrics, images, or sound that is pornographic material designed to stimulate erotic feelings by the description or portrayal of sexual activity, is strictly prohibited.
4. Access, transmit, copy or retransmit material which promotes or advocates violence, hatred, harassment/bullying, defamation, cyber bullying or discrimination against any individual or group on the basis of race, ethnic origin, gender, age, religion, sexual preference and/or disability.
5. Utilize ACS computer resources to purchase, lease, sell, or otherwise engage in any form of commerce.
6. Access, transmit, copy, create, possess, or retransmit software, executable files, codes, scripts, macros, or any other material not specifically authorized and installed by ACS.
7. Commit or attempt to commit any willful act involving the use of ACS equipment or network capabilities that disrupt the operation of the ACS equipment or network capabilities.
8. Access, transmit, copy, create, possess, or retransmit software, executable files, code, scripts, macros, or any other material commonly known as a computer virus or worm.
9. Access, create, engage in or otherwise participate in role-playing or the playing of games or gaming software, other than as specially authorized by ACS personnel.
10. Willfully or negligently, damage ACS equipment or facilities including but not limited to computing equipment, network equipment, printers, or other peripheral equipment.
11. Hold over reimbursement to ACS for the cost of repair to predamage status or value of the equipment as determined by ACS including labor at the prevailing local rate for any willful or negligent damage.
12. Copy, retrieve, modify, transmit, or retransmit copyrighted materials, except with permission, or as a single copy to reference only.

Network Etiquette

- Be polite. Do not use abusive or otherwise inappropriate language in your communications.
- Do not reveal physical addresses of students or colleagues unless approved by those individuals. E-mail addresses are frequently shared and may be used.
- Do not use the network in such a way that you would disrupts the use of the network by others.
- All users have the same right to use the equipment. Users shall not play games, or use the computer resources for other non-academic activities when other users require the system for academic purposes.

ACS POLICY-ELECTRONIC COMMUNICATION DEVICES (ECD'S)
*****This includes cell phones, smart watches, etc..**
Students who have a cell phone or Smart Watch in their possession at school are to keep the device in their book bag in a secure location, turned off. If for any reason a student is found

to be using a device at school in his/her possession, the device will be taken up and parents will be notified to come to the school to get the device. We will follow our ACS Code of Conduct should this be a repeated occurrence with any one student. The ACS Policy for ECD's will be strictly enforced at PES during school hours.

The display of and /or use of wireless communication devices or any use of other electronic communications devices used by the students for non-instructional purposes is prohibited on any ACS campus during regular school day instructional hours - which is intended to mean from the beginning to the end of the school day or activity. If a violation occurs, the device will be confiscated, and consequences will be imposed accordingly, as indicated by the school administrator.

The following disciplinary action will be taken:
First Offense: Confiscated device given to parent/legal guardian the next school day after it is taken up.
Second Offense: Confiscated device kept for ten (10) school days, then returned to parent/ guardian.
Third Offense: Confiscated device kept for remainder of term, then returned to parent/ guardian. The Board assumes no responsibility for theft, loss, or damage to any personal /wireless communication device in or out of our possession. The principal or their designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. Use of electronic equipment, such as wireless laptops, distributed by the school system for instructional purposes is allowed. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual or suspected violation of the law, of Board policy, of the Code of Student Conduct or of other school rules, provided that the nature and extent of such examination shall be reasonably related to the suspected violation.

CELL PHONES AND DIGITAL DEVICES DURING TESTING
Students shall not possess any digital device within the testing room when participating in Alabama Comprehensive Assessment Program (ACAP) testing. The possession of a digital device by students participating in ACAP testing is strictly prohibited during the administration of a test. The ONLY exception to this policy is for students who have been pre-approved by the Building Test Coordinator or the Principal to have a digital device that is necessary for the health and/or well-being of the student. If students are in possession of a digital device that is within their reach during the administration of an ACAP test, the device will be confiscated and, if the appropriate administrator determines that there is reasonable suspicion that the device was used to capture, record, or share test information or to facilitate cheating on the test, it may be subject to search pursuant to ACS policy for any information directly related to the ACAP test being administered. Additionally, the student will be dismissed from testing immediately and the test may be invalidated in accordance with ACAP policy. Violation(s) may result in disciplinary action by ACS in accordance with the ACS' disciplinary policy.

WITHDRAWALS

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

PES Handbook

We respectfully request that both the student and parent/guardian read through this handbook together in order to be familiar with these policies and regulations. Having a good understanding of this handbook will help answer questions you could have during the year.

