



Parent and Student Handbook

Office Staff:

Matthew Bruner, Principal
Dana Johnson, Bookkeeper
Haley Price, School Nurse

Glori Lammons, Assistant Principal
Mary Whitlow, Secretary
Brittany Handley, School Counselor

721 East University Drive

Auburn, AL 36830

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Dear AEEC Families,

It is my pleasure to welcome you to Auburn Early Education Center for the 2020-2021 school year. Our vibrant, dedicated staff recognizes each child as a unique individual and strives to provide an educational experience that allows each child to develop his or her maximum intellectual and social potential.

Our goal is to provide an educational environment that combines the best of good practice and current research so that lessons and activities are relevant and meaningful. We strive to provide a positive school climate in which all children are accepted and secure.

Our theme this year is *S.E.A.S. the Day!* This theme is an expression to our dedication to be able to navigate any uncharted waters and appreciate the journey each day. The acronym stands for Successfully Educating All Students. You will find the nautical theme throughout the building and publications this year.

Please note there are several items in the handbook with a highlighted asterisk (*). These items may be adjusted during Fall 2020 due to the Covid-19 regulations

We are looking forward to an outstanding year. Please feel free to call 334-887-4950 with questions or concerns. We are here for you!

Sincerely,
Matthew Bruner, Principal

AEEC Mission

The mission of AEEC, the peak of foundational excellence, is to empower a community of life-long learners through enriching academic experiences and recognizing achievements, through a system distinguished by:

- a safe and nurturing culture
- positive character development
- celebration of our diverse community
- challenging and individualized child-centered instruction
- shared accountability for all

Tactics

- We will actively recruit and engage our families through the education and enhancements of parent and community partnerships.
- We will provide and ensure safe and education facilities and equipment.
- We will maximize student success by collaborating to align instruction with learning goals and assessments to ensure seamless transitions.

AEEC Faculty and Staff

<p><u>Administration</u> Mr. Matthew Bruner, Principal Mrs. Glori Lammons, Assistant Principal</p>	<p><u>Resource Teachers</u> Laneshia Babers, Title I Teacher Lacey Basgier, Art Teacher Jan Beard, Title I Teacher Tricia Dorman, Instructional Coach Brittany Handley, Counselor Mojen Lau, ESL Teacher Shawn Roman, Title I Teacher Kara Sartain, Media Specialist Sara Schiller, Music Teacher Travis Yarbrough, Physical Education Teacher</p>
<p><u>Kindergarten Teachers</u> Kathryn Booher, Kindergarten Teacher Nicole Boswell, Kindergarten Teacher Abby Brown, Kindergarten Teacher Marlee Clifton, Kindergarten Teacher Heather Donaldson, Kindergarten Teacher Lana Grooms Kindergarten Teacher Dionne Whitt, Kindergarten Teacher</p>	<p><u>H.A.P.I.E. Pre-K</u> Beverly Adams, PK Teacher Melanie Mezick, PK Teacher Emily Waldrop, PK Teacher Julie Moncrief, Speech Language April Rapp, BCBA, Co-Director Mattie Levin, BCBA, Co-Director</p>
<p><u>First Grade Teachers</u> Melissa Cleondis, 1st Grade Teacher Meredith George, 1st Grade Teacher Holly Hendrickson, 1st Grade Teacher Preston Henry, 1st Grade Teacher Anne Marie Kuhlman, 1st Grade Teacher Kelly Pugh, 1st Grade Teacher Summer Williams, 1st Grade Teacher Carolyn Wilson, 1st Grade Teacher</p>	<p><u>Support Staff</u> Wendy Barber, PK Assistant Natalie Boman, After School Coordinator Carl Brown, Custodian Sheila Caffey, Child Nutrition Assistant Manager Teri Crum, Media Assistant Sissy Davis, Special Education Assistant Kathleen Ecklund, PK Assistant Dana Johnson, Bookkeeper Kimberly Kimbrough, Special Education Assistant Danielle Mason, Physical Education Assistant Cederick Matthews, Custodian (part time)</p>
<p><u>Second Grade Teachers</u> Jenny Adamson, 2nd Grade Teacher Judy Boone, 2nd Grade Teacher Taylor Gates, 2nd Grade Teacher Ashley Hunter, 2nd Grade Teacher Alisha Johnson, 2nd Grade Teacher Shandrika Smotherman, 2nd Grade Teacher Sam Walker, 2nd Grade Teacher Autmn Young, 2nd Grade Teacher</p>	<p>Courtney McFaull, Computer Lab Instructor Shannon Morgan, Special Education Assistant Madison Norwood, Special Education Assistant Anna Carol Nolan, Special Education Assistant Meredith Nooney, PK Assistant Haley Price, School Nurse Kim Sanderson, School Nurse Tanisha Simmons, Special Education Assistant Alisha Spinks, Custodian Inez Vanerson, CNP Kristy Waters, Child Nutrition Manager Mary Whitlow, Secretary</p>

Topics are listed alphabetically

After School Program

Information available in the After School Handbook.

Arrival Time

Parents are asked to make sure their child arrives at school on time (7:45 AM). Children must not arrive on the school grounds earlier than 7:15 AM. Faculty and staff members will greet and assist children in our car rider line from 7:15 AM until 7:45 AM. **After 7:45 AM, he/she must enter the school with a parent/guardian through the office and sign in. It is most important that the parent walk the child into the office due to the traffic near the office entrance. Communication will be made to parents/guardians by the school or the attendance officer if the number of tardies or absences becomes excessive. Please refer to the Pupil Progression Plan regarding tardies and absences.**

Attendance

Written Excuse

When a student returns to school after an absence and within three (3) days of the student's return to school, the parent/legal guardian must provide in writing an excuse, which includes 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. Parents may be required to submit an excuse for late check-ins and early check-outs.

Excused Absences

Absences are excused for the following reasons:

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

Unexcused Absences

Any absence that does not fall under the category of an 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 Court in the proper court of jurisdiction. Absences are unexcused for the following:

1. 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.
2. The student has been suspended.

Birthday Parties *Covid Adjustment

No individual invitations to private parties are to be delivered at school, unless the entire class is invited. If a parent wishes to send birthday treats to school for the class, please make prior arrangements with the teacher to help protect instructional time. No flowers or balloons are to be sent to the school for students at any time for birthdays or other special events.

Book Bags

AEEC students may bring book bags to school to assist in carrying Weekly Folders, books, and other items. **Due to our limited space, students may not bring rolling book bags to school.**

Bus Conduct

Students must adhere to the following rules when riding the bus:

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 harass other students.
5. Do not fight, quarrel, yell, or use profanity.
6. Keep feet, arms, and belongings out of the aisle and 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 lighter on the bus.
10. Do not bring fireworks, weapons, or anything endangering the lives of others on the bus.
11. Do not commit careless or willful acts which may cause injury/damage to others or the bus.
12. Help keep bus clean by picking up all trash.

Bus Conduct Continued

The following are suggestions for parents:

1. Parents should stay with their child at the bus stop in the morning until the child boards the bus.
2. Parents should meet their child at the bus stop every afternoon.
3. Parents should talk to their child about following bus rules and listening to the bus driver.

Bus Violations

Bus drivers report misconduct to the transportation supervisor and assistant principal. Bus misconduct will be addressed at the school. If you have any questions regarding bus routes or schedules, please contact the Transportation office at 334-887-4915.

Bus/Day Care Riders

School buses and day care riders (in the afternoon) will use the East University Drive entrance. Please reserve this entrance for school buses and day care riders only. Children who ride school buses will be dismissed at 2:35 PM each day. A teacher will escort the children to their school bus. Records are kept regarding who rides the bus each afternoon. Day care van/buses will be loaded as soon as all school buses have departed.

If you do not plan on your child leaving school by school bus or day care bus/van on a particular day, you must either provide a written note indicating the arrangements or call the school office before 1:30 PM.

Car Riders

Students riding in cars will be dropped off and picked up in the car loop that is located off Wrights Mill Road. Please use the following exit options when leaving the Wrights Mill Road entrance.

In the afternoon, we ask that you please do not exit left onto Wrights Mill Road. Please use the following options:

- Go straight across to Loftin, and then turn left onto Gay Street. This will take you to East University Drive.
- Go straight across to Loftin, and then turn right onto Gay Street. This will take you into town.
- Go straight across to Loftin, and continue straight. This will take you to University Drive.
- Take a right out of our entrance onto Wrights Mill Road. Then take a right onto Janet Drive.

- From Janet Drive, a right on Hollon Road, Brenda Avenue, or Heard Avenue will take you to Dean Road.
- From Janet Drive, a left on Heard Avenue will take you to Dumas Drive. A right on Dumas Drive will take you to Samford Avenue. A left on Dumas Drive will take you to Wrights Mill Road.

Car Line Waiting/Idling in Afternoon

Beginning August 8, 2018, 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.

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 pay for the damage done. Parents will be notified immediately in all situations.

Check out Procedure

If you need to pick up your child during the school day, please report to the office with a valid picture ID. Your child will be called from the classroom to meet you in the office. If your child misses his/her classroom lunch, please make sure that he/she eats lunch before returning to school. If you know that your child will be checked out before lunch, please let the teacher know that morning so a lunch will not be ordered. Upon returning to school, the child must be brought to the office and signed in before returning to class.

Communication to Parents

Parents will receive a weekly newsletter from their classroom teacher. In addition, the school principal will send home a monthly newsletter and the PTO will send one quarterly. The principal will also send periodic messages via email or by robo-call. As needed, the school office will send notices home. This communication will usually be sent home in Friday folders. All correspondence sent home (from PTO or other outside organizations) must be approved by the principal and Auburn City Schools' Central Office.

Conferences *Covid Adjustment

In October, a full day is scheduled for teachers to meet with parents. You will receive your child's report card at this scheduled conference date. Reports cards cannot be provided earlier than the board approved dates. Your child's teacher will contact you prior to this date to schedule an appointment. Please take advantage of this opportunity to monitor your child's progress first-hand. If you wish to schedule additional conferences, please call the school office or sent a note to the appropriate teacher(s). Throughout the year, teachers may also request additional conferences.

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. It is important to clarify information and to address concerns. Face to face conferences are encouraged when the need to discuss an issue arises. Prior to contacting the principal, please discuss the concern with the appropriate teacher(s) so that concerns may be addressed appropriately.

Departure Time

AEEC children will be dismissed each day beginning at 2:35 PM. Car riders must be picked up by 2:50 PM.

Discipline

Each teacher will include their students in developing classroom rules. We believe this will aid in the children's understanding and compliance with their classroom rules. We want our children to learn responsibility for self and consideration of others since they will be the leaders of tomorrow. **For additional information concerning discipline, please refer to Auburn City Schools Statement of Responsibilities Booklet.**

The following are AEEC School Rules:

1. Show respect for your teachers and classmates.
2. Keep hands, feet, and objects to yourself.
3. Act in a safe and responsible manner.
4. Be respectful of the property of others.

The AEEC Faculty believes in providing students with structured choices, showing empathy for students when misbehavior occurs, and determining reasonable consequences from which the students may learn. We want every student at AEEC to develop school pride, personal

responsibility, and self-discipline. We will collaborate with our students' families to ensure that this occurs.

Educator's Code of Conduct

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

Electronics, Toys, and Games

Students should leave toys, trading cards, smartwatches, iPads, Mp3 players, and electronic games at home unless they have the permission of the principal to have them at school for instructional purposes. Students are responsible for electronic devices they bring to school. The district shall not be responsible for loss, theft, or destruction of devices brought onto school property.

Emergency Procedures *Covid Adjustment

Severe weather and fire drills will be conducted on a regular basis. Within the first two weeks of the school year, students are taught what to do in case of a fire or severe weather. Severe weather and fire drill maps are posted by the door in each classroom. Fire drills are conducted monthly with the city fire inspector on site. Severe weather drills are conducted four times a year.

In order to protect our students during an emergency situation, the Auburn City Schools Board of Education has established a Board Policy that requires each school to conduct an Intruder Drill. These drills are practiced two times a year. Teachers talk with the students and prepare them for this drill. In addition, the school will practice Secure Your Area drills designed to keep students in safe locations while continuing instruction.

Parents are requested not to check students out when the school is under emergency "Warning". Standard emergency procedures will be followed. Parents should seek safe shelter themselves. Please do not call the school during emergency warnings; the school telephone line must remain open. The most appropriate and cautious care of each child will be provided in emergency situations. When the opening of school is questionable because of emergency conditions, please listen to the local radio stations. Announcements will be made by 6:30

AM (WAUD 1240 AM; WKKR 97.7 FM). Listen for announcements about Auburn City Schools. Announcements about Lee County and Opelika Schools refer to Lee County Schools and Opelika Schools, not Auburn City Schools. Following closure, all daytime and evening school activities are automatically canceled until schools are reopened.

Field Trips *Covid Adjustment

A signed permission form and any fees associated with the trip should be returned to school at least **one day prior** to the field trip. **Verbal permission will only be accepted with the principal's approval.** Any school sack lunches ordered on the permission form prior to the trip must be paid for, even if a lunch is brought from home on the day of the trip. Appropriate behavior is expected of all students. Inappropriate behavior on a field trip may result in denial of participation in future field trip activities, unless the parent is in attendance, in order to ensure the trip is safe and productive for all students. Students will ride the school bus to and from the field trip. No students will be checked out by a parent or guardian at the field trip location. While parents who agree to serve as field trip chaperones are greatly appreciated, younger siblings will not be allowed in order to provide adequate supervision for AEEC students. The purpose of being a chaperone is to assist in supervising the school-aged children attending the trip.

How to Contact Your Child's Teacher

If you need to contact your child's teacher:

- Call the office at 334-887-4950. The teacher will call you back as soon as he/she is able.
- E-mail the teacher. E-mail addresses are on the district website and will be provided by the teacher at Meet the Teacher Night.
- Write a note and send it to school with your child.
- Students in 2nd Grade use daily planners to keep track of assignments and daily work.

Notes in the planner are an excellent way to communicate with the teacher.

Lost and Found *Covid Adjustment

ALL PERSONAL POSSESSIONS SHOULD BE CLEARLY LABELED WITH THE FIRST AND LAST NAME OF THE CHILD. This is especially important for items of clothing. Parents are encouraged to check the lost and found area in the main hallway and reclaim lost items. Periodically throughout the school year, all items remaining in lost and found will be donated to a local charity.

Lunch *Covid Adjustment

After the first two weeks of the school year, parents are encouraged to eat lunch with their child. During the first two weeks, we are working on lunch routines and procedures. Learning to punch in a code and carry a tray can be a difficult endeavor for many. After this time, we ask that you schedule lunch in advance by letting the teacher know that morning by sending a note or an email. If you would like to reserve a lunch, please let the teacher know you will be dining with us. Exact change is needed. Please remember that fast food and soda are not to be consumed during school lunch times. We also do not allow the sharing of food with children other than your own.

Medication Information

Please refer to Pupil Progression Plan for guidelines on medication and illness.

Parent Teacher Organization (PTO)

The mission of PTO is three-fold:

1. to support and speak on behalf of children and youth in the schools, in the community, and before governmental agencies and other organizations that make decisions affecting children;
2. to assist parents in developing the skills they need to raise and protect their children; and
3. to encourage parent and public involvement in the public schools of this nation.

Parking

Visitor parking is located in the large parking lot adjacent to the school's flagpole (University Drive). Other parking areas are designated for AEEC staff and those who are handicapped. Please avoid parking in the faculty parking lot, in the circle at the school entrance, and by the dumpster at any time.

Parties *Covid Adjustment

Your child's teacher will announce any school parties that will be held. Parents may be asked to assist the teacher with party planning. Please avoid students exchanging gifts for any classroom parties. In order to protect all children, including those with identified life threatening allergies, all food entering the classroom must be approved by the teacher and in some cases, the school nurse.

Physical Education

Each child will participate in physical education with a certified PE teacher and an assistant to foster life-long physical fitness habits. In addition, each class will participate in outdoor free play activities on a daily basis. If your child has a reason for not participating (due to illness

or other limitations), please write a note which states the reason. Students are to wear rubber soled shoes for PE.

PreKindergarten Special Education Services for Children with Disabilities Ages Three Through Five

PreKindergarten special education is a part of the total special education program offered through Auburn City Schools. PreK special education and related services are offered for children with disabilities and special needs ages three through five through the H.A.P.I.E. (Helping Auburn Preschoolers – Intervening Early). Eligibility for special education is decided by determining if a child has a disability according to what is listed in the Alabama Administrative Code. For a child who is determined eligible, special education and related services are provided at no cost to the family if the child receives these services as part of their specially designed instruction. Once a child is eligible, preschoolers may begin receiving special education services on their third birthday.

Because of the unique stage of development of a PreK child, special education services may be delivered in a variety of settings through various models. Services and the location of the services are determined based on the needs of each child. Our goal is to work together with families and community providers in providing PreK special education services.

Response to Intervention (RTI) and Data, Support, & Intervention (DSI) Teams

A student experiencing academic, social, or behavioral difficulties may be referred to the DSI Team. This team of teachers and administrators will work together to begin the RTI process to determine strategies or techniques for the teacher(s) and/or parent(s) to use with the student in order to promote appropriate growth in school. You will be notified by letter or communication with your child’s teacher(s) if RTI is a necessary step for your child.

School Visitors *Covid Adjustment

For the safety of students and personnel at AEEC, all visitors to the school will have their government identification (driver’s license) scanned and instantly checked against the NATIONWIDE sexual offender database. A name badge will then be printed for the visitor. Parents and visitors will only be allowed to proceed to the classroom with principal approval. Forgotten lunches and/or other items will be left in the school office. Parents will not be allowed to take these to the classroom after the start of the school day.

In an effort to maintain a positive learning environment, visitation must be kept to a minimum. We do not allow unannounced, drop-in visits. This is to protect the instructional time of the

classroom teacher and the confidentiality of other students in that room. We ask for your cooperation with this practice.

Snack

Time will be allotted each day for snack. Food for snack may include fresh fruit, dried fruit, vegetables, cheese, or crackers. We encourage you to send healthy snack foods for your child(ren). It is our hope that all families will avoid sending foods containing peanut butter, nuts, or shellfish and will ask their children not to share any drink, snack, or other food with another child at school, including on the school bus and during after school program activities.

Special Education

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

Student Pictures

Individual school pictures for the yearbook will be taken in the fall. Classroom group pictures are taken once during the school year. Individual pictures are also taken in the spring. Parents will have an opportunity to view proofs of individual pictures before purchasing them. Parents may order the desired picture package by sending an order and the appropriate amount of money back to the school. The school will forward the order and the money to the photographer. Picture dates can be found in the Calendar of Events provided to parents prior to the beginning of school and in the newsletter.

Tardies

School begins at **7:45 AM**. Please make sure that your child arrives on time. Should your child arrive at 7:45 AM 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 coordinator if a student is tardy more than 10 times during a semester.

Telephone

If you need to speak with your child's teacher, please leave a message in the office (334-887-4950). Children's instruction is our first goal, and we will not be able to interrupt classroom activities unless it is an emergency. Children will not be allowed to use the school telephone except for a valid reason.

<p>Auburn Early Education Center and Auburn City Schools Title One Program and Parent Rights Notifications</p>

Dear Families,

Auburn Early Education Center is a Statewide Title I School. This designation provides AEEC with federal funds to support the educational program at the school. These funds are used to supplement materials, provide professional development for faculty and staff, encourage parental involvement, and provide additional staffing throughout the school.

For the 2018-2019 school year, Patricia Dorman will serve as a Title I Academic Instructor. Mrs. Dorman will work with the students, teachers, and staff. She will provide assistance to all classrooms in the areas of reading and mathematics. Our federal funds will also provide for instructional assistance from assistants. Assistants will work with the teachers to support the academic progress of all children.

Providing a quality education for all children is the goal of Auburn Early Education Center, as well as Auburn City Schools. We appreciate the opportunity to supplement our school program with the available federal funds. It is the wise use of all resources that allows us to offer the best to our students and families.

If you have any questions, please feel free to contact me at the school. Further questions or concerns may be addressed to **Dr. Tim Havard, Director of Student Services for Auburn City Schools, at 334-887-2100**. Also, you may contact Edmond Moore, Federal Programs Section Coordinator, at the Alabama State Department of Education at 334-242-8199.

Federal law now requires school systems that receive federal funding to notify the parents of each student of the parental rights related to teacher qualifications. Parents may request information regarding the professional qualifications of any teacher or paraprofessional that serves their child. A goal of the Auburn City Schools is to provide your child with a quality education. This goal includes providing all students with highly qualified teachers. Auburn City Schools is proud of its teaching staff and welcomes this opportunity to share information regarding licensing, degrees, and the experience of its staff with any parent. Please forward any request for staff credentials to:

Auburn City Schools
Jason Lowe, Executive Director of Human Resources
855 East Samford Avenue

P.O. Box 3270
Auburn, Alabama 36831-3270

Sincerely,
Matthew Bruner, Principal