

Cary Woods Elementary



Student Handbook


Important Notices for 2021-2022 School Year


- 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, the Auburn City Board of Education and/or the Alabama Department of Public Health.
- Please see the revised Fall 2021 Opening of School Plan for Auburn City Schools that includes the requirement of face masks inside our buildings for all who enter.
- Parents are welcome on campus when they have an appointment. Teachers and/or parents are allowed to make appointments face-to-face for conferences. Parents can come when the purpose is to assist a teacher with a task or to do the purposeful work of PTO. This appointment should be made in advance. This work will be done in common areas and not in teacher classrooms.

Classroom visits are not allowed at this time. This includes eating lunch with students. We will reassess after the first quarter and update our practices, if possible. We are hopeful to resume these practices ASAP.

FALL 2021

AUBURN CITY SCHOOLS



<p>SCHOOL OPERATIONS</p> <ul style="list-style-type: none"> • SCHOOLS WILL PROCEED WITH NORMAL HOURS OF OPERATION UNLESS OTHERWISE NOTIFIED BY ACS. • CHECK IN/CHECK OUT PROCEDURES WILL BE COMMUNICATED IN INDIVIDUAL SCHOOL HANDBOOKS. • VISITORS TO SCHOOLS WILL BE ALLOWED. ALL VISITORS SHOULD CHECK IN TO THE FRONT OFFICE. • SCHOOL LIBRARIES WILL BE OPEN TO STUDENTS. • ELEMENTARY STUDENTS WILL TRAVEL TO ART/MUSIC/COMPUTER CLASSROOMS. • WATER FOUNTAINS WILL BE ACCESSIBLE DURING THE DAY. STUDENTS ARE ENCOURAGED TO BRING WATER BOTTLES. 	<p>CHILD NUTRITION PROGRAM</p> <ul style="list-style-type: none"> • ALL SCHOOL BREAKFASTS AND LUNCHES WILL BE FREE TO ALL STUDENTS DURING THE 2021-2022 SCHOOL YEAR. • ADDITIONAL ALA CARTE ITEMS WILL BE AVAILABLE FOR SALE IN SOME SCHOOLS. • FAMILIES ARE ENCOURAGED TO PREPAY USING MY SCHOOL BUCKS. 	<p>SCHOOL CALENDAR</p> <ul style="list-style-type: none"> • ALL STUDENTS WILL FOLLOW THE ACS SCHOOL CALENDAR. • CLICK THIS LINK TO SEE THE 2021-2022 SCHOOL CALENDAR. 	<div style="text-align: center;">  <p>AUBURN CITY SCHOOLS</p> </div> <ul style="list-style-type: none"> AUBURN EARLY ED. AUBURN HIGH AUBURN JR HIGH CARY WOODS CREEKSIDE DEAN ROAD DRAKE EAST SAMFORD OGLETREE PICK RICHLAND WRIGHTS MILL ROAD YARBROUGH COMING FALL 2022 WOODLAND PINES
	<p>AFTER HOURS EVENTS</p> <ul style="list-style-type: none"> • ELEMENTARY AFTER SCHOOL PROGRAMS WILL OPERATE USING TRADITIONAL SCHEDULES AND ACTIVITIES. • AFTER HOURS ACTIVITIES AND ATHLETIC EVENTS WILL OPERATE USING UNRESTRICTED SEATING AND SPACING. 	<p>TECHNOLOGY</p> <ul style="list-style-type: none"> • STUDENTS IN GRADES 7-12 ARE ELIGIBLE TO RECEIVE AN IPAD FOR IN-SCHOOL AND OUT-OF-SCHOOL LEARNING. ALL STUDENTS IN GRADES 7-12 WILL SIGN A CONTRACT AND ACCEPTABLE USE POLICY. • STUDENTS IN GRADES K-6 WILL HAVE IN-SCHOOL ACCESS TO IPADS FOR IN-SCHOOL LEARNING. • FEDERAL FUNDS WERE USED TO PROVIDE DEVICES FOR ALL STUDENTS. 	

TRADITIONAL SCHOOL OPTION

- THE TRADITIONAL IN-SCHOOL OPTION IS THE ONLY OPTION AVAILABLE FOR STUDENTS IN GRADES K-8.

COVID-19 CONTACT TRACING

- PUBLIC SCHOOLS ARE NO LONGER RESPONSIBLE FOR CONTACT TRACING DUE TO EXPOSURE TO COVID-19.
- THE ALABAMA DEPARTMENT OF PUBLIC HEALTH WILL NOTIFY ALL CLOSE CONTACTS DIRECTLY AND PROVIDE INSTRUCTIONS RELATED TO QUARANTINE OR ISOLATION.

HANDWASHING

- FREQUENT HANDWASHING WILL BE ENCOURAGED FOR STUDENTS AND STAFF.
- HAND SANITIZER WILL BE AVAILABLE IN SCHOOLS.

VIRTUAL SCHOOL OPTION

- THE VIRTUAL SCHOOL OPTION IS ONLY AVAILABLE TO STUDENTS IN GRADES 9-12.
- CLICK [BOARD POLICY 7.14](#) TO SEE BOARD POLICY RELATED TO VIRTUAL SCHOOL.
- [ACCESS](#) IS THE PLATFORM FOR ALL VIRTUAL LEARNING COURSES. CLICK THE LINK FOR INFORMATION ABOUT ACCESS.
- [ACCESS](#)-CREATED PROTOCOLS WILL BE FOLLOWED FOR TESTING WITHIN INDIVIDUAL COURSES.
- STUDENTS MUST PARTICIPATE IN ALL REQUIRED STATE TESTING EVENTS.
- PROGRESS MUST BE MAINTAINED IN [ACCESS](#) COURSES TO CONTINUE IN THE VIRTUAL PROGRAM.
- TALK TO A COUNSELOR AT AJHS OR AHS FOR INFORMATION.

MASKS

- MASKS ARE REQUIRED FOR ALL INDIVIDUALS AT INDOOR ACTIVITIES.

HOME PREPAREDNESS

- THE FIRST LINE OF DEFENSE FOR PREVENTING THE SPREAD OF INFECTION OF ANY ILLNESS IN OUR SCHOOLS IS THE HOME DEFENSE.
- PLEASE KEEP STUDENTS AT HOME IF THERE ARE SYMPTOMS OF INFECTIOUS ILLNESS.
- ALL ABSENCE PROCEDURES WILL BE FOLLOWED AS OUTLINED IN THE [PARENT STUDENT HANDBOOK](#).

CLEANING

- CUSTODIAL STAFF WILL SANITIZE DOORKNOBS AND HANDLES ROUTINELY WITH ENVIRONMENTAL PROTECTION AGENCY (EPA) REGISTERED DISINFECTANTS.

TRANSPORTATION

- SCHOOL BUS TRANSPORTATION OPERATIONS WILL PROCEED NORMALLY UNLESS OTHERWISE NOTIFIED.
- MASKS ARE REQUIRED ON ALL BUSES.
- HAND SANITATION STATIONS ARE PROVIDED ON ALL BUSES.
- STUDENTS WILL FOLLOW ALL SEATING PROTOCOLS.
- WEATHER PERMITTING, ROOF HATCHES AND WINDOWS WILL BE OPENED TO KEEP FRESH AIR CIRCULATING.

POWERSCHOOLS

- POWERSCHOOLS IS THE NEW STUDENT INFORMATION SYSTEM, REPLACING INOW.
- STUDENT GRADES WILL BE ACCESSED THROUGH POWERSCHOOLS IN THE 2021-2022 SCHOOL YEAR.

SCHOOL PROCEDURES ARE SUBJECT TO CHANGE IN THE BEST INTEREST OF SAFETY AND WELLNESS BASED ON RECOMMENDATIONS AND GUIDANCE FROM THE ALABAMA STATE DEPARTMENT OF EDUCATION, THE ALABAMA DEPARTMENT OF PUBLIC HEALTH, AND THE CENTERS FOR DISEASE CONTROL.

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Welcome Cary Woods Explorers and Families!

I would like to take this opportunity to greet you all to a new academic year at Cary Woods Elementary. We will continue to use the slogan 'Keep Calm and "Cary" On'. We are committed to "Cary"ing on the esteemed legacy set before us. We have been busy this last year and summer making an identity for who we are and what we believe as early childhood educators. We believe that the first years of education are so very important. We will encourage our students to Create, Wonder and Explore the world around them and who they are as citizens of our world. We are excited to welcome the newest CWE Explorers and reunite with our Explorers who have been with us before.

The faculty and staff have been busy over the summer making plans, building friendships, embracing our new identity and preparing our school and hearts for the children who will be the center of our world here at Cary Woods. We look forward to working and growing together as a school and community family to discover possibilities, investigate new ideas and celebrate the love of learning. We are ready to embrace the charge placed before us to Explore all avenues as we provide experiences that are relevant, rich and rigorous. We promise to engage our students in their learning and Explore their interests so they will be owners of their own learning. Parents are the first and most important advocates for their children. We hope you will become involved in the happenings at Cary Woods as much and as often as possible. Your time, your talents and your treasures are important to us and we want you to share those with us so we can build very special relationships with the families we serve.

Please take advantage of our website, PTO Newsletters, Instagram, Facebook, Twitter and classrooms newsletters which will help you stay connected with the many happenings at Cary Woods. I 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 CWES families. Please consider sharing your email address with us, so we can bring you information on a regular, timely basis.

I am honored and humbled to serve this community, your child(ren) and this remarkable faculty and staff. I look forward to a fantastic year of making lasting memories and building meaningful friendships. And thank you in advance for sharing your precious child(ren) with us.

With warmest regards,

Karen G. Snyder

Please also read the *Auburn City School Parent and Student Handbook*.
This *Student Handbook* is a supplement and some information is not duplicated.

***IT IS THE OFFICIAL POLICY OF THE ALABAMA STATE DEPARTMENT OF EDUCATION THAT NO PERSON IN ALABAMA SHALL ON THE GROUNDS OF RACE, COLOR, SEX, DISABILITY, RELIGION, NATIONAL ORIGIN OR AGE, BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER ANY PROGRAM, ACTIVITY OR EMPLOYMENT. ANY PERSON HAVING INQUIRIES CONCERNING AUBURN CITY SCHOOL DISTRICT'S COMPLIANCE WITH THE REGULATIONS IMPLEMENTING TITLE VI, TITLE IX, THE AMERICAN DISABILITY ACT(ADA), OR SECTION 504 IS DIRECTED TO CONTACT THE DISTRICT'S COMPLIANCE COORDINATOR, DR. TIM HAVARD, AUBURN CITY SCHOOLS, PO BOX 3270, AUBURN, AL 36831-3270 (334) 887-2100.

Cary Woods Elementary School Faculty and Staff 2021-2022

Administration

Karen Snyder (Principal)
 Allie Musick (Assistant Principal)
 Grace Christian (Counselor)
 Germany Leonard (Social Worker)

Special Education

Carmen Lowry (Speech)
 Sandra Beisel (Special Education)
 Christine Cooper (Special Education)
 Kinley Davis (Special Education)

Kindergarten

Meg Burns
 Holli Collins
 Amanda Boswell
 Meaghan Kimbrell
 Tara Torbert
 Mary Sanders
 Carly Meadows
 Kathleen Sacco
 Morgan Williams

Resource

Abram McGrady (P.E.)
 Holly Bigham (Media Specialist)
 Trina Crowdus (Art)
 Rob Lyda (Music)
 Marcel Bailey (ESL)
 Sherri Shiver (Instructional Coach)
 Gray Link (Title I Teacher)

First Grade

Keri Miranda
 Ellie Yaeger
 Edrea Bethea
 Cassie Davis
 Amy Dillard
 Michelle Stanfield
 Anne Kimbell Neighbors
 Maegan Keel

Nurse

Lisa Moore

Office/Clerical

Cassie Hamiter (Clerical)
 Kathy Warfield (Bookkeeper)

Teaching Assistants

Amy Henderson (Computer Lab)
 Katrina Jones (Library)
 Katrina Calleiro (Title I Tutor)
 Missy Dabbs (Tutor)
 Brandi Streetman (P.E.)
 Linda Oliver (Special Education)
 Dermesha Howard (Special Education)
 Ashley Worley (Special Education)
 Karen McClure (Special Education)
 Maria Yost (Special Education)

Second Grade

Doreathea Felipe
 Audrey Leach
 Brooke Braswell
 Shelby Bramblett
 Kaila Sutterfield
 Jackie Vickers
 Betsy Jackson
 Missy Shumate

Custodians

Kenneth Simmons Chiquita Fielder
 Chris Pruitt

Child Nutrition Program

Wendy Wiersma (Manager)
 Delaney Moore (Asst. Manager)
 Cynthia Gross

After School Program Director

Cyndi Czerkawski

General Information

School Address: 715 Sanders Street, Auburn, AL 36830

School Phone: 334-887-4940

School Fax: 334-887-4172

CNP Office: 334-887-4947

Afterschool Program: 334-887-4949

Counselor: 334-887-4943

Webpage: <http://www.auburnschools.org/cwes>

Contact us through e-mail:

Karen Snyder, Principalkgsnyder@auburnschools.org

Allie Musick, Assistant Principal.....asmusick@auburnschools.org

Grace Christian, Counselor.....agchristian@auburnschools.org

Arrival times

Bus 7:15 am

Car and day care van riders- 7:15am

Dismissal times:

Bus- 2:25 pm

Vans- 2:30 pm

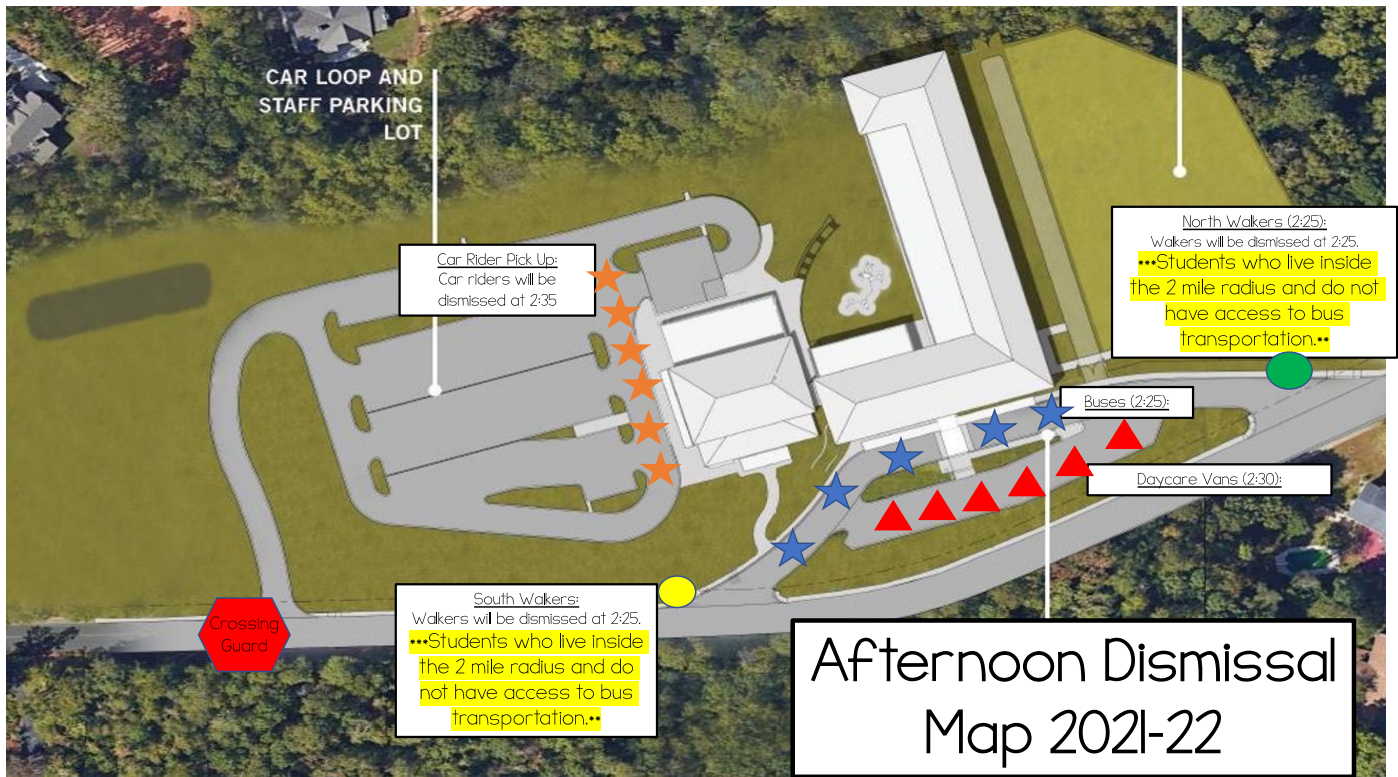
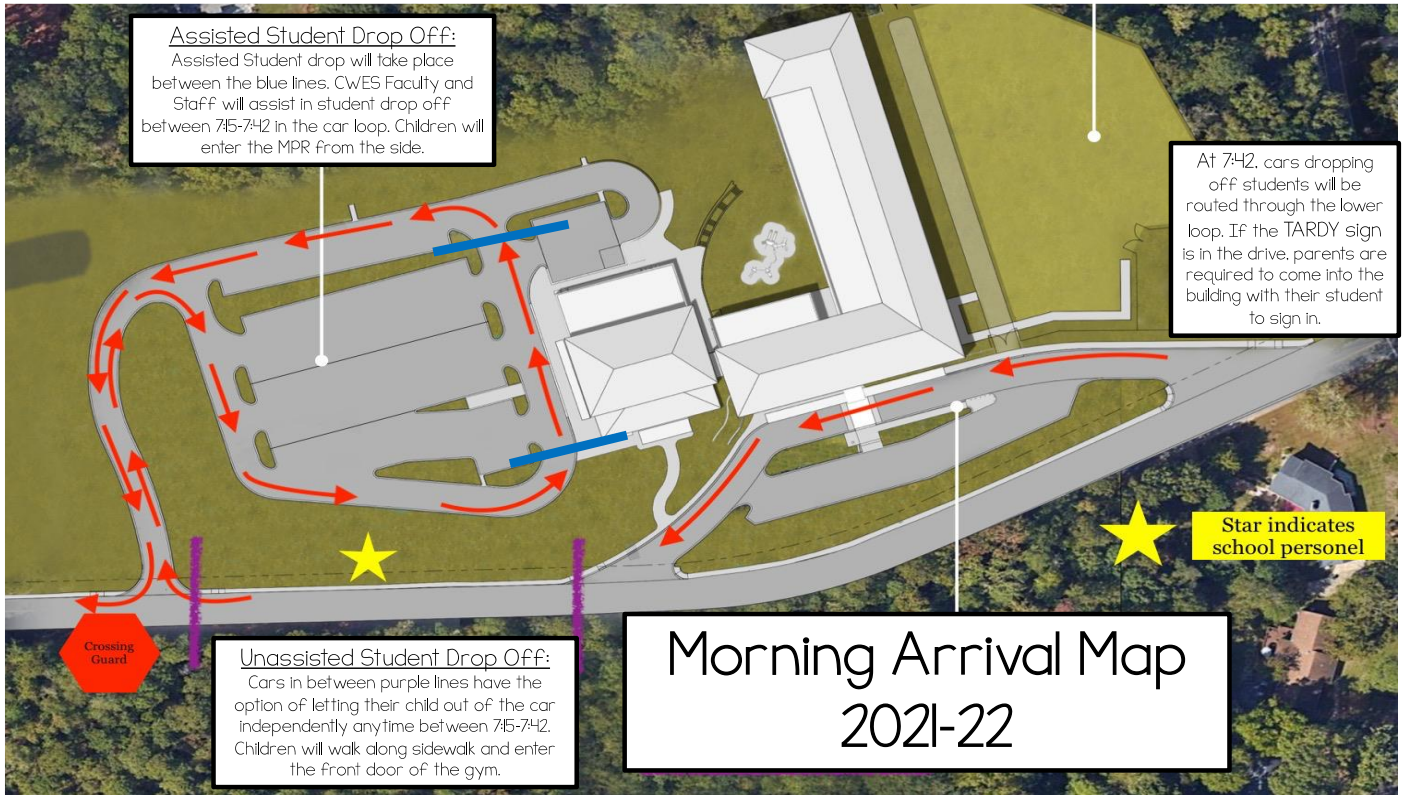
Walkers- 2:30 pm (students who live inside the two mile radius and are not provided transportation)

Car riders- 2:35pm

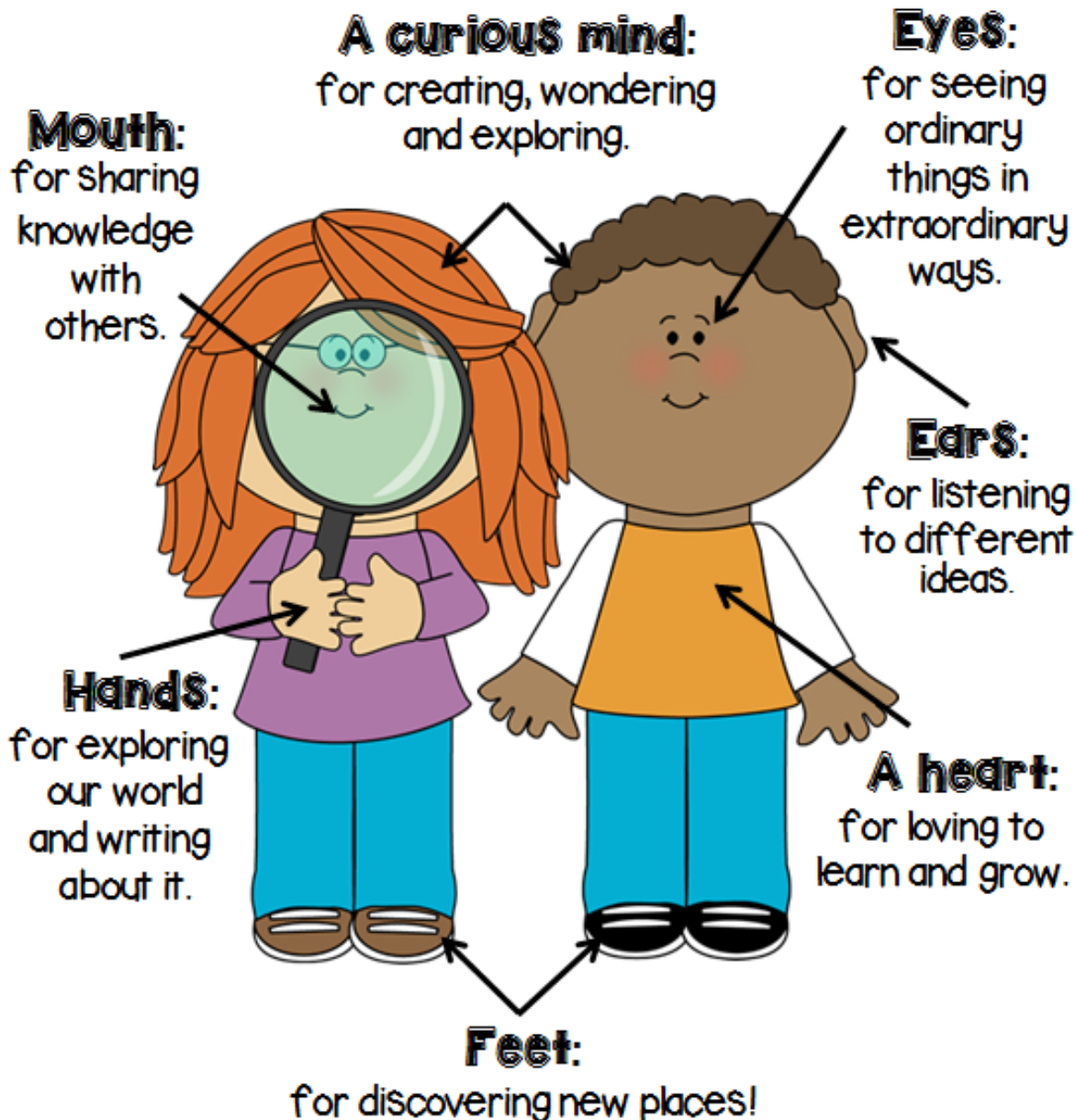
For the safety of our students during dismissal, do not check out your child after 2:00 pm.

The purpose of the Cary Woods Handbook is to present school policies, practices and general information for students in regard to school operation. This handbook is a supplement to the *Auburn City Schools Parent and Student Handbook* and some information is not duplicated.

Please be aware that appeal procedures are available to parents and students and are documented in the same booklet.



The Parts of a CWES Explorer!



Cary Woods Elementary School Strategic Plan

Established 2018

MISSION STATEMENT

The mission of Cary Woods Elementary School, the spark that ignites the passion to create, wonder and explore, is to ensure all students discover and develop their potential through a culture established by:

- The expectation of responsible, respectful and safe citizenship.
- The celebration and appreciation of diversity.
- A commitment to loving ourselves and others.
- A learning environment that is collaborative and innovative and promotes perseverance.
- The value of trust and intentional relationships.
- The importance of nurturing the social and emotional well-being of each child.

STATEMENTS OF BELIEF

- We believe that all people have equal inherent worth.
- We believe that all people deserve kindness.
- We believe that all people have the right to be and feel safe.
- We believe that diversity enriches a community.
- We believe that communities thrive only when education of all is a shared commitment.
- We believe that learning empowers the individual.
- We believe that good character is always rewarding to the individual and to others.
- We believe that we are the agents of change for a better world.
- We believe that trust is essential for healthy relationships.
- We believe that collective effort always surpasses individual potential.
- We believe that we have the moral obligation to address the basic needs of others.
- We believe that a culture of excellence is our greatest legacy.
- We believe that faith inspires.

OBJECTIVES

- Each student develops characteristics of responsible, respectful, and safe citizenship.
- Each student embraces all diverse communities.
- Each student possesses qualities that support social and emotional well-being.
- Each student excels academically in a collaborative and innovative learning environment.

PARAMETERS

- We will never compromise excellence.
- We will value and respect every person.
- We will base all decisions and actions on the best interest of the student.
- We will deploy resources based strictly on the criterion of best use as defined by our mission and objectives.

TACTICS

- I. We will create a collaborative environment for teaching and learning.
- II. We will ensure a culture of integrity that respects and celebrates diversity.
- III. We will foster a community where learners feel safe and valued.
- IV. We will commit to dynamic communication with stakeholders.

CWES Code of Conduct

At CWES, we have three Explorer Expectations that students should follow each day.

Explorer Expectations

Explorers should be:

RESPONSIBLE	RESPECTFUL	SAFE
<ul style="list-style-type: none">• Do your best• Be on time• Stay on task• Stay organized	<ul style="list-style-type: none">• Show kindness• Be polite• Help others	<ul style="list-style-type: none">• Show body control• Use inside voices• Stop, look, and listen• Walk inside• Play safe

Code of Conduct Violations

The specific response to be implemented will be determined by the principal or assistant principal of the school, or the Superintendent's designee and/or the School Board based on the severity of the act and the judgment of the administrator. See ACS Parent and Student Handbook for further details.

TYPE 1 VIOLATIONS:

Step 1: Verbal warning/redirection/reteach expectation

Step 2: Begin documentation on infraction form

- Communicate with parent (through classroom discipline plan)
- Conference with student
- Student completes quiet time reflection
 - Teacher designates minutes/specific spot for reflection/quiet time
 - Specific rules for reflection/quiet time
 - Reflection form completed by student

Step 3: Continue documentation on infraction form

- Conference with student
- DIRECT Contact with parent
- Student makes a choice of consequence / loss of privilege
- Must be an approved consequence

Step 4: Continue documentation on infraction form

- Conference with student
- Verbal contact with parents and send home infraction form
 - Parent signs and sends back form
- Teacher makes a choice of consequence
- Parent needs to know that next step is Office Referral
- Administration is informed of the infractions

Step 5: If behavior occurs again, teacher's documentation goes to office

- Major Infraction Form/ Discipline Referral Form is completed
- Parent Contacted
- Parent/teacher/administration conference

TYPE 2 VIOLATIONS:

MOVE STRAIGHT TO STEP 4

Step 4: Document on infraction form

- Restate expectations
- Verbal contact with parents and send home infraction form
 - Parent signs and sends back form
- Teacher makes a choice of consequence
- Administration is informed of the infraction
- Parent needs to know that next step is office referral/Major Infraction

Step 5: If behavior occurs again, teacher's documentation goes to office

- Major Infraction Form/ Discipline Referral Form is completed
- Parent Contacted
- Parent/teacher/administration conference

TYPE 3 VIOLATIONS

STRAIGHT TO STEP 5

Step 5: If behavior occurs again, teacher's documentation goes to office

- Major Infraction Form/ Discipline Referral Form
- Parent Contacted
- Parent/teacher/administration conference

Behavior Celebrations

Token Economy – Cary Cash

- This is a school-wide behavior initiation that will connect directly with our Explorer Expectations. Teachers may adjust slightly to fit the needs of their students in their classroom environment and will communicate this with parents.

End of every month students are able to redeem

- Tokens (pencils, easers, etc.)
- Additional Outside Play
- Game Day
- Special events
- Special privileges
- Special recognition

Students will have a menu to select how they choose to spend their Cary Cash. These items will be delivered to the child's classroom.

Explorer of the Month

- One student from every classroom will be selected each month
- Teachers decide how students are chosen to represent class as the "Explorer of the Month"
- Art, Music, PE, Media and Technology (The Specials Team) will nominate one student per grade level to be the Explorer of the Month

Please refer to the CWES Code of Conduct and the ACS Parent and Student Handbook on the ACS Website for types of offenses and other information regarding school behavior expectations.

Class Rosters

Class rosters are tentatively scheduled to be posted on the windows at 4:00 p.m. on Thursday, August 5. It is important to note that these may change without notice due to enrollment, teacher units, and other situations that may arise.

Meet your Teacher Night – Friday, August 6, 2021 from 12-2 p.m.

During this event parents and students will meet their new teachers. There are very important things that each parent must do this evening to make the first day of school successful for their student. The MOST important thing you will do is inform your teacher how your student will go home from school. Here are some other important items that will need your attention on this night. You may begin your evening in the classroom or in the **GYM**.

- Go to your child's **CLASSROOM** to visit and complete IMPORTANT information.
- Join the CWES PTO in the **GYM**.
- Go to the PTO table in the **GYM** to order t-shirts, buy planners, etc.
- Bus riders find your bus number and the matching animal in the **GYM**.
- Car riders pick up car tags from their **CLASSROOM** teacher.
- Complete *Free and Reduced* lunch applications online in the **GYM** OR take an information sheet and complete the forms at home.
- Walk your child from the front door of the school to their classroom for practice. If they ride a bus they will enter through the Gym in the mornings. You may want to practice that path as well.

Curriculum Night Events with combined PTO 6:00-7:30

Second – Thursday, August 19, 2021

First – Thursday, August 19, 2021

Kindergarten – Monday, August 16, 2021

These are very important events for parents and teachers. During these events, teachers outline their schedule, procedures, expectations and important academic information that will be important to your child's success. Look for more information about specific times and directions.

After the classroom meeting, parents, students and teachers will meet in the Multi-Purpose Room/Gym for a PTO Meeting.

Attendance

The Auburn City School system will vigorously enforce the Alabama Code regarding mandatory school attendance. After five (5) unexcused absences, a referral will be made to the Auburn City Schools attendance supervisor and the Early Warning Program will be implemented. If the student's attendance does not improve and ten (10) unexcused absences or excessive excused absences are accumulated, the parents/guardians may be prosecuted by the District Attorney's Office for violation of Section 16-28-16, Code of Alabama. **According to the Auburn City School Board policy, students who have more than 10 unexcused absences per year (Grades K-7) can be retained in their current grade. Written excuses for absences should be submitted by parents/guardians within 3 school days of the absence.** Please do not call the school office to give a verbal excuse for your child's absence. It must be in writing with a hand signed signature. Emails are not acceptable as an excuse.

Please schedule out of town trips in accordance with our school calendar which comes out 2 years in advance. See the ACS website for future calendars. Out of town trips, even with an educational spin, are not considered excused absences.

After (5) absences have accrued in a semester, a doctor's or legal excuse may be required for additional absences to be excused.

Excused absences are defined as follows, as stated in the ACS policy manual PPP for parents:

Illness of the child

Death in the immediate family

Inclement weather which would be dangerous to the life and health of the child as determined by the principal

Legal quarantine

Emergency conditions or extenuating circumstances as determined by the principal

Religious holidays approved by the Superintendent

Tardies

Students are expected to be in the classroom and ready for instruction to begin when the **7:45 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 7:45 a.m. bell has rung. Students arriving after 7:45 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 10 and 15 tardies. Tardy slips will be stapled into your child's planner the day he/she is tardy, and these slips are to be signed each time your child receives one.

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. Morning drop-off begins at 7:15 for buses/vans and 7:20 for all car riders. Car traffic moves smoothly if cars pull up to the very end of our front sidewalk. Children are encouraged to open the door and get out as promptly as possible to keep traffic moving smoothly. **If an adult is not available, your child may still get out of the car to keep the traffic moving smoothly. Please have your child to school at a time that they are able to arrive and be seated in the classroom by 7:45.**

Excuses

Students with excused absences have 5 school days upon returning to make up any missed work. They do not have to be given the same work as was done by the students who were in class. **Hand written excuses must be submitted to the school within 3 days of the absence.** If not, the absence will be coded as unexcused and zeros given for the missed work. The principal will review appeals to this procedure. Students with 5 **excused** absences in a semester are required to have a doctor's excuse with each additional absence in that semester.

Students who miss more than 10 unexcused days may be retained according to Auburn City School Board Policy. Written communication will be made to parents/guardians on unexcused absences 3,5, and 8 for students in Grades K-12. The attendance officer will be involved at the discretion of the principal. Early warning to the court system may be initiated if the unexcused absences become excessive. ****Parents of students with excessive tardies will receive a letter from school administration and be required to sign their child in at the school office for the remainder of the year before going to class.**

Checking Out of School

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. **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. If anyone other than a parent, guardian or emergency contact arrives in the office to check out a student that person must have a signed note from the parent/guardian granting permission to check the child out. **The office must be provided with the names and telephone numbers of at least 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. **For the safety of our students during dismissal, do not check out your child after 2:00 pm.**

Withdrawals

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

Auburn City Schools-After School Program (ASP)

Cary Woods 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 **Cyndi Czerkawski**-Director at 887-4949 or the school office. The hours are from dismissal until 5:30PM. There is a \$25.00 registration fee and the monthly charges are based on the students' lunch status. Payment for the program is made in 10 monthly installments so payment is consistent each month. Please see the director for rates and fees. The rates are reduced for siblings. First and second grade students get time to work on their homework and participate in other activities. However, academic homework must still be checked by parents at home.

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 **WEDNESDAY** 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. Ice cream is \$1.00 per serving.
- 3) Put money into your child's My School Bucks lunch account. (We will not be able to serve ice cream if the balance has been added to your child's School Bucks account)
- 4) On the Wednesday of your child's birthday week, students will be able to receive an ice cream treat to celebrate the birthday. All celebrations will take place on Wednesday regardless of the actual birth date.
- 5) Due to our ordering procedures, requests for ice cream parties made after **WEDNESDAY** of the prior week cannot be accommodated. However, we are happy to celebrate your child's birthday the following week.

If you would like to make a donation to insure another child is celebrated, please call Wendy Wiersma at 334-887-4947 or email her at wmwiersma@auburnschools.org for directions and procedures.

Should your child or other children in the class have a food allergy or dietary limitations, this will be accommodated by our school nutrition and nursing staff. lunch with your child on his/her birthday or Please do **not** bring or send any other birthday treats or items for the class (cupcakes, candy, balloons, hats, etc).

Care of School Property

School loyalty and pride are displayed by keeping our building neat and clean. Students who intentionally deface or damage school equipment or property in any way will be required to clean the article or to pay for the damage done. Parents will be notified immediately in all situations. If your family comes to play on CWES school grounds after school or on the weekends, please help keep our campus clean and in good working order. If you see areas that need attention, please report those to the Administration.

Dress Code

Auburn City Schools seeks to fulfill its mission to “Inspire, Educate, and Empower” each of its students by providing an environment and culture conducive to learning. School is a working and learning environment. Therefore, the School Board and administration believe students and parents should use good judgment and reasoning in their choice of dress while attending school. With the maturation differences among students being great, clothing on one student may be appropriate while on another it may not be appropriate. Accordingly, clothing must be in good taste for the age and maturity of the student, safe, and not a distraction to others.

Elementary

- Shorts or leggings **MUST** be worn under skirts and dresses.
- Headgear (hats, caps, bandanas, elastic bands, athletic headbands, headscarves, sunglasses, etc.) is not permitted except during extreme weather conditions, according to individual student needs or special school events.
- Shirts must be size appropriate. T-shirts that extend below 4 inches from the top of the knee cap must be tucked in. Excessively large t-shirts are not permitted (shirts should not extend past shorts or skirts).
- 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.
- Swimsuits are not permitted.
- The length of shorts and skirts should be school-appropriate (administration has that discretion).
- Shoes must be worn at all times. Shoes with wheels and/or cleats are not permitted. Tennis shoes are required for PE. Flip flops and other slip-on shoes present a fall hazard and are discouraged due to safety.

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. There are times we can address those situations at school. If this is the case, a parent will be notified.

EMERGENCY PROCEDURES

Fire Drills/Severe Weather

- Fire drills are conducted monthly.
- Tornado drills and Intruder drills are conducted periodically throughout the year.
- In the event of a “watch,” students will proceed with a normal schedule.
- In the event of a “warning,” all staff and students will take cover in designated areas until the warning is cancelled.
- Parents are requested not to check students out when the school is under a warning and students are in their safe place because that is not safe for our faculty and staff or the child.

- School telephones must stay clear in an emergency warning to ensure contact with the proper authorities.
- The School Messenger Program will be used by officials to communicate information to the masses. Be sure that you subscribe and follow the ACS APP and other Social Media for the most up to date information.
- **If you want to receive important messages from the school, your phone number must be current.**

Emergency Telephone Numbers

It is absolutely necessary that each student have on file in the school office **all** telephone numbers at which parents can be reached during the day. In addition, **we must have at least two local telephone numbers, preferably four, for local residents who could be contacted in case of an emergency during which a parent/guardian cannot be contacted.** Any changes in parent/guardian or contact telephone numbers should be reported to the office as soon as possible.

Visitors (Lunch, Conferences, Observations and Class Visits)

- For the safety of students and personnel at Cary Woods, EVERYONE who enters the building will be required to go straight to the office, present their identification credentials, and obtain a visitor's sticker to wear. NO EXCEPTIONS.
- Parents are encouraged to eat lunch with their students in moderation so as not to impede on classroom routines and the social interaction that develops peer relationships in the classroom during this time. Please make teachers aware in advance via email, planner, or note when you plan to attend lunch. Lunch lasts approximately 25 minutes.
- Teachers ARE NOT available for conferencing or visits during this time as this is their only time to have lunch as well.
- Visits to the classroom should be scheduled in advance in accordance with the Auburn City Schools Parent and Student Handbook. (See handbook for specific time limits.)
- Teachers are not available for drop in or impromptu conferences. This is to protect instructional time, maintain confidentiality, and ensure appropriate supervision including their lunch/planning time.
- Teachers are available during their planning times and after school for conferencing. We will not allow unannounced visits and appreciate your cooperation.

Snacks/Fruit Break

Please provide a healthy snack for your child each day. **Do not send juice boxes for snack time.**

Healthy	Not Healthy
Fruit	Gummies
Crackers	Chips
Dry cereal	Cookies
Granola Bars	Candy

Field Trips

- A signed CWES permission form and any money due must be returned to the school at least ONE DAY prior to the field trip. Only the CWES permission that is sent home is accepted as formal permission to attend a field trip. **CWES will not accept verbal permission.**

- If a child orders a lunch on the CWES Field Trip permission form, the meal must be paid for even if the student brings a lunch from home on the day of the trip. Lunch is ordered and prepared according to those orders.
- **ALL** students attending a field trip **WILL** travel to the destination with the group by means of the school mode of transportation. A parent is allowed to check **their** child out with the teacher at the field trip to travel home. If a student checks out from the field trip, they should not return to the school to check in on that day before the other students return.
- Appropriate behavior is expected of all students. Inappropriate behavior on a field trip may result in denial of participation in future field trip activities without a parent/guardian attending to ensure the trip is safe and productive for all students. To attend the field trip, a student must be in compliance with the Explorer Expectations.
- **Field trip charges will not be reimbursed for a student who is absent or is prohibited from attending as a consequence for inappropriate behaviors.**
- **While parents who agree to serve as official chaperones are greatly appreciated, younger siblings should not attend to ensure adequate supervision of the CWES students in your care.**

Food Service (Breakfast and Lunch)

1. Breakfast

Breakfast will be served each morning between 7:15am and 7:40am in the cafeteria. The cost of a breakfast is free for students and \$3.00 for “Breakfast With Buddies” visitors.

Students eating breakfast should arrive before 7:25am.

2. Lunch

Lunch prices are free for students (thanks to a USDA waiver) **and \$3.50 for visitors. (WHEN ALLOWED)** Milk may be purchased separately for \$0.50 carton. You are encouraged to keep a positive balance in your child’s lunch account by sending money in regularly.

PLEASE DO NOT SEND CARBONATED DRINKS TO SCHOOL WITH YOUR CHILD FOR LUNCH or SNACK. If you would like to join your child for lunch, and want to purchase a school lunch, a reservation must be made through the office by 9:00 a.m. that day. An adult lunch costs \$3.50. **It is requested that adults have exact change for lunch. Sufficient cash is usually not available to make change for large bills.**

3. Allergies

If your child is allergic to any of the major food groups, please see the school nurse for the appropriate forms. A doctor’s statement as to the specific allergy is required.

Free or reduced price lunch applications are online. We will have computers set up at CWES for your convenience in filling out your application. All students who were eligible for free or reduced lunches last year in this system must fill out a new application.

IMPORTANT- PLEASE READ!

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

Therefore, it is the responsibility of the parent or guardian to pay for student meal purchases in advance or on a daily basis (Code of Federal Regulations NSLP 7 CFR 210, Revised 1-1-96).

We encourage all families to take advantage of our on-line payment site MySchoolBucks. This will enable you to pay for extra milks, field trips, and other school related activities during the year. The link is www.myschoolbucks.com. The link can also be found on the CWES and ACS Website. MySchoolBucks also has an app that can be downloaded.

Grading Practices

Teachers in each grade level will provide information at the beginning of the academic year regarding grading practices.

The grading scale below reflects Auburn City Schools' grading policy as stated in the ACS Parent and Student Handbook.

Kindergarten		1st Grade		2nd Grade	
ES	Exceeds Standards				
MS	Meets Standards	MS	Meets Standards	MS	Meets Standards
DS	Developing Standards	DS	Developing Standards	DS	Developing Standards
NS	Needs Support	NS	Needs Support	NS	Needs Support

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 web page for more information regarding assignments, due dates and projects.

Also, please get connected to your child's Seesaw account. Seesaw is a digital journal that students use to document their learning over the course of the year. They are able to post assignments through video, photographs, links, writing, and verbal communications. It is amazing to watch them grow as they talk about their learning.

Kindergarten, first, and second grade teachers will use a standards-based checklist to inform you of your child's progress throughout the year. You will receive a copy of the checklist at the end of each nine weeks. Your child's grade level teachers will share this with you at Curriculum Night in August. Your child's teacher will communicate with you throughout the year regarding your child's progress. It is your responsibility to attend conferences to discuss your child's progress in school.

Ending dates for each grading period:

1 st nine weeks	October 12, 2021
2 nd nine weeks	December 17, 2021
3 rd nine weeks	March 18, 2022
4 th nine weeks	May 26, 2022

Report Cards will be sent home during the following weeks unless unforeseen circumstances occur:

Grades K-12

1 st nine weeks	– October 22, 2021
2 nd nine weeks	– January 14, 2022
3 rd nine weeks	– April 1, 2022
4 th nine weeks	– May 26, 2022

Mid-term progress reports will be sent home for 1st and 2nd grade students during the following weeks:

1 st nine weeks	September 9, 2021
2 nd nine weeks	November 18, 2021
3 rd nine weeks	February 10, 2022
4 th nine weeks	April 21, 2022

Our goal at Cary Woods is to help your child 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 keep track of your child's progress during the year. Your involvement in your child's education is crucial to your child's success.

Promotion and Retention (ACS Parent Student Handbook)

Kindergarten

Satisfactory completion of the Kindergarten Checklist (satisfactory level shall be no less than 80%).

First Grade

Satisfactory completion of the First Grade Checklist (satisfactory level shall be no less than 60%).

Second Grade

Satisfactory completion of the Second Grade Checklist (satisfactory level shall be no less than 60%).

Testing Dates

Testing dates are subject to change based on direction from the Alabama State Department of Education.

We have a variety of assessments we must give during the year. **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.

ACCESS for ELLs

January – March 2022

OLSAT (2nd only)

February 2022

ACAP for 2nd grade

March – April 2022

DIBELS/STAR (ALL)

**August - September 2021
December - January 2021-22
April – May 2022**

Homework/Class Work

Homework is an integral part of the instructional program. It may consist of such activities as make-up work, meaningful projects, collecting materials for classroom projects, or nightly reading. Most often, homework fulfills an immediate need for reinforcement of a skill learned that day or for preparation for the next day's lesson. Homework 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 binder/folder nightly for homework assignments.**

Parents may obtain homework for a child who is absent due to illness by calling the school office. The child's books and/or make-up work may be picked up in the office at the end of the school day.

Parent Teacher Conferences (will be dictated by COVID protocols)

Monday, October 18, 2021 will be the Parent/Teacher Conference Day in order to provide time for teachers to meet with parents. Parents will be contacted by their child's teacher prior to this date to schedule an appointment. Parents are urged to take advantage of this opportunity to monitor their child's progress first-hand. Additional conferences can be scheduled throughout the year.

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. Do not wait. It is important to clarify immediately with your child's teacher any concerns (be proactive, contact your child's teacher as soon as you have a concern). Face-to-face conferences are encouraged if a problem involves behavior, social or emotional concerns. Emails should be used for quick communication needs and updates only.

Home - School Communications

School wide emails regarding programs and important dates will be sent out regularly by administration. We encourage all CWES families with email access to join our efforts to improve and strengthen communications. Weekly folders are used for consistent home to school and school to home communication of important happenings and personalized communications. Also, make sure you download the ACS app and select CWES to receive important alerts on your phone.

Student Privacy (Opt-Out Procedures)

Unless the school is notified in writing requesting to exercise their right to opt-out, students may be photographed and/or placed in video; pictures and video may be used for public relations purposes. Pictures and video images taken during all school-related events are covered under this policy. To opt-out, parents/guardians must provide a written statement to your child's teacher stating that their student should not be photographed or videoed at school-related events. This must be submitted by **Tuesday, August 10, 2021**.

Physical Education

Physical Education is scheduled for 30 minutes daily for all students with Coach McGrady or their classroom teacher. 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.

- 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 sandals and shoes should NOT be worn during physical education class or while participating in recess.
- **Shorts must be worn under skirts and dresses** (see Dress Code).
- A parent or doctor's excuse must be sent when students are unable to participate.
- Communicate and provide information pertaining to relevant health problems or conditions.

Lost and Found

Lost items are placed in the lost and found area located near the front lobby. It is the responsibility of the student to check for missing items. **PARENTS ARE URGED TO LABEL ALL CLOTHING, BOOKBAGS, LUNCH BOXES, ETC.** so that items can be returned directly to the student.

Illness

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 any 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 two or more times within 24 hours.
- Pink Eye: eyes appearing red with thick, green or yellow drainage. Your child may return once treated by a medical provider.
- Chicken Pox: Your child should stay at 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.

When a child becomes ill at school, the parent will be contacted.

Remember to send in doctors' excuses within 3 days of the child's return to school.

Medication for Students

No medication will be given to any child unless it is provided by the parent and accompanied by a signed permission form. The required forms can be found on the ACS website or the school office. Please complete all requested information and **BRING** the form and the medication to the school office. Any measuring utensils should also be included. School staff or the nurse will dispense medication in 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.

Money

When sending money to school at any time, for any reason, it should be placed in an envelope with your child's first and last name and grade on the front and specify what it is for.

Auburn City Schools will 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 payable to Auburn City Schools will require the maker's name, local address and telephone number. The School District **will not** accept unsigned, postdated, counter or starter checks.

PTO

All CWES families are encouraged to join the PTO. The membership fee this year is \$5.00 per family. Our PTO serves many important functions including support of teachers and students and the total school program.

PTO Meetings will be:

Before each Curriculum Night

Before each Winter Program Performance

Prior to Literacy Night

April 21, 2022 for Fine Arts Night when all students will sing and have art displayed

PTO Volunteer Program (This will depend on Covid protocols)

Parents and members of the community serve as volunteers in our classrooms. Volunteers may help on a regularly scheduled basis and others work when there is a need. If you are able to volunteer, please check the CWES Website for a link to volunteer. Volunteers are appreciated and enhance the education of our students.

Breakfast With Buddies - This event is pending COVID Protocols.)

Twice a year adult buddies are encouraged to join their children for breakfast and talk time led by a representative from our community. Doors open at 6:45am. Adult breakfast is \$3.00 and must be paid in cash.

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. The CWES yearbook is a great way for your child to have a souvenir of this school year!

Class Celebrations

Your child's teacher will announce any school celebrations. Parents may be asked to assist the teacher with celebration planning. Foods for these celebrations must also be commercially prepared with ingredients clearly stated on the packaging. Children with allergies should be provided alternative food items by their parents to assure food allergy safety.

Picture Days

Individual school pictures will be taken on September 18, 2021. Make-up day is October 20, 2021. Parents will have an opportunity to view proofs of these pictures before purchasing. Orders can be sent directly to the school with payment, or you may place your order online. Spring Pictures will be taken on February 24, 2022. The Spring Pictures will include group and individual poses.

Cary Connect Groups

Cary Connect is a school wide mentoring and advocacy program that fosters relationships and trust. Faculty and staff will become mentors and advocates for 10-12 students. Students from each of the grade levels will come together in these small groups and will be together until they leave Cary Woods, building friendships that will promote a cohesive transition. The groups will participate in fun activities and learning focused on reinforcing what the students are learning in their Character Education Lessons. In addition, the students will be able to participate in a community service event to promote and celebrate altruism and service to the community. The students look forward to Cary Connect days and enjoy their new found friends. The groups meet at 8:00 on designated days. These dates will be published on the Cary Woods Calendar and Class Newsletters.

Special Education

A student experiencing learning difficulty, speech and/or language problems, or who displays behaviors that may interfere with optimal learning may be referred to the Response to Instruction Team for educational evaluation and/or intervention. If the student is eligible for special services, teachers and parents write an Individualized Education Plan (IEP), designed to meet the educational needs of that student. Special Education services are provided in the areas of Speech and Language, Hearing Impaired, Learning Disability, Visually Impaired, Other Health Impaired, Early Childhood Handicapped, Emotionally Conflicted, and Orthopedically Impaired.

Title I Services

Cary Woods Elementary School is a Title I School-wide School

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.

Additional information can be found in the ACS Parent and Student Handbook or on the CWES website.

Transportation

1. Change of Transportation

If your child needs to change their method of transportation, you **MUST** fill out the “change of transportation form” located in the appendix of this handbook or on the CWES website. That form should be emailed or delivered to the school prior to noon on the day of the change. If you are emailing, be sure to email it to your child’s teacher, Mrs. Snyder kgsnyder@auburnschools.org, Mrs. Musick asmusick@auburnschools.org and Mrs. Cassie Hamiter at chamiter@auburnschools.org

2. 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. Once your child arrives on school grounds, they need to walk their bikes to the bicycle racks. Bike riders are dismissed at the same time as walkers. **All bike riders are required to wear helmets. Please discuss bike safety with your child.**

3. Walkers (Students who live within the two mile radius of CWES and are NOT provided transportation)

Children who walk home will walk to the corner of the campus on the North and South sides of the school depending on the direction they walk. Walker passes will be distributed to parents/guardians who are meeting their children at the walker pick-up location. The adult must present the walker pass to the staff member for the child to be released. If the adult meeting the child for pick-up does not have a walker pass card, they will be required to go to the front office for verification. If your child is not met by an adult and walks independently, the walker card is not necessary, however there is another document that you will sign to make your intentions known if this is the case. The walker passes are in place to ensure safety. Photographs of the walker card are not acceptable.

4. Bus Riders

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 strictly follow all rules and regulations regarding school buses. The principal, or his/her administrative designee, has the authority to deny the privilege of riding the school bus when a student violates established rules and regulations or exhibits behavior deemed inappropriate or detrimental to the safety of others.

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. Remain seated and face forward.
3. Do not talk to the driver except in emergencies.
4. Do not scuffle 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 bring food, gum, or drinks on the bus.
10. Do not bring weapons, 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. Keep the bus clean by picking up any trash that is dropped.
13. Do not commit careless or willful acts which may cause damage to the bus (may result in a monetary charge).
14. Ride to and from school on the bus assigned unless approved by the principal.

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

- First Offense:** Conference with student by bus driver.
Second Offense: Conference with student by the school administrator; parents are notified of next steps.
Third Offense: Suspended from riding the bus for three days.
Fourth Offense: Suspended from riding the bus for one week
Fifth Offense: Suspended from riding the bus for one month.
Sixth Offense: Suspended from riding the bus for the remainder of the school year.

IMPORTANT: *Serious offenses will be treated as such and may not follow the progression stated above. This is at the discretion of the administration.*

Please contact the principal with any concerns or problems.

I. Car Riders

During the hours of 7-8 am and 2:20-3:30 pm, from Norwood to North Cary, Sanders Street is ONE WAY.

Arrival:

- Children arriving in cars can arrive as early as 7:15.
- Drivers are encouraged to drive slowly in front of the school and follow the directions of the faculty and staff. Cars will turn right into the new parking lot just past the school and follow traffic to drop off in front of the gym. Please refer to the map for more directions.
- Students should be unbuckled and have their belongings ready to exit the car as soon as the driver stops.
- Teachers are on site to supervise arrival. They WILL NOT be able to open every car door. Students are encouraged to open their door on their own and to be ready as soon as the car stops to keep the traffic flowing.
- Students MAY NOT be left at school before 7:15 for their safety. Adults are not in place to offer supervision until 7:15.

Dismissal:

- Children who have not been picked up by 3:00 p.m. will be taken to the ACS After-School Program, and there will be a \$25.00 drop-in fee charged.
- According to Alabama State Law, it is illegal to pass a school bus, even if the bus is parked in the school driveway. Please do not pass a parked bus on our campus for any reason. In the afternoon, please do not park in the driveway after 2:00 pm, so we can prepare our driveway for dismissal. We also ask that you utilize the parking spaces provided on campus in front of the Gym/Multi-Purpose Room to park your car. Do not park in the front driveway.

2. Day Care Pick Up

Children who ride day care vehicles begin dismissing at 2:30 pm. Please notify daycares should there be changes in your child's transportation on any given day or if your child checks out of school.

3. Walkers

Children who walk home are dismissed at 2:35 p.m. Students will depart from the porticos on either end of the front hallway room and should remain on the sidewalk as they leave the school grounds. They should not return to the school after dismissal. Signs will indicate where South and North Walkers will be dismissed. In the event of a severe weather event, students will not be released to walk home. (See form in teacher's classroom for more information.)

Stay tuned to social media and the school messenger text system for notifications.

Character Education

At Cary Woods, we explicitly teach appropriate behavior practices and social interactions through daily lessons in the classrooms and the Counseling curriculum with our Counselor. The behavioral and social interactions are taught across the grade levels and in all school settings. Teachers will include their weekly and monthly focus in their class newsletters.

In the fourth quarter, second graders will be taught The 7 Habits of Happy Kids by Sean Covey as a foundation for Character Education/Leadership goals as they move to Pick Elementary.

The 7 Habits are:

- **Be Proactive:** "I am in charge of me; I am a responsible person; I choose my actions, attitudes, and moods."
- **Begin with the End in Mind:** "Have a plan; Make goals; Achieve my goals"
- **Put First Things First:** "Work then play"
- **Think Win-Win:** "I win, you win, we win"
- **Seek First to Understand, Then to Be Understood:** "Listen before you speak"
- **Synergize:** "Together is better"
- **Sharpen the Saw:** " Balance is best"

Bullying- Bullying of any form, verbal, physical or written, will not be tolerated at Cary Woods 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.

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).



SIGN
AND
RETURN.

We respectfully request that both student and parent/guardian read this handbook in order to be familiar with these policies and regulations. Some of the forms on the following pages, with the appropriate signatures must be returned to the homeroom teacher.

Please sign all appropriate pages for each child attending CWES.

Copies of this signature page are also available on the CWES webpage.

CWES 2021-2022

Parent/Guardian/Student Acknowledgement and Acceptance

Please initial each of the statements below and return this to your child's teacher by

August 13, 2021

- _____ 1. I have read and understand the school discipline policy and have reviewed this with my child.
- _____ 2. I have read and understand the Dress Code for ACS.
- _____ 3. I have read and understand the ACS/CWES grading information.
- _____ 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 my child will only be able to charge 2 meals before being offered an alternative meal should money not be sent to school timely. *(You will be notified after the 2nd charged meal)*
- _____ 6. I have read the test dates and understand the importance of my child's attendance during testing and will not schedule trips or appointments during these times.
- _____ 7. I have read and understand the transportation practices in place at CWES and will work to abide by them for the safety of all children at CWES.
- _____ 8. I have read and understand the Field Trip practices for participation and transportation.
- _____ 9. I have read and understand the visitor practices and procedures.
- _____ 10. I have read and understand the birthday practices and procedures.

Parent/Guardian signature _____

Parent/Guardian signature _____

Student signature _____

Date _____

Homeroom Teacher _____ Date _____

Explorer Expectations Behavior Plan Guide

Cary Woods Elementary School students are expected to follow the Discipline/Code of Conduct as outlined in the Auburn City Schools Student/Parent Handbook and the polices below.

Faculty Belief

Our Faculty believes that students acquire self-discipline through learning appropriate behaviors and adhering to school guidelines. Self-discipline and demonstrating appropriate behaviors play an important role in the development of students in leading them to be successful, respectful, and motivated to learn. Our faculty intends to manage student behavior and does not anticipate the need for office referrals except for major offenses. We believe appropriate behaviors can be learned through teaching and modeling, and an educationally sound behavior plan that encourages appropriate behaviors in an effort to minimize inappropriate behaviors.

1. Our faculty has established a rewards-based behavior program.
2. This behavior guide will be sent home for parents and students to sign and return.
3. Student participation in the rewards program outlined below will be earned by each student through their practice of appropriate behavior and obeying the established expectations.

Explorer Expectations

Explorers will be:

RESPONSIBLE	RESPECTFUL	SAFE
Do your best Be on time Stay on task Stay organized	Show kindness Be polite Help others	Show body control Use inside voices Stop, look, and listen Walk inside Play safe

See specific expectations at Cary Woods Elementary by reviewing the chart on the back.

Rewarding Student Success

Students who maintain ALL of the following during the nine-week period will have the opportunity to visit the behavior cart, attend end of the quarter behavior celebrations and participate in Field Trips during that quarter.

- Conduct: scores of S (Satisfactory) or higher in all school settings
- Infractions: no more than three in-class infractions in a nine-week period
- Office Referral/Discipline: No Administrative detention, out-of-school suspensions, and/or bus suspensions

PLEASE REVIEW THE REVERSE SIDE OF THIS FORM PRIOR TO SIGNING AND RETURNING TO TEACHER

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

White Copy: Teacher's File

Color Copy: To Parent

	Classrooms	Restrooms	Playground	Breakfast	Hallway/Stairs	Bus/Car/ Van	Lunch
Responsible Follows directions/expectations	1. Bring all materials you need to class 2. Keep your area clean 3. Keep up with assignments and due dates 4. Follow acceptable use policy for all technology 5. Take care of your teachers supplies and equipment	1. Flush the toilet and urinal after each use 2. Place all paper towels in trash cans 3. Use your whisper voice 4. Notify a teacher if paper products are needed 5. Always wash hands with soap 6. Report unsafe behavior to an adult	1. Enter and exit in an orderly manner 2. Keep up with your belongings 3. Stay in the playground area. 4. Notify an adult if you need to go into the building 5. Clean up after yourself 6. Report unsafe behavior to an adult	1. Use inside voice 2. Stay in your assigned area 3. Keep up with your belongings 4. Get breakfast immediately when you arrive 6. Eat your breakfast quickly and go back to class	1. Walk on the right side of the hallway/stairs 2. Go quietly to your destination 3. Pick up anything you drop 4. Take good care of the books in the baskets 5. Report unsafe behavior to an adult	1. Stand behind the line until a car stops 2. Keep up with your belongings 3. Know your bus animal, number and or driver 4. Sit quietly and listen for your name 5. Get out of your car wherever it stops. 6. Walk on the sidewalk to the front	1. Clean your area 2. Use your inside voice 3. Place not drop your tray into the trash cans 4. Put tops on milk or pour it out before putting in the trash 5. Memorize and practice your lunch number
Respectful Respectful to self, others and objects	1. Listen to others 2. Use respectful and appropriate school words and voice with adults and friends. 3. Be considerate 4. Ask permission to touch others' things 5. Give "treasures" you find to a teacher 6. Respect personal space 7. Keep hands, feet, and objects to yourself	1. Listen to all adults 2. Take pride in CWES 3. Respect privacy rights of others and knock before entering 4. Keep hands, feet, and objects to yourself 5. Return straight to class quickly 6. Use restroom closest to your class. 7. Turn off the water after using 8. Use 1 soap pump and 2 paper pumps	1. Listen to all adults 2. Use respectful words and voice with adults and friends. 3. Follow directions 4. Think about ways to solve problems. 5. Keep hands, feet, and objects to yourself 6. Share the equipment and toys with friends 7. Take turns	1. Listen to all adults 2. Use respectful words and voice with adults and friends. 3. Take care of school property and equipment 4. Keep hands, feet, and objects to yourself 5. Be kind to others 6. Ask a friend for help when you are finished	1. Listen to all adults 2. Walk at all times facing the front 3. Keep hands, feet and objects to yourself 4. Catch a bubble to keep from talking or making noises 5. Observe the bulletin boards without touching. 6. Be careful with the books in the baskets	1. Listen to all adults 2. Use respectful words and voice with adults and friends. 3. Talk quietly 4. Load and unload cars, buses and vans orderly 5. Have a book to read while waiting for your car or van to pick up 6. Keep hands, feet, and objects to yourself	1. Listen to all adults 2. Stay in line 3. Walk facing front. 4. Be polite and respectful to cafeteria staff 5. Talk with a soft voice 6. Use napkins to wipe your mouth 7. Chew with your mouth closed
Safe Follows safety expectations	1. Know emergency procedures: -Fire Drill procedures -Severe Weather -Intruder procedures -Bus evacuations 2. Be silent during emergencies	1. Follow directions 2. Wash hands 3. Flush toilets 4. Report water on the floor 5. Report unsafe behavior to an adult	1. Use hands, feet, and playground equipment appropriately. 2. Carefully go up/down steps 3. Report unsafe behavior to an adult 4. DO NOT THROW ANYTHING BUT BALLS 5. Stay inside the fence	1. Follow directions 2. Keep hands, feet, and objects to yourself 3. Clean up spills 4. Walk at all times facing front	1. Follow directions 2. Walk at all times facing front 3. Hold on to the stair rails 4. Take one step at a time 5. Always face the front	1. Walk to and from the bus or car. 2. Carefully go up/down steps 3. Listen, obey and follow bus driver's rules	1. Follow directions 2. Walk at all times facing front 3. Keep hands, feet, and objects to yourself 4. Hold your tray with both hands

When it is not possible to send a hard copy to school with your child this must be emailed to your child's teacher, Mrs. Snyder, kgsnyder@auburnschools.org, Mrs. Musick, asmusick@auburnschools.org and Mrs Hamiter at chamiter@auburnschools.org **BEFORE 1:00pm**

FOR TEACHER USE

Cary Woods Elementary

Transportation Department
Parent or Guardian Consent Form



I hereby give my permission for my child, _____ (student's name)
in _____'s class to travel by (mark one):
(teacher)

Auburn City School Bus # _____ FROM Cary Woods Elementary to _____ with bus drivers from Auburn City Schools.
(street address)

Daycare Van _____ (Name of Daycare)

Car Rider _____ (Name of person picking up)

Walker _____ North to N. Cary Drive _____ South to Norwood Drive

Permission is given from _____ (mm/dd/yy) through _____ (mm/dd/yy).

Before this change my child went home by:

Bus # _____
Daycare Van _____ (name)
Walker _____ North _____ South
Car _____
After School Program _____

Parent/Guardian Signature
REQUIRED

Parent/Guardian daytime phone number
REQUIRED

In granting permission, I expressly waive my claim for liability against Auburn City Schools, 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 persons 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 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 for 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 parent/guardians, it is with the authority of the other.

THIS FORM WILL BE USED FOR ALL CHANGES IN TRANSPORTATION. PERMISSION WILL NOT BE GRANTED BY ANY OTHER MEANS THAN A SIGNATURE ON THIS FORM.