Any copies of other forms will be sent home with your child the first day of school to be returned with appropriate signatures to the homeroom teacher by August 16, 2024. Please sign all appropriate pages for each child in your family who attends PES.

*Please note: Practices, procedures and calendar events included in our handbook are subject to change without notice based on guidance from the Alabama State Department of Education and/or the Alabama Department of Public Health. Please stay informed through email communications, the PES website, newsletters and through information from your child's teacher.

We look forward to a successful 2024-2025 school year!
Pick Elementary School Team

Pick Elementary School
Transportation Form

I hereby give permission for my child, _____, to travel home by:

_____ Car

_____ Daycare Van

_____ Walk or Ride a Bike

_____ PES ASP

_____ Bus #_____ Bus Stop:_____

Student Home Address:_____

Rather than his/her regular mode of transportation:_____ (NA for initial form)

On the following date(s):_____

Homeroom Teacher:_____

Parent/Guardian Signature:_____

Parent/Guardian Phone Number: _____

Note: This form is required ***every time*** your child changes his/her mode of transportation home. Please send this form to school or email the form to kweaver@auburnschools.org before 1:30 pm, so changes can be made.

In granting permission, I hereby expressly waive my claim for liability against Auburn City School, the Board of Education, including its employees and representatives and release them from liability in connection with this trip. Further, I assume full responsibility for any damage to person and/or property caused by my student. I further expressly agree that in the event disciplinary action may be necessary, my child may be returned home at my expense. Further, in case of an emergency or injury to my student, I hereby authorize the school to act in the best interest of my student. I further consent and will be responsible to any medical and/or dental treatment that may be advisable at the discretion of any physician or dentist. I understand that I will be personally notified if it becomes for my student to be returned home and/or require health treatment. It is further warranted that if this Trip Permission Form is signed by one of two parents/guardians, it is with the authority of the other.

Office/Administration Approval: _____

Auburn City Schools Academic Calendar 2024-2025

AUBURN CITY SCHOOLS
2024-2025

AUGUST 2024

New Teacher Orientation……..TBA Great Beginnings
*Teacher Planning Days …….…… .August 2,5,6
*Staff Institute Day…….……August 7
First Student Day……August 8

SEPTEMBER 2024

Labor Day Holiday…… September 2

OCTOBER 2024

End of 1st Nine Weeks……..October 10
2nd Nine Weeks Begin……October 11
October Holiday……..October 18
Staff Development/Parent Conf Day……..October 21

NOVEMBER 2024

Veterans Day Holiday ……November 11
Thanksgiving Holidays……November 27 - 29

DECEMBER 2024

2nd Nine Weeks End……December 19
Winter Holidays Begin……December 20

JANUARY 2025

*Staff Development Day……January 6
3rd Nine Weeks Begin……January 7
Martin Luther King Holiday……January 20

FEBRUARY 2025

MARCH 2025

Spring Break……March 10 - 14
End of 3rd Nine Weeks……March 19
4th Nine Weeks Begin……March 20

APRIL 2025

April Holiday (Weather Make Up Day if needed)….April 18

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

July 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

This calendar is subject to change due to unforeseen circumstances.

Board Approved Nov. 8,2022

First/Last Student Day
*Staff Day, No students in Attendance

PES 2024-2025 Student Handbook Parent/Guardian Signature Page

Child's name _____ Homeroom _____

Please initial each of the statements below and return this to your child's teacher by August 16, 2024. These statements are also in our ACS Student Handbook.

_____ 1. I have read and understand the School Climate and have reviewed classroom expectations with my child.

_____ 2. I have read and understand the Dress Code for ACS.

_____ 3. I have read and understand the ACS/PES grading policy.

_____ 4. I have read and understand the Illness/Immunization policy.

_____ 5. I have read and understand the CNP policy regarding lunch money and understand that if my child wants to purchase extra items, money must first be in the lunch account for my child.

_____ 6. I have read and understand the transportation practices in place at PES and will work to abide by them for the safety of all children at PES.

_____7. I understand that if I do not want my child photographed for the newspaper or PES and ACS social media, I must write a letter requesting my child be exempt and send that to my child's teacher by August 16, 2024 or upon enrollment (if a new student during enrolling during the year).

_____ 8. I understand and have read the **Safe Use of Technology Cell Phone/Smart Watch** policy and responsibilities and will abide by the ACS policies for technology.

_____ 9. I have read and understand there is a **PES Title I Parent Compact** and will work to meet the requests during this academic year to assure my child's success in school.

Parent signature _____

Parent signature _____

Student signature _____

Date _____

Please scan this code to view the Student Handbook on our PES website.

Teacher initials _____This form is to be filed in students cum folder August 16, 2024.