Woodland Pines Elementary School

Student Handbook

2024-2025

Tonya Nolen, Principal

Dana Weaver, Assistant Principal

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Woodland Pines Elementary School
1565 W Farmville Road
Auburn, AL 36832
Telephone (334) 887-4960
Fax (334) 887-4967

Principal……..Tonya Nolen
Assistant Principal……..Dana Weaver
School Counselor……Jeri Helton
Instructional Coach…….Lauren Tyson
Title 1 Instructor……..Doreathea Felipe

Lunchroom Manager- Kristy Waters……887-4967
After-School Coordinator- Melissa Montgomery……..887-4969
School Nurse- Natalie Hunt……>>……..887-4968

MISSION STATEMENT

The mission of Woodland Pines Elementary School is to nurture each student into a well-rounded, confident and responsible individual who aspires to achieve their full potential, through a system distinguished by:

- Academic Excellence
- Positive School Culture
- A Climate that Embraces and Celebrates Diversity
- A Safe Community of Learners

Tw

AUBURN CITY SCHOOLS
2024-2025

July 2024

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August 2024

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September 2024

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October 2024

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November 2024

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December 2024

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29	30	31				

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

January 2025

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February 2025

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March 2025

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April 2025

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May 2025

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June 2025

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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

Woodland Pines Elementary School

FACULTY AND STAFF

Tonya Nolen, Principal

Dana Weaver, Assistant Principal
Teresa Hildreth, Secretary/Bookkeeper

Jeri Helton, Counselor
Wendy Smith, Clerical Assistant

Kindergarten

1. Caroline Bibbee
2. Emily Byrd
3. Mary Clai Chase
4. Molly Guthrie
5. Nicole Hart
6. Tabitha Pitts

First Grade

1. Ginny Atwood
2. Elizabeth Bennett
3. Bonnie Claxton
4. Jennifer Donahoo
5. Rebecca Galberry
6. Pierce Pruet
7. Sarah Roberts

Second Grade

1. Maggie Dunn
2. Mary Jackson
3. Kristy Janney
4. Neporshaie Jones
5. Mackenzie Saunders
6. Rachel Thomas

Resource

Art- Lee Rogers
Media Specialist- Mallory Bonner
Music - Ginger Key
P.E.- Kristen Tolbert
Special Education- Elizabeth Bowers
Special Education- Patience Melius
Speech/Language- Kim Recktenwald
Title I- Doreathea Felipe
Instructional Coach- Lauren Tyson
ESL- Sasha Thomas

Instructional Assistants

Media Assistant- Mandi Rouse
P.E. Assistant- Allie Davis
Technology Aide- Brandee Cooper
SPED Assistant- Carmen Richardson
SPED Assistant- Tyeisha Jackson
SPED Assistant- Kim Pryor
SPED Assisstant – Takeithia Cobb
SPED Assisstant – Jalen Purter
Title I Tutor – Betsy Carlise
Title I Tutor – Elizabeth Alexander
ELL Tutor – Jackie Vickers

School Nurse

Natalie Hunt

CNP Staff

Kristy Waters – Manager
Tantra Spann – Assistant Manager
Jessica Dove El

After School Coordinator

Melissa Montgomery

Facilities/Maintenance

Leon Caldwell
Wayne Gullatte
Mike Ruff

INTRODUCTION

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

ARRIVAL AND DISMISSAL PROCEDURES

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

Staff members are on duty at 7:10 each morning to greet and to supervise students. Students should not plan to arrive before 7:15 a.m. Students begin entering the building at 7:15 a.m. and report directly to their grade level hallway if they are not eating breakfast. Students who eat breakfast will report to the Multi-Purpose Room to eat breakfast, then go to their classroom. Breakfast is served daily from 7:15a.m. until 7:45a.m.

DISMISSAL

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

AUTOMOBILE SAFETY

The student loading/unloading zone is located in the front drive. Please form a single line in the right-hand lane and drive as far forward as directed before stopping. Drivers should remain in their cars. Children should load and unload from the right side of the vehicle. If for any reason, right-side loading is not possible, please ask a staff member to assist your student. Each student will receive a tag with a bar code that will be scanned to pick your child up. Those without a tag will be required to park, enter the building and present identification. Staff members are on duty each afternoon to assist parents and students during dismissal.
No automobile will be permitted to park or idle in the fire lane in front of an Auburn City Schools school building. This ensures that the fire lane is clear for emergency personnel, and that we are creating the safest environment possible. Additionally, automobiles picking up car riders are not permitted to park or idle in the car line more than twenty (20) minutes before the dismissal of students for the school day. Thank you for partnering with us in making the safety of our students and staff a priority.

** It is essential that all parents heed traffic rules when dropping off or picking up children from school. The safety of our children is our primary concern.

LATE PICK-UP

Please call the school immediately if an emergency arises. Students who remain on campus at/after 2:55 p.m. will be directed to a safe location within the school. Parents or guardians are then required to enter the building to sign-out and collect the student(s). If a pattern of late pick-up develops, children will be admitted to the after-school program and the parent-guardian will be charged the regular fee for attendance.

AUBURN CITY BOARD OF EDUCATION

It is the responsibility of the ACS Board to set educational policies and budget funds for all schools. The ACS Board meets on the second Tuesday of each month and the public is welcome to attend all meetings. *Open forum (an agenda item included at each meeting)* allows the public to speak to board members regarding issues involving education/local schools.

ATTENDANCE

EXCUSED ABSENCES

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

- Illness of the student
- Death in the immediate family
- Inclement weather which would be dangerous to the life and health of the student as determined by the principal
- 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. 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 check-outs. 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 principal **at the beginning of the school year** if their child has been diagnosed by a physician with a chronic medical condition that impedes regular school attendance.

TARDY POLICY
School begins at 7:45 a.m. Please make sure that your child arrives on time. Should your child arrive at 7:45 a.m. or later, he/she must enter the school through the office and be signed in by an accompanying adult. For the safety of our children, adults must accompany them to the office. The principal will notify the attendance officer if a student is tardy more than 10 times during a semester.***Letters are sent to parents/guardians after 10 and 15 tardies and after 5 unexcused absences.**

CHECKING-IN & CHECKING-OUT
In the event a child needs to be checked in/out of school, a parent, guardian, or authorized person must use the Verkada system located in the school office. Parents, guardians or authorized persons must provide valid ID each time they enter the school office. Information cannot be saved or "looked up" from a previous visit with the new system. **Do not go directly to the classroom**. Your child will be called from his/her classroom and will come to the office. Upon returning to school, please leave your child at the office and he/she will be sent back to class. **The office must be provided with the names and telephone numbers of at least FOUR local emergency contact persons for each student who are allowed to check your child out.** We encourage children to remain at school until the school day is over in order to receive information, assignments and explanation of content material.
There is no checking out after 2:00 p.m.

BEHAVIOR & DISCIPLINE

In order to ensure a unified system of behavioral expectations, WPE will use Positive Behavior Support Management Strategies, during the 2024-2025 school year. Students may expect to understand and exhibit **"**OWLS" behavior throughout all school environments. Students are expected to be *respectful* to other students and staff members, *hard working*, *good listeners* that are ready to learn, and *safe community members.* (Each teacher will provide further information.)

STUDENT CONDUCT
Self-discipline is taught and expected at WPES. However, parents hold primary responsibility for the conduct of their children. As an important component of our vision and mission, WPES has

established rules and expectations for student conduct throughout the school day, while on school property, during school transportation and while on school-related field trips and events. Should a student exhibit inappropriate behavior, teachers, staff and administration will contact parents with details as quickly as possible. In some instances, immediate parent/guardian attention will be required. In addition, inappropriate behavior exhibited by students during the school day may result in the loss of upcoming field trips or events as deemed appropriate by the principal. Any fees previously paid will be forfeited in this situation.

SCHOOL BUS BEHAVIOR

School bus transportation is provided for students who reside more than two (2) miles from the school. All students who ride the bus MUST follow the behavior guidelines detailed in the Parent and Student Handbook. The driver may assign/change seats at any time throughout the year. All parent questions or concerns should be directed to Mrs. Nolen or Mrs. Weaver.

BULLYING/HARRASSING

Bullying is one particular area of focus for Auburn City Schools. Bullying occurs when one or more students threaten, harass, or intimidate another student through words or actions including direct physical contact such as hitting or shoving, verbal assaults such as teasing or name calling, or socially isolating or manipulating a student: (a) on the school grounds at any time; (b) off school grounds at a school function, activity, or event, or (c) en route to and from school or a school sponsored activity. Physical and verbal bullying will not be tolerated.

BIRTHDAY PARTIES

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

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

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

BUS DISCIPLINE RULES AND EXPECTATIONS

The Auburn City Schools Board of Education provides bus transportation to students who are eligible to ride based on State and local Board of Education provisions. Safety is of utmost importance in the transportation of students; therefore, the Board expects students to follow strictly all rules and regulations regarding school buses. The principal, or his/her administrative designee, has the authority to deny the privilege of riding a school bus when a student violates

established rules and regulations or exhibits behavior deemed inappropriate or detrimental to the safety of others. Parents have access to the "Where's the Bus?" app, which will be used as the primary means of communication regarding bus transportation. When a bus is delayed or the route is canceled, parents will be informed through the bus app. It is important to check the app regularly for bus transportation.

School officials may impose specific rules and regulations for students to follow in riding school buses. The following rules apply as a part of, and in addition to, any bus rules and regulations adopted by the school and transportation department. Students are to:

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

BUS REFERRALS

Discipline referrals for violation of bus rules will include, but are not limited to:
First Offense: Suspended from riding the bus for one week.
Second Offense: Suspended from riding the bus for one month.
Third Offense: Suspended from riding the bus for the remainder of the school year.

CELL PHONES

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

COMMUNICATION & GENERAL INFORMATION

Communications at WPE include conferences, Open House, report cards, progress reports, WPE web page, Seesaw and newsletters.

SAFETY

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

EMERGENCY CLOSING OF SCHOOLS

In the event of severe weather, the Superintendent of Schools will determine if the safety of students and staff is in question, and will then decide whether or not the schools should be closed. Please listen to local radio stations for announcements regarding *Auburn City Schools.* Additionally, the Crisis Communication automated phone system will be used. Please ensure that all contact numbers are current and accurate. Parents are urged not to call the school during emergency warnings as the school line must remain open to ensure immediate contact with the proper authorities.

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

CONFERENCES

At any time, parents/guardians may request a parent-teacher conference by either contacting the main office, or by contacting the teacher directly. Conferences should be scheduled at least 24 hours in advance to avoid conflicts with regularly scheduled meetings and activities. Parent Conference Day is October 18, 2024. Regardless of your child's progress, a conference with the teacher is a valuable component for ensuring student success. Conferences can be arranged by writing a note to the teacher, sending an email, or by calling the school to leave a message for the teacher. Prior to contacting administration concerning academic or behavioral issues, the parent should first conference with the teacher regarding the specific issue.

SCHOOL MESSENGER

Auburn City Schools subscribes to **SCHOOL MESSENGER**, a notification provider. This automated phone call system will call you with recorded information when circumstances require mass notification. It will be used to notify parents about situations such as schools closing for severe weather, change in arrival time from field trips, or general school reminder. **In order to receive important emergency messages from the school, your phone numbers must be current. Should your phone number change since filling out the student information sheet, please notify the school immediately.**

CURRICULUM

Students at Woodland Pines Elementary are taught a balanced curriculum developed and reviewed regularly by teams of educators using the Auburn City Schools program objectives for each subject area.

CHECKLIST

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

For promotion and retention guidelines, refer to the ACS Parent and Student Handbook found on the www.auburnschools.org > *For Parents*.

ASSESSMENTS

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

- Grades K-1: STAR Early Literacy, STAR CBM
- Grades 1-2 – STAR Reading, STAR CBM , STAR Math
- Grade 2- CoGAT, ACAP

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

DRESS CODE

Auburn City Schools seeks to fulfill its mission by providing an environment and culture conducive to learning. School is a working and learning environment. Therefore, the School Board and administration believe students and parents should use good judgment and reasoning in their choice of dress while attending school. Accordingly, clothing must be in good taste for the age and maturity of the student, safe, and not a distraction to others.

ELEMENTARY

- Clothing should fit properly and be the correct size for the student.

- Offensive or suggestive clothing that makes references to violence, drugs, alcohol, tobacco, gangs, or weapons is not permitted.
- 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 or religious practices.
- Shirts must have sleeves with a minimum of two-inch width (2") on shoulder. Clothing items such as halter tops, spaghetti straps, mesh jerseys, or clothing showing the midriff are not permitted. Shirts must overlap with pants/bottoms to conceal waist – including during activity
- Pants must be worn at the waist level. Pants that are too tight, have holes, or allow for exposure of undergarments are not permitted. Baggy or loose fitting pants should be worn with a belt.
- The length of skirts, dresses, and shorts must measure five inches (5") or longer from end of torso in front and in back.
- Shoes must be worn at all times. Shoes with wheels and/or cleats and flip flops are not permitted. Tennis shoes are required for PE.

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

FAMILY RIGHTS AND PRIVACY ACT

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

FIELD TRIPS

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

FOOD & NUTRITION

SNACK/FRUIT BREAK

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

CHILD NUTRITION PROGRAM INFORMATION

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

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

National School Lunch and Breakfast Program regulations do not allow for charged meals. Therefore, it is the responsibility of the parents/guardians to pay for student meal purchases in advance or on a daily basis (*Code of Federal Regulations NSLP 7 CRF 210*, *Revised 01-01-9).* Any uncollected charges become the responsibility of the school where the charges occur and must be paid with non-public funds to the Child Nutrition Program before the end of the school year. **Students in grades K-9 will not be denied a meal. These students will be allowed to charge up to two lunches and two breakfast meals. When this limit is reached, students will be given an alternate meal until charges are paid in full. Students in grades 10-12 will not be allowed to charge meals.**

Students who bring their meals from home may purchase items offered in the cafeteria at a-la-carte prices. Students will not be allowed to charge a-la-carte items.

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

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

	Student Regular	Student Reduced	Staff	Visitors
Breakfast	$2.00	$0.40	$3.25	$4.00
Lunch	$2.75	$0.40	$4.00	$5.00
Milk/Juice	$1.00	$1.00	$1.00	

FOOD ALLERGIES/INTOLERANCES
Parents or guardians of students with food allergies/intolerance (i.e. nuts, milk, etc.) must request the "Alabama Child Nutrition Program-Food/Allergy/Intolerance Statement" form in the main office. This form must be completed by your child's physician. Unless the Child Nutrition Program at Woodland Pines receives this form, your child's menu will not be altered

HEALTH SERVICES: PARENT/GUARDIAN RESPONSIBILITIES

IMMUNIZATIONS
You must submit a valid and up to date Alabama Certificate of Immunization (Blue Card) or one of the following required documents to your child's school:
*A valid Alabama Department of Public Health Certificate of Religious Exemption
*A valid Alabama Certificate of Medical Exemption

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

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

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

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

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

-When first enrolling in Auburn City Schools

-When your child is first diagnosed

-When there is any change in your child's medical condition

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

HEALTH: SICK DAY GUIDELINES

When Should I Keep My Child Home from School?
Your child must not come to school with an infectious condition. You must keep your child home until free of any fever, vomiting, or diarrhea for 24 hours without the use of medication.
Fever: Oral temperature of 100.4 degrees or higher with any other symptoms
Vomiting: Vomiting with other symptoms (fever, diarrhea, dehydration, etc.); or Two or more times within 24 hours
Diarrhea: Diarrhea with other symptoms (dehydration, fever, stomach pain, etc.); or Three or more times within 24 hours
"Pink Eye": Eye(s) appearing red with thick, green or yellow drainage. Your child may return once treated by a medical provider
Chicken Pox: Your child should stay home until all blisters are dry/scabs.
Strep Throat: Your child must remain home until he/she has been free of fever for 24 hours without fever reducing medication or has been treated by a medical provider.
"Flu": You must keep your child home until 24 hours after infectious symptoms have resolved without the use of medications.

What If My Child Has Another Infectious Condition?
Live Head Lice: If your child is found to have live head lice or viable nits while in school, the school nurse will notify the parent to begin treatment. Students may return the day after treatment. The school nurse shall check for live lice upon return and again in one week. If your child is still found to have lice or becomes re-infested, a medical provider will need to evaluate him/her. Your child may return to school with nits.
Ringworm: Your child should be treated with an appropriate medication and must have the ringworm covered with a bandage while in school.
Methicillin-Resistant Staphylococcus Aureus (MRSA or staph infection)
Your child may require medical treatment. Student may return to school when prescribed medical treatment is started, fever is absent, and the area is covered and drainage is not seeping through it.

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

HEALTH SERVICES PROGRAM

GENERAL INFORMATION

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

COMMUNICABLE DISEASES

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

WELLNESS PROMOTION

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

HEALTH: MANAGEMENT OF DIAGNOSED CHRONIC CONDITIONS

MEDICATION ADMINISTRATION

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

HEALTH SERVICE PROCEDURES

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

HEALTH: MEDICATION ADMINISTRATION

GUIDELINES FOR PARENTS

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

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

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

NOTIFICATION AND AUTHORIZATION

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

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

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

School Medication Prescriber/Parent Authorization form (PPA)

1. "Student Information" section: Parent/Guardian must complete every blank field must be completed (including allergies, height, weight, and date of birth).
2. "Parent Authorization" section: Parent/Guardian must sign for medications to be given at school, ***unless*** the medication is an asthma inhaler, Auvi-Q, or EpiPen that is authorized for self-administration. Parent/Guardian must not sign this section if authorizing for "Self-Administration."
3. "Self-Administration Authorization" section: Parent/Guardian must sign if child is to self-carry/self-administer a medication. Asthma rescue inhalers, Auvi-Q, and EpiPen are the only medications approved for "Self-Administration."
4. "Prescriber Authorization" section: The physician or Nurse Practitioner must complete (NOT the parent).

- Every blank **must** be completed.
- This section **must** match the medication label and Medication Administration Record (MAR).
- The State of Alabama considers this section as the provider's "prescription pad."

For “Begin Medication” and “Stop Medication” dates, the medical provider may use the following example as applicable: “School Start 2023-2024” and “School End 2023-2024.”

“Use as Directed” is unacceptable according to the Alabama Board of Nursing, must state specific medication administration instructions. For example, “headache” is acceptable and “body ache” is not.

“Frequency/Time(s) to be given” – When ordering a medication “PRN”, there must be specific time parameters (i.e. every 4 hours, RN).

“Self-Administer/Self-Carry” refers ***only*** to inhalers, EpiPen, and Auvi-Q.

MEDICATION DELIVERY/RECEIPT

- You must supply all medication and supplies necessary for medication administration.
- You **must deliver and must check-in all medication. Students are prohibited from delivering medications**.
- No more than a 30 school-day supply of medication can be accepted. The pharmacy can provide a school supply of medication in a labeled container.
- NO medication can be accepted without a completed PPA form for current school year and verification of all above.
- Each medication must have a separate authorization form.
- Medication cannot be accepted unless instructions on authorization form match pharmacy prescription label (i.e. provider’s written order) or manufacturer’s label (if medication is over-the-counter medication).

MEDICATION CONTAINER AND LABEL REQUIREMENTS

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

FIELD TRIPS

The **parent/guardian** may go on the trip and give a medication.

Emergency medications and those identified in the Individualized Education Plan (IEP) or 504 Plan are administered by authorized staff per guidelines.

EXPIRED, DISCONTINUED, AND UNUSED MEDICATIONS

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

HEAD LICE EDUCATION

As you may know, head lice cases have been on the rise. An estimated 6 to 12 million infestations occur each year in the United States, most commonly among children ages 3 to 11. So, I am writing to you to help you learn how to identify lice and provide information on what you can do if lice hit your home.

What are head lice?

Head lice are tiny, wingless insects that live close to the human scalp. They feed on blood. The eggs, also called nits, are tiny, tear-drop shaped eggs that attach to the hair shaft. Nits often appear yellowish or white, and can look like dandruff but cannot be removed or brushed off. The nymph, or baby louse, is smaller and grow to adult size in one to two weeks. The adult louse is the size of a sesame seed appears tan to grayish-white. An itchy and inflamed scalp is a common symptom of lice. Although not common, persistent scratching may lead to skin irritation and even infection.

Who is affected by head lice?

Head lice are not related to cleanliness. In fact, head lice often infest people with good hygiene and grooming habits. Infestations can occur at home, school or in the community. Head lice are mostly spread by direct head-to-head contact—for example, during play at home or school, slumber parties, sports activities, or camp. Less often, lice are spread via objects that have been in recent contact with a person with head lice, such as hats, scarves, hair ribbons, combs, brushes, stuffed animals or bedding.

What to do if an infestation occurs?

If you think your child has head lice, it's important to talk to a healthcare provider to discuss the best treatment approach for your family. Resistance to some over-the-counter head lice treatments has been reported, but the prevalence of resistance is not known. There are new prescription treatment options available that are safe and do not require nit combing.

State of Alabama Department of Education Health Assessment Record (HAR)
Parent/Guardian Instructions

Every year, you must complete a State of Alabama Department of Education Health Assessment form for each child. This is required for **every student** in order to ensure all schools receive, record, and address all students' health needs. This form may be found in the **Parent and Student Handbook** on the ACS webpage. The directions for completion are as follows:

Page 1 You must complete each section, including checking all applicable boxes under Authorizations**.**

Page 2 If your child **does not have a diagnosed chronic health condition** and will not require medication administration or a special health service procedure while in school:

- Check the box at the top of the page. (Continued on the following page)
- Sign your name at the bottom of the page.

Page 2 If your child **does have a diagnosed chronic health condition** and does require medication administration or a special health service procedure while in school:

- Complete the page.
- Sign your name at the bottom of the page.

- Contact the school nurse.
- Schedule an appointment with the school nurse in order to develop the plan of care for your child and complete all the paper work as required.

Every parent should sign bottom of page two, regardless of whether or not your child has a diagnosed health condition. ***If you have any questions, please contact the school nurse.***

LOST AND FOUND

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

PARENT TEACHER ORGANIZATION (PTO)

The PTO is a vital part of the Woodland Pines community. Parents provide important support in the form of volunteer services, hospitality and fund raising. All parents are welcomed and encouraged to join PTO and attend the PTO meetings.

PARTIES

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

RESPONSE TO INTERVENTION

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

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

together in a Data, Support and Intervention Team. This team will monitor student progress and help design the right instructional support for each student.

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

HOMEWORK

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

GRADING PERIODS (9 weeks each)

October 10, 2024 December 19, 2024 March 19, 2025 May 22, 2025

MID-TERM PORGRESS REPORTS During the weeks of:

September 9, 2024 November 12, 2024 February 3, 2025 April 21, 2025

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

TRUANCY

TRUANCY DEFINITION

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

TRUANCY INTERVENTION PROCESS

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

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

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

STEP FOUR –Upon the seventh unexcused absence
Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

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

VISITORS

We welcome visitors at WPES! Any adult needing to check out or have access to a child at WPE will need to present a valid government issued I.D./driver's license each visit. The adult will sign in in the office beginning each visit with their valid ID.
All doors to the school building are kept locked to ensure the safety of our children and staff. Visitors should not interrupt instruction to speak with the teacher. If you would like to visit or volunteer, please contact your student's teacher. He/she will gladly work to schedule the best time for your visit! (So that your visit is most enjoyable and productive for all, please make child-care arrangements for younger siblings.)

WITHDRAWAL

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

WEBSITE

Please visit our website for new and exciting happenings at WPES!
Find us at: www.auburnschools.org/wpes

WORTHLESS CHECKS

Auburn City Schools may use a check recovery service to collect returned checks. By making payment to the school, a person authorizes Auburn City Schools to recover the face amount of the check returned unpaid for any reason. In addition, a returned check fee of the maximum amount allowed by law will be recovered. This recovery may be done electronically or by traditional collection methods.
All checks will require makers name, address and home telephone number. **Please include the associated student's name in the memo section of the check.** The school district **will not** accept unsigned, post-dated, counter, or starter checks.
IF AUBURN CITY SCHOOLS RECEIVES A RETURNED CHECK FROM THE SAME INDIVIDUAL ON TWO SEPARATE OCCASIONS, THE SCHOOL DISTRICT MAY NO LONGER ACCEPT CHECKS FROM THAT PERSON.

WPES 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 12, 2024. These statements are also in our ACS Student Handbook.

_____ 1. I have read and understand the Arrival & Dismissal Procedures.

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

_____ 3. I have read and understand the Illness/Immunization policy.

_____ 4. 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.

_____ 5. I have read and understand the transportation practices in place at WPES and will work to abide by them for the safety of all children at WPES.

_____6. I understand that if I do not want my child photographed for the newspaper or WPES and ACS social media, I must write a letter requesting my child be exempt and send that to my child's teacher by August 12, 2024 or upon enrollment (if a new student during enrolling during the year).

Parent signature _____

Parent signature _____

Student signature _____

Date _____