

# Cary Woods Elementary



## Student Handbook

2023-2024



July 1, 2024

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 believe that the first years of education are 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 CWES 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, 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 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 can 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 CWES website, PTO Website, DOJO Posts, Newsletters, Instagram, Facebook, 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 Facebook and DOJO School Story often for updated messages that 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.

# CWES Faculty and Staff 2023-2024

Kindergarten		CNP Manager	Wendy Wiersma
Kindergarten	Meg Burns	CNP Asst. Manager	Delaney Moore
Kindergarten	Kathleen Sacco	CNP	Cynthia Gross
Kindergarten	Kaylee Towers	Custodian	Katia Almendarez
Kindergarten	Meaghan Kimbrell	Custodian	Andy Coker
Kindergarten	Amanda Boswell	Custodian	Chris Pruitt
Kindergarten	Tara Torbert	1 Sp.Ed. Asst. ACS	Linda Oliver
Kindergarten	Mary Sanders	2 Sp.Ed. Asst. Kelly	Abby Gray
Kindergarten	Morgan Williams	3 Sp.Ed. Asst. Kelly	Will Grice
First Grade	Keri Miranda	4 Sp.Ed. Asst. Kelly	Destin Carlisle
First Grade	Edrea Bethea	5 Sp.Ed. Asst. Kelly	Emily McKee
First Grade	Anne Kimbell Neighbors	6 Sp.Ed. Asst. Kelly	Aimee Harris
First Grade	Allie Musick	7 Sp.Ed. Asst. Kelly	Angela Lee
First Grade	Holli Collins	8 Sp.Ed. Asst. Kelly	
First Grade	Amy Dillard	9 Sp.Ed. Asst. Kelly	Darnisha Meadows
First Grade	Ellie Yaeger	10 Sp.Ed. Asst. Kelly	Maleah Spraggins
First Grade	Maegan Keel	11 Sp.Ed. LPN	Gennifer Goldmann
First Grade	Michelle Stanfield		
Second Grade	Kaila Sutterfield		
Second Grade	Charma Allen	Computer Lab Assistant	Jill Keane
Second Grade	Carly Meadows	Media Asst.	Katrina Jones
Second Grade	Brooke Braswell	PE Assistant	Maria Yost
Second Grade	Shelby Bramblett	Reading Tutor	Kelly Grooms
Second Grade	Missy Shumate	Reading Tutor	Elizabeth Bennett
Second Grade	Jackie Vickers	Title I Tutor	Katrina Calleiro
Second Grade	Audrey Leach	ESL Tutor	Elzbieta Siek
		ESL Tutor	Gloria Garza
PE	Bram McGrady	ESL Tutor	Sohyun Cho
Library	Holly Bigham	ESL Tutor	Hae Jung Kim (Sophia)
Art	Trina Crowdus	Nurse	Lisa Moore
Title I	Gray Link	Clerical Assistant	Cassie Hamiter
ESL	Cassie Davis	Bookkeeper	Kathy Warfield
Counselor	Amelia Foshee	ASP Coordinator	Rhiannon Keel
Music	Rob Lyda	Social Worker	Germany Leonard
Inst. Coach	Sherri Shiver	Resource Officer	Tyrone Guice
Resource	Sandra Beisel		
Visual Impaired	Christine Cooper		
Resource	Charonda Byrd		
Resource	Kinley Davis		
Resource	Elizabeth Manning		
Speech	Carmen Lowry		
Assist. Principal	Susan Shonk		
Principal	Karen Snyder		

## 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, Principal .....[kgsnyder@auburnschools.org](mailto:kgsnyder@auburnschools.org)

Susan Shonk, Assistant Principal.....[ssshonk@auburnschools.org](mailto:ssshonk@auburnschools.org)

Amelia Foshee, Counselor.....[alfoshee@auburnschools.org](mailto:alfoshee@auburnschools.org)

### Arrival times

Bus 7:15 am

Car and day care van riders- 7:15am

### Dismissal times:

Bus- 2:30 pm

Vans- 2:35 pm

Walkers- 2:35 pm (students who live inside the two-mile radius and are not provided transportation)

Car riders- 2:40pm

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.



CAR LOOP AND  
STAFF PARKING  
LOT

## Morning Arrival Map 2023-24

### Unassisted Drop-Off

This carline opens after bus drop-off and will only offer supervision. Students must be able to exit the car independently.

BUS LOOP AND  
VISITOR PARKING

### Assisted Drop-Off

This carline will offer assistance with opening car doors for students to exit.

### NOTE:

...AT ALL TIMES, you should follow the directions of our School Resource Officer.

Crossing  
Guard

Crossing  
Guard

CAR LOOP AND  
STAFF PARKING  
LOT

## Afternoon Dismissal Map 2023-24

### North Walkers:

Walkers will be dismissed at 2:25.  
...Students who live inside the 2-mile radius and do not have access to bus transportation...

Buses (2:25):

Daycare Vans (2:30):

BUS LOOP AND  
VISITOR PARKING

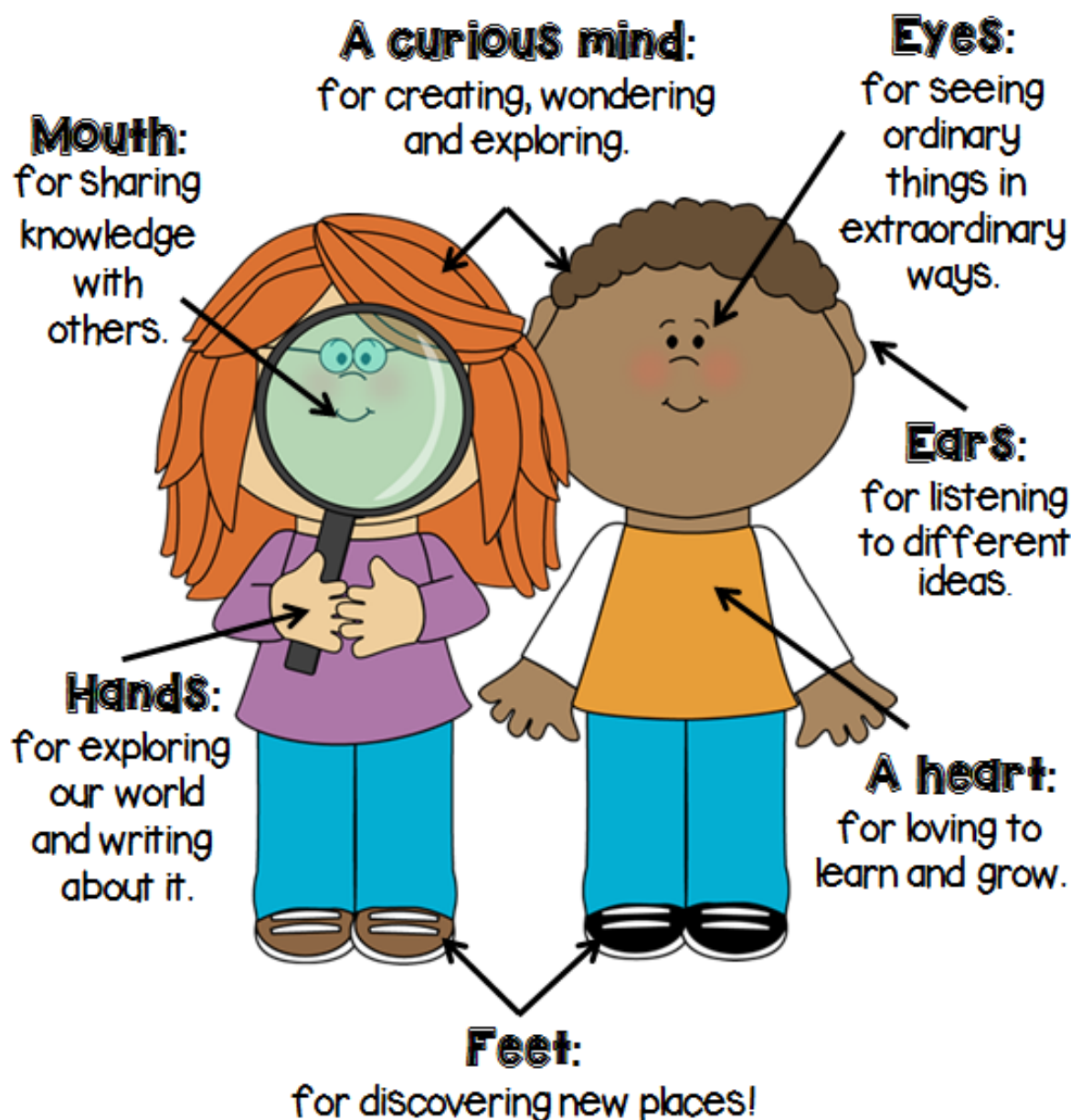
### South Walkers:

Walkers will be dismissed at 2:25.  
...Students who live inside the 2-mile radius and do not have access to bus transportation...

Car Rider Pick Up:  
Car riders will be dismissed at 2:35

Crossing  
Guard

# 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"><li>• Do your best</li><li>• Be on time</li><li>• Stay on task</li><li>• Stay organized</li><li>• Complete Work</li></ul>	<ul style="list-style-type: none"><li>• Show kindness</li><li>• Be polite</li><li>• Help others</li><li>• Follow directions</li></ul>	<ul style="list-style-type: none"><li>• Show body control</li><li>• Use inside voices</li><li>• Stop, look, and listen</li><li>• Walk inside</li><li>• Play safe</li><li>• Hands &amp; Feet to self</li></ul>

## 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 I VIOLATIONS:

**Step 1:** Verbal warning/redirection/reteach expectation.

**Step 2:** Begin documentation on infraction form.

- Communicate with parent and send home infraction form (DOJO, email, text or phone call)
  - Parent signs and sends back form.
- Conference with student
- Student completes quiet time reflection.

**Step 3:** Continue documentation on infraction form.

- Conference with student
- DIRECT Contact with parent and send home infraction form.
  - Parent signs and sends back form.
- 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/ Pink Discipline Referral Form is completed.
- Parent Contacted by administration and send home referral form.
  - Parent signs and sends back form.
- Administration makes choice of consequence.

\*Purple infraction forms from Specials Teachers (Art, Music, PE, Media, and Technology) will be added to infraction forms and student will move to the next step.

## **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/ Pink Discipline Referral Form is completed.
- Parent Contacted by administration and send home referral form.
  - Parent signs and sends back form.
- Administration makes choice of consequence.

## **TYPE 3 VIOLATIONS**

### **STRAIGHT TO STEP 5**

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

- Major Infraction Form/ Pink Discipline Referral Form
- Parent Contacted by administration and send home referral form.
  - Parent signs and sends back form.
- Administration makes choice of consequence.

## **Behavior Recognition**

### **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 may redeem their Cary Cash for various items available at the Cary Store. Students will go to the Cary Cash Store to spend their Cary Cash during their PE Time. Parents are invited to assist with donations for the Cary Store. (See QR Code below). Thank you for considering.



### **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".

### **Specials Class of the Quarter**

- Students will work to earn points during Specials classes (Art, Music, PE, Media, and Technology) by displaying Explorer Expectations. Each quarter, Specials Teachers will tally points to identify which class will be recognized.

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 3. 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– Friday, August 4, 2023 from 10:00-12:00 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 visit in the classroom or in the **GYM**.

- Go to your child's **CLASSROOM** to visit and complete IMPORTANT information.
- Register for DoJo and connect to your child's class DoJo.
- 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**.
- Download and connect with the Where's the Bus APP. (Posters with QR codes will be displayed.)
- 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 gym to their classroom for practice. When they arrive each morning, this will be the path they take, and it will be beneficial for them to practice this.

## **Curriculum Night Events 6:00-7:30**

Second – Thursday, August 17, 2023

Kindergarten – Thursday, August 17, 2023

First – Thursday, August 31, 2022

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 at 7:45 a.m.

Promptness in arriving at school is expected of all children. A student is considered tardy if he/she enters the school building after the 7:45 a.m. bell has rung. Students arriving after 7:45 a.m. must be accompanied by a parent/guardian/adult to sign them in for the day. Letters will be sent to the parent/guardian after a student has accumulated 10 tardies. 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. Car traffic moves smoothly if cars pull up to the very end of the loading zone. 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. A doctor's note is the only acceptable excuse for tardies.

## **Excuses**

Handwritten excuses must be submitted to the school within 3 days of the absence. If not, the absence will be coded as unexcused. Emails do not suffice as excuses. Excuses must be handwritten and signed by the parent/guardian. 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 the 3<sup>rd</sup> unexcused absence and the 5<sup>th</sup> unexcused absence for students in Grades K-12. The attendance officer becomes involved following the 5<sup>th</sup> absence. Early warning to the court system may be initiated if the unexcused absences become excessive.

## Checking Out of School

In the event a student needs to be checked out of school, a parent, guardian, or authorized person, must bring a photo ID to the office and sign him/her out. Your student will be called from his/her classroom. If a student is returning to school, please walk your child to the office and sign him/her in. We encourage parents to schedule appointments after school so that students remain at school 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. CHECK OUT AFTER 2PM IS NOT PERMITTED.

## Withdrawals

To withdraw from school, the student's parents/guardian should come to the school office to complete necessary withdrawal paperwork. 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 offers an After School Program for students. The program operates on school days only and offers many activities for the students to learn and grow. Spaces are limited. For more information, contact Rhannon Keel- Director at [rkeel@auburnschools.org](mailto:rkeel@auburnschools.org) or 887-4949. 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.

## 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 not 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 ensure another child is celebrated, please call Wendy Wiersma at 334-887-4947 or email her at [wmwiersma@auburnschools.org](mailto: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. You may have lunch with your child on his/her birthday. You may order a school lunch for \$3.75. Please do not bring or send any other birthday treats or items for the class (cupcakes, candy, balloons, flowers, 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. This is considered an Explorer Expectation. Parents will be notified immediately in all situations. A natural consequence for damaging school property may be for the student to clean or repair the damages. 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. Sleepwear is not appropriate for students or adults.

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. (See also ACS Parent and Student Handbook page #23.)

## Elementary

- Shorts or leggings MUST be worn under skirts and dresses at all times.
- Headgear (hats, caps, bandanas, elastic bands, athletic headbands, headscarves, sunglasses, etc.) is not permitted except during extreme weather conditions, according to individual student needs, religious practices, or special school events.
- The length of shorts and skirts should be school-appropriate.
- 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. 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 regularly.
- Tornado drills and Lockdown drills are conducted periodically throughout the year.
- In the event of a "tornado watch," students will proceed with a normal schedule.
- In the event of a "tornado warning," all staff and students will take cover in designated areas until the warning is cancelled.
- Parents should not check students out when the school is under a warning and students are in their safe place because that is not safe for you, our faculty and staff, or the child.
- School telephones must stay clear in an emergency warning to ensure contact with the proper authorities.
- Be sure that you subscribe to the app Class DoJo for the most up to date information. All emergency information will be communicated via DoJo and will come from administration.

## Emergency Telephone Numbers

It is absolutely necessary that each student have all telephone numbers at which parents can be reached during the day on file in the school office. In addition, we must have at least two local telephone numbers, preferably four, for local residents who can be contacted in case of an emergency when a parent/guardian cannot be reached. 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 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, DOJO 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 to protect instructional time, maintain confidentiality, and ensure appropriate supervision.
- Teachers are available during their planning times and after school for conferencing. We will not allow unannounced visits and appreciate your cooperation.
- **Teachers or Staff should not have personal visitors during school hours without prior approval.**

## Snacks/Fruit Break

Please provide a healthy snack for your child each day. **Do not send juice or soft drinks for snack time.** Water bottles are welcome and encouraged. However, these should be taken home and cleaned daily.

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.
- **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. Parents must sign them out on a sign-out form.
- 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 picked up in the cafeteria each morning between 7:15am and 7:40am. Students eating breakfast should arrive before 7:25am.

### **2. Lunch and Breakfast Prices**

<b>Breakfast</b>		<b>Lunch</b>	
Full pay	\$1.50	Full Pay	\$2.50
Reduced (Must qualify)	\$ .30	Reduced (Must qualify)	\$ .40
ALL Adults	\$2.75	ALL Adults	\$3.75

### **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.

#### **ACS Meal Accommodations**

To receive food accommodations in the cafeteria, parents must submit a completed medical form located on the ACS website. Based on Federal guidelines, MEDICAL EXEMPTIONS are the only accommodations that will be made in the school cafeteria.

Free or reduced price lunch applications are online. We will have computers set up at CWES for your convenience to complete and submit 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 (CNP) 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 2.10, 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](http://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.

Grading scales will reflect Auburn City Schools' grading policy as stated in the ACS Parent and Student Handbook.

## PROMOTION REQUIREMENTS FOR K – GRADE 2

### 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%).

### Kindergarten

<u>Academic Level of Performance</u>	
Key to Marks	Explanation of Marks
ES	<b><u>Exceeds Standards</u></b> Consistently works beyond stated goals for the current quarter.
MS	<b><u>Meets Standards</u></b> <ul style="list-style-type: none"> <li>• Meets stated goals for the current quarter.</li> </ul>
DS	<b><u>Developing Standards</u></b> <ul style="list-style-type: none"> <li>• Inconsistently meets goals and is approaching stated goals for the current quarter.</li> </ul>
NS	<b><u>Need Support</u></b> <ul style="list-style-type: none"> <li>• Not meeting stated goals and needs additional support to reach goals for the current quarter.</li> </ul>

### 1<sup>st</sup> Grade and 2<sup>nd</sup> grade Performance Indicators:

<u>Academic Level of Performance</u>		
Key to Marks	Explanation of Marks	Percentage Score
EE	<b><u>Extensive Evidence</u></b> <ul style="list-style-type: none"> <li>• Evidence gathered to date indicates that the student consistently meets and may sometimes exceed learning goals.</li> </ul>	<b>90-100%</b>
SE	<b><u>Sufficient Evidence</u></b> <ul style="list-style-type: none"> <li>• Evidence gathered to date indicates that the student consistently meets the learning goals.</li> </ul>	<b>75-89%</b>
PE	<b><u>Partial Evidence</u></b> <ul style="list-style-type: none"> <li>• Evidence gathered to date indicates that the student is moving toward being able to meet most learning goals.</li> </ul>	<b>60-74%</b>
NE	<b><u>No Evidence</u></b> <ul style="list-style-type: none"> <li>• Evidence gathered to date indicates the student is only beginning to develop the skill or understand the concepts and needs to improve progress to meet the learning goals.</li> </ul>	<b>0-59%</b>

### Promotion Requirements:

#### Kindergarten:

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

#### First and Second Grade:

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

It is important to check your child's Take-Home folder often so that you can assist your child in completing assignments or practicing academic skills. 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. Register on DoJo and connect to your child's Class DoJo. This is the best way to communicate with your child's teacher.

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.

Our goal at Cary Woods is to help your child be successful each 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.

**Ending Dates** for each nine week grading period:

- 1st nine weeks: Monday, October 9, 2023 (45 Days)
- 2nd nine weeks: Friday, December 15, 2023 (43 Days)
- 3rd nine weeks: Friday, March 15, 2024 (45 Days)
- 4th nine weeks: Thursday, May 23, 2024 (47 Days)

**Report Cards/Checklists** will be sent home on the following dates unless unforeseen circumstances occur:

- 1st nine weeks: The week of October 16, 2023
- 2nd nine weeks: January 11, 2024
- 3rd nine weeks: March 28, 2024
- 4th nine weeks: May 23, 2024

**Mid-term progress reports** are sent home on dates below dates unless unforeseen circumstances occur:

- Week of September 5-8, 2023
- Week of November 13-17, 2023
- Week of February 5-9, 2024
- Week of April 15-19, 2024

**Parent Conference Day:**  
Tuesday, October 17, 2023

**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.

<u>ACCESS for ELLs</u>	January – March 2024
<u>COGAT (2<sup>nd</sup> only)</u>	February 2024
<u>ACAP for 2<sup>nd</sup> grade</u>	March – April 2024



## **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 to foster and build independent study habits, to aid in developing responsibility and self-direction, and to reinforce learning. The most important thing you can do for your child is read with them daily.

Parents may obtain homework for a child who is absent due to illness by calling the school office in the morning to allow the teacher time to gather materials. 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**

Monday, October 17, 2023 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 or DoJo messages should be used for quick communication needs and updates only. If you have a concern, your 1<sup>st</sup> contact should be the classroom teacher. If you feel that your concern is not resolved, you may then contact administration.

## **Home - School Communications**

School-wide communications regarding programs and important dates will be posted regularly by administration in the DOJO School Story. CWES Facebook Page is also utilized for communication. 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. Please activate DoJo and connect to your child's DOJO classroom account to stay up to date with what is happening in your child's school and their classroom. 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 11, 2023**.

## Physical Education

Physical Education is scheduled for 30 minutes daily for all students with Coach McGrady and his assistant. Physical Education is an important part of each student's day. Students are provided 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.

Use Mabel's Labels to support our PTO!

[https://mabelslabels.com/en\\_US/fundraising/support/](https://mabelslabels.com/en_US/fundraising/support/)



## Sickness

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 to treat the symptoms.

- 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. The student must be picked up by a parent/guardian/authorized adult.

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 ACS medication 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 health form and communicate with our school nurse so that teachers can be made aware 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 homeroom teacher's name on the front and specify its purpose.

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.

CWES encourages and promotes the use of [www.myschoolbucks.com](http://www.myschoolbucks.com) for payments.

## **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 Volunteer Program**

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. PTO can be contacted at [carywoodelementarypto@gmail.com](mailto:carywoodelementarypto@gmail.com) or [www.carywoodselementarypto.com](http://www.carywoodselementarypto.com).

## **Yearbooks**

Yearbooks are sold during the school year. Please look for information to be sent home in the Fall. All yearbooks must be pre-ordered. The CWES yearbook is a great way for your child to have a keepsake of this school year!

## **Class Celebrations**

Your child's teacher will announce any class 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 in early fall. Make-up day will follow. Individual and Class Pictures will be taken in the Spring. Information will be sent home at least 2 weeks in advance.

## Cary Connect Groups

Cary Connect is a school wide mentoring and advocacy program that fosters relationships and trust. Faculty and staff will mentor 10-12 students in a small group setting. These small groups bring students of all grade levels 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 their Character Education Lessons and our Word of the Month. The students look forward to Cary Connect days and enjoy their newfound friends. The groups meet 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 Intervention (RTI) Team for educational intervention and/or evaluation. 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. Eligibility for special education and related services is based on a referral, evaluation and the statewide placement process. Additional information can be found in the ACS Parent and Student Handbook.

## Title I Services

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

## Transportation

### **1. Change of Transportation (COT)**

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. The COT form should be emailed or delivered to the school prior to 1:00 PM 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](mailto:kgsnyder@auburnschools.org), Mrs. Shonk [ssshonk@auburnschools.org](mailto:ssshonk@auburnschools.org) and Mrs. Hamiter at [chamiter@auburnschools.org](mailto: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 on both the north and south of 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**

Riding the ACS School Bus is a privilege. 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 horseplay 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 assigned bus unless a change of transportation is provided by the parent.

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.*

## **I. Car Riders**

From 7-8am and 2:20-3:30 pm, Norwood to North Cary, Sanders Street is a ONE WAY street.

### Arrival:

- Children arriving in cars can arrive as early as 7:15 in the big parking lot drop-off. Children arriving after buses unload may be dropped off at either the lower unassisted lot drop-off or the upper lot drop-off.
- Drivers are encouraged to drive slowly in front of the school and follow the directions of the school resource officer, crossing guard and/or faculty and staff. Cars may turn right into the lower carline or proceed to the big parking lot just past the school and follow traffic. 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 & Staff are on site to supervise arrival at the upper drop-off. Students who are dropped off at the lower drop-off will not be assisted in opening their car door or exiting the car. 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. This is for their safety. Adults are not in place to offer supervision until 7:15.
- When the bell rings at 7:45, adults will no longer be available to supervise arrivals. You must drive around and enter the lower drop-off, come inside, and sign-in your child.
- NON-NEGOTIABLES:
  - ALL STUDENTS MUST EXIT ON THE PASSENGER SIDE OF THE VEHICLE.
  - ADULTS MAY NOT EXIT THEIR CAR IN THE CARLINE.

### Dismissal:

- Children who have not been picked up by 3:00 p.m. will be taken to the front office. Children who have not been picked up by 3:05 will be taken to ACS After-School Program, and there will be a \$25.00 drop-in fee charged to the parent/guardian.
- CHILDREN MUST BE PICKED UP BY A PARENT/GUARDIAN/AUTHORIZED ADULT NO LATER THAN 3:05 PM.
- 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 front driveway after 2:00 pm, so we can prepare our driveway for dismissal.

## **2. Day Care Pick Up**

Children who ride day care vehicles begin dismissing at 2:35 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 building 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. Stay tuned to Class DoJo for notifications regarding weather and dismissal.

# Character Education

At Cary Woods, we explicitly teach appropriate behavior practices and social interactions through daily lessons in the classrooms and the Counseling curriculum. Classroom teachers teach character education using the *Levi the Lion & Tom & Tabby* curriculum. These lessons are reinforced in counseling classes. Behavioral and social interactions are taught across the grade levels and in all school settings. The Word of the Month will be promoted in class newsletters, on the CWES news and DOJO.

Beginning 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"

**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).

**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 choose to bully other students at school will be disciplined on an individual basis at the discretion of the administration. There is zero tolerance for students who make any form of threat to other students, staff or themselves.

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 \_\_\_\_\_ through \_\_\_\_\_.  
(mm/dd/yy) (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.**



# CARY WOODS ELEMENTARY SCHOOL

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 2023-2024

## Parent/Guardian/Student Acknowledgement and Acceptance

*Please initial each of the statements below and return this to your child's teacher by  
August 11, 2023*

- \_\_\_\_\_ 1. I have read and understand the school discipline policy and have reviewed this with my child.
- \_\_\_\_\_ 2. I have read and understand the ACS/CWES policy for attendance.
- \_\_\_\_\_ 3. I have read and understand the Dress Code for ACS.
- \_\_\_\_\_ 4. I have read and understand the ACS/CWES grading information.
- \_\_\_\_\_ 5. I have read and understand the illness/immunization policy.
- \_\_\_\_\_ 6. I have read and understand the CNP policy regarding lunch and meal accommodations.
- \_\_\_\_\_ 7. I have read and understand the CWES arrival and dismissal practices.
- \_\_\_\_\_ 8. I have read and understand the importance of my child's attendance during testing and will not schedule trips or appointments during these times.
- \_\_\_\_\_ 9. I have read and understand the CWES transportation practices in place to assure safety.
- \_\_\_\_\_ 10. I have read and understand the field trip practices for participation and transportation.
- \_\_\_\_\_ 11. I have read and understand the visitor practices and procedures.
- \_\_\_\_\_ 12. I have read and understand the birthday practices and procedures.

Parent/Guardian signature \_\_\_\_\_

Student signature \_\_\_\_\_

Date \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_  
Color Copy: To Parent



## CWES Digital Device-Use Agreement

**Balance: How will I know how much time and which activities I should participate in on a digital device?**

- I will participate in a variety of online activities that meet my needs.
- I will participate in digital activities based off interests.
- I will make informed decisions about the amount of time that I spend on my device.

**Informed: How will I be an informed digital citizen?**

- I will learn how digital spaces can be used to make positive physical spaces.
- I will understand that digital resources have varying values and use them wisely.
- I will learn which digital resources increase my knowledge and meet my needs.

**Inclusive: How will I make others feel included online?**

- I will be respectful to others when using my device online.
- I will show empathy to others when I am online.
- I will work collaboratively with others.

**Engaged: How will I be an active participant when I am learning on my digital device?**

- I will use my device for active learning.
- I will use my device to provide feedback and my understanding of content.
- I will complete assignments to meet the learning objective.

**Alert: How will I protect and keep myself and others safe online?**

- I will understand personal information and keep this information safe.
- I will understand the importance of digital safety and explain safe choices when using my device.
- If I notice anything unsafe, I will report it to an adult.
- I will use the Internet as directed by my teacher.
- I will use apps that I have permission to use.

**Respect: How will I show respect for digital devices?**

- I will keep my digital device clean.
- I will keep my digital device safe.
- I will handle my digital device with special care.

**Sign your name and date if you agree to follow the CWES Digital Device-Use Agreement:**

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)



