

# Ogletree Elementary School Handbook

## **Opportunities**

### **Extra-Curricular Activities/School Clubs**

Information regarding extra-curricular activities and school clubs will be distributed in the fall. Teachers/sponsors will notify parents of meeting days, times, and expectations for participation. Please be aware that students who are not picked up at the designated time or who do not meet expectations for appropriate behavior and participation **may not be allowed to continue to participate in activities/clubs**. Look on our web page for tentative days of the week for club events.

### **Physical Education**

Physical education is an important part of each student's day. Students are provided with opportunities to learn skills necessary to perform a variety of physical activities, to learn about fitness and a healthy lifestyle, and to participate in and enjoy daily physical activity. PE is based on skill development, practice, and participation. In order for each student to benefit the most from PE class, we ask the following:

1. Parents provide information to teachers regarding relevant health problems
2. Shorts be worn under dresses
3. A parent's or doctor's excuse is be sent when students are unable to participate
4. Parents become involved and provide encouragement whenever possible
5. Shoes must be worn at all times. Rubber soled shoes be worn at all times. Shoes with wheels and/or cleats and flip flops are not permitted. Tennis shoes are required for PE.

### **RTI & DSI Teams**

A student experiencing classroom difficulties with regard to academics and behavior may be referred to the DSI Team (Data, Support & Intervention Team). This team of teachers and administrators will work together to begin the RTI process (Response to Intervention), determining strategies for the teacher(s) and/or parent(s) to use with the child in order to support achievement in school. You will be notified by letter home in your child's folder or communication with your child's teacher if RTI is a necessary step for your child.

### **Special Education**

If a student is eligible for special services, teachers and parents write an Individualized Education Plan (IEP) designed to meet the educational needs of that student. Typical Special Education services are provided in the areas of Speech and Language, Hearing Impaired, Learning Disability, Visually Impaired, Other Health Impaired, Developmentally delayed, Autism and Orthopedically Impaired.

### **Venture - Auburn City Schools Enrichment Program**

According to State definition, gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic and creative fields when compared with others of their age, experience, or environment. These children and youth require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. Any individual with knowledge concerning a student's abilities may refer a student to be considered for an evaluation to determine if the student qualifies according to ACS guidelines. Additionally, all second grade students will be observed as potential Venture/gifted referrals using a gifted behavior checklist. For each student referred, information is gathered in areas of aptitude, characteristics and performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for services. A referral to the Venture program can be made by contacting the Venture teacher at each elementary school, the principal, or the Special Education Coordinator for Auburn City Schools.

## **Registration of Students**

The registration of a student requires completed online registration for Auburn City Schools, State of Alabama Certificate of Immunization, Proof of Residency, Social Security Card, Birth Certificate, and other necessary documents. All exceptions must be approved by the Administrative Assistant to the Superintendent at the Auburn City Schools Central Office. **TWO contact numbers should be provided.**

### **Immunizations**

As required by Alabama Law, each student shall be immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, and mumps before enrolling in the Auburn City School System. A current Alabama Certificate of Immunization (blue card) must be provided to the school at the time of enrollment.

## **Proof of Residency**

Proof of residency will be required on an annual basis, with registration for each school year. Each child must have a purchase/SIGNED rental/lease agreement in the name of the parent/legal guardian for their home address and a second proof such as a current utility bill. (IMPERATIVE: Registration is incomplete without these.) For residency questions please contact Front office at 887-4920.

## **Transportation**

Ogletree Faculty and Staff do try to ensure that each child loading a bus or van is checked off of a listing of students who typically ride that mode of transportation. The listing is not to make sure each child is on the bus before the buses take off daily (as absences, clubs, change of transportation...may determine that the child is not riding that particular day), but instead, to ensure that we know who rode the bus for that day and to ensure that children who belong on another bus do not get on the wrong bus.

## **Change of Transportation**

It is important for children to have a normal schedule of transportation everyday that they know and are comfortable with each day. Obviously, there will be instances when a change of transportation is necessary, but these arrangements should ideally be made **prior to the school day beginning by the child bringing a note into school for their teacher** (to which the child has already been communicated the change in transportation).

Emergencies may warrant a change in transportation to be issued to the child during the school day by writing by a handwritten note by the parent or guardian or contacting Mrs. Beverly Pitt ([bhpitt@auburnschools.org](mailto:bhpitt@auburnschools.org)) at the front desk. **This should NOT be a normal method of communicating changes in transportation**, but the exception, as it is always best for the parent to be able to communicate with the child prior to the school day beginning and passing the note to the teacher at the beginning of the school day. We request this because the many changes of transportation during the school day have been increasingly challenging as they lead to instructional interruptions. Please remember that if Mrs. Pitt (at front desk) is absent her email will not be checked, so make sure she has responded to you if this is how you have notified. Teachers will not be checking email for changes. **Email OR phone calls, especially late in the day, will not guarantee change of transportation. The Bus Transportation form (on OES web page under "for Parents") must be used if bus transportation changes.**

## **Bus Riders**

- Ogletree has been fortunate to have some of the finest bus drivers around. They have demonstrated their dedication to the children time and time again trying to ensure a safe and pleasant ride to school. *Please encourage your child to treat their bus driver with the utmost respect!*
- Bus drivers are supervised through the transportation department by Mr. Don Ingram in lieu of local administration.
- Seating requests should be made to the bus drivers. They do their best to try and accommodate requests when possible, however, often times giving everyone their optimum seating preference is an impossibility as many considerations have to be made when determining seating (number of children the bus holds, age of the child, specialized needs...)
- Bus drivers' primary responsibility is to keep their focus on their driving to ensure a safe trip for the children of Ogletree. This is why it is so important for the students to follow ALL of the bus rules each and every day.
- The bus is a PRIVILEGE available to parents who would like to opt for this service to and from school. As a privilege, it is expected that bus rules will be followed and that violations of bus rules will result in a loss of bus privileges.
- Students living two miles or more from the school are eligible to use our school bus transportation as a means of traveling to and from school.
- A complete schedule of all school bus routes and stops is available in the school office or the Auburn City Schools website ([www.auburnschools.org](http://www.auburnschools.org)). Students living closer than two miles to Ogletree do not qualify to use our bus transportation.
- Students eligible to ride the bus should ride only their assigned bus.
- Students who ride the regular yellow school buses will be dismissed between 2:20-2:25. Faculty and staff will supervise the loading of the buses.
- Parents are responsible for bringing and picking up any student who misses the bus or has been suspended.
- In the event of severe weather conditions, buses transporting students will proceed to the nearest school and remain until an all clear signal is given.

### **Students must abide by 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. Remain seated.
3. Do not talk to the driver except in emergencies.

4. Do not scuffle or harass other students.
5. Do not yell, fight, quarrel, or use profanity.
6. Keep feet, arms, and belongings out of the aisle. Do not put feet on the bus seat.
7. Keep hands, head, and objects inside the bus.
8. Help keep the bus 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.

**Discipline for students who do not conduct themselves acceptably on the bus is strictly enforced. At the minimum: First offense - one week, second offense – one month, third offense remainder of the year.**

### **Walkers**

Students who walk home are dismissed between 2:20-2:25 p.m. Students should follow the designated routes as they leave school grounds. They should not return to the school after dismissal.

**Pets should not accompany students on the walk to or from school. \*\*\*\*IMPORTANT\*\*\*\* You must have completed the “Alternate Dismissal Form” (available on school web page and/or hard copy at Meet the Teacher) letting us know what the alternate plan is for your child in rain or inclement weather. Students will not be allowed to walk or ride bike home in inclement weather. Make your child aware of alternate plan.**

### **Car Riders**

**Safety is our priority!! Please make sure you enter and depart from the entrance by our Ogletree sign. You should never drop your child off in an area that is not designated for this purpose. People are not expecting children will be dropped off in the parking lot, road or area where we do not have teachers on car duty. It is dangerous when some do not follow the traffic flow. Please leave your home early enough not to feel rushed and endanger anyone's safety.**

Students riding in cars will be dismissed at 2:25 p.m. and should wait on the sidewalk beneath the canopy. Students will be provided a full size sheet of color coded, paper with two name tags. One should be placed visible in the front windshield or visor. Drivers are cautioned to drive slowly in front of the school and refrain from the use of cell phones and other distractions as they follow the direction of the faculty and staff. Students should watch for their rides to ensure the proper flow of traffic. Parents are requested to drive their cars up to the curb past the canopy (pull all the way down) to leave students in the morning and to pick them up in the afternoon. Faculty and staff will be on duty in the afternoon to help load students. Students will only be supervised 25 minutes before school (no earlier than 7:05 a.m.) and approximately 25 minutes after school. All students should be picked up by 2:35. Faculty and staff have other obligations at 2:35 (parent meetings, faculty meetings, off campus obligations...) which would be compromised by children left after this time. For the protection and safety of each student, students will not be allowed to walk across the driveway to get into a car unless accompanied by a parent. If parents choose to park, please make to park in a parking place, bit a curb. Siblings should not be allowed to be out of the car playing in the grassy or concrete areas while waiting for dismissal. Younger siblings/friends should remain at the side of their parent/guardian for supervision during dismissal if waiting outside of car.

### **Side Walk Pick-up**

Parents who choose to pick children up from under the canopy and walk them across to the parking lot will need to **hold up one of the two color-coded tags to further ensure safe dismissal.**

### **Parking on Campus**

Parents are asked not to park in the driveways; please park in a **MARKED PARKING LOT SPACE** near the soccer field. The lot closest to Ogletree Road is often used for physical education instruction during the school day. For the safety and convenience of others, do not park on any curb while visiting the school.

### **Day Care Pick Up**

Students who ride day care vehicles are dismissed at the same time as buses (2:20). They go to their van and are checked off by their van driver. If your child is absent from school or will not be attending their day care as usual, please notify the day care of their absence.

### **Bike Riders**

Students who live close enough to the school to ride bicycles are invited to do so. Bicycle racks are located next to the school for their convenience. Bikes must be walked while on school grounds. Bike riders are dismissed between 2:20-2:25 p.m.

**As a safety precaution, all bike riders must wear helmets. \*\*\*\*IMPORTANT\*\*\*\* You must have completed the “Alternate Dismissal Form” (available on school web page and/or hard copy at Meet the Teacher) letting us know**

what the alternate plan is for your child in rain or inclement weather. Students will not be allowed to walk or ride bike home in inclement weather. Make your child aware of the alternate plans.

## Policies and Procedures

### Attendance

Please be aware of the guidelines in regard to Attendance/Student Absences as outlined in the *Auburn City Schools Parent and Student Handbook*. This is located on the Auburn City School Web Page under the parent tab.

### **Promotion Requirements - All Grades**

**ATTENDANCE/STUDENT ABSENCES:** The Auburn City School System will vigorously enforce the Alabama Code regarding mandatory school attendance. **After five (5) unexcused absences, an early warning 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 7 unexcused absences are accumulated, a truancy petition may be filed with Lee County Family Court.**

1. According to the Auburn City School Board policy, students who have more than (10) unexcused absences per year (Grades K-8) or more than (5) unexcused absences per semester term (Grades 9-12) will be retained.

Written excuses for absences must be submitted by parents/guardians within (3) school days of the absence.

Excused absences are defined as follows:

- 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

This requirement pertaining to denial of credit may be waived in the event of: serious illness, accident, death in the immediate family, inclement weather which would be dangerous to the life and health of the child as determined by the principal, and/or religious holidays as approved by the Superintendent.

2. Students with excused absences have (5) school days upon returning to make up any missed work. They do not have to be given the same work as was done by the students who were in class. Written excuses must be submitted to the school within (3) days of the absence. If not, the absence will be coded as unexcused and zeros given for the missed work. Appeals to this procedure will be reviewed by the principal.

3. Half days are considered 11:00 in grades 3-5. For a child to be counted as in attendance, he/she must check out after this time.

### Tardies

Tardiness creates disruption in the classroom learning environment and makes it difficult for your child to prepare for the academic day before the morning bell. Please ensure your child is on time to school daily. Please note that an attendance referral or disciplinary measures may be imposed for continued excessive tardies.

Students are expected to be in the classroom and ready for instruction to begin when the 7:30 a.m. bell rings. Promptness in arriving at school is expected of all students. A student is considered tardy if he/she arrives in the classroom after the 7:30 a.m. bell has rung. Communication will be made to the parent/guardian by the principal if a student is tardy an excessive number of times during a semester.

### Withdrawing a Student or Transferring to Another School

Prior to withdrawal from school, the student's parent/guardian should notify the school office of withdrawal and leave a forwarding address. Student records will be forwarded to the next school to be attended at the request of that school. Parents are requested not to transport records.

### Visitors

We request all visitors report to the office to sign in and obtain a visitor badge. Visitors should be prepared to present an ID that will be scanned for the first visit and each year after that. This request is made as part of an effort to ensure the safety of our students, as well as to avoid any unnecessary interruption in the instructional program. Students are not to bring visitors to school without the prior consent of the teacher and the principal. Visitors are requested to exit the school through the front door after signing out in the office.

## Insurance

Insurance coverage is available for students through the school, with the amount of coverage varying with the policy taken. You can find form under parent tab on our school web page.

## Money

We request students not bring any unnecessary money to school with them, since money is often misplaced during the day. If your child needs to pay cash for his/her lunch or for any other fee, please see that the money is enclosed in an envelope or some type of wallet or purse clearly notated with the student's name and the purpose of the payment. Loose change is easily lost during PE, and leaving money on or in desks invites trouble.

## Messaging System

A messaging system is employed by the system for notification of school events, school news, or pertinent information via this system. It is important to maintain current and correct contact information for your child in our office to insure delivery of these messages. We only send messages to those parents have designed during registration.

## Telephone Calls/Messages

**Please do not call the school with messages for students unless it is a true emergency. Likewise, students will not be allowed to use the school telephone except for a valid reason.** Arrangements for a student to go home in the afternoon should be made before he/she leaves for school in the morning. Students should not expect to use the telephone in the afternoon after school to determine transportation arrangements. Calling home to ask for forgotten books/supplies/PE equipment will be discouraged. Use of cell phones is prohibited at Ogletree Elementary School, including texting from watches.

## Deliveries

Students may not receive deliveries in their classrooms. Floral arrangements, balloons, and gifts that are delivered to school must remain in the office. It is our preference these personal expressions of love please be delivered to your home.

## E-Mail

School staff and faculty check e-mail on a daily basis. However, please do not e-mail timely messages (such as transportation changes) as teachers and administrators may be unable to read e-mail until after school hours or may be absent on the day your message is sent. You should not expect that transportation changes will be made unless a note is sent from home.

Email communication to teachers—note that teachers have limited opportunities to respond to email messages during the school day due to the other items to be done during their “planning periods” (data meetings, lesson planning, grade level meetings, interventions with children, collaboration efforts with teachers, receipting of monies...).

## Checking Out of School

In the event a student needs to be checked out of school, a parent, guardian, or authorized person must first come to the office and sign him/her out and be prepared to present a government issued ID/Driver's License. Please do not go directly to the classroom. The student will be called from his/her classroom and will come to the office. (Upon returning to school, please check the student in at the office, and he/she will be sent back to class.) If anyone other than a parent, guardian or emergency contact arrives in the office to check out a student, that person must have a signed note from the parent/guardian granting permission to check out the student, be on the emergency contact list and have a government issued ID. (The office must be provided with the names and telephone numbers of TWO local emergency contact persons for each student.) **We ask that “checking out” be kept to a minimum.** Instructional time is critical and students are encouraged to attend all classes! Students must be checked out after 11:00 to be counted for attendance.

## Illness

If a student has an elevated temperature (100 degrees or greater), he/she should not remain in school. **Children are not to return to school until they are “fever free” for 24 hours without the use of medication.** When a student becomes ill at school, the parent will be contacted. The parent or a designated contact person must sign the student out in the office in the presence of office personnel. No student will be allowed to leave without being checked out. Notes from home will not be accepted to replace checkout procedures. Upon returning to school after an absence, a written excuse should be **submitted to the office within three school days.** Sending emails for excused absences will not be accepted per ACS Pupil Progression Plan.

## **Medication for Students**

No medication will be given to any student unless it is provided by the parent and accompanied by the appropriate completed permission form. Please complete all requested information, the form and the medication (in the original pharmacy container) to the school office. Any measuring utensils required should be included. The office provides no medicine. School staff will dispense only medication brought from home with the properly completed medication form. Medications should be brought to the school and picked up by an adult. It is the responsibility of the student to come to the office and request the medication.

**ALL MEDICATION BROUGHT TO SCHOOL MUST BE KEPT IN AND DISPENSED FROM THE OFFICE. \*\*\*If your child has any pre-existing medical problems that might affect his/her performance at school, please inform the school nurse so that teachers can be alerted to any potential problems.** The Auburn City Schools Medication Policy is included in the ACS Pupil Progression Plan Medication Prescriber/Parent.

## **Lost and Found**

Lost items are turned into the office and it is the responsibility of the student to check for missing items. Proper labeling will result in items being returned directly to the student. Unclaimed items will be donated to a charitable organization at the end of each grading period. **PARENTS ARE ENCOURAGED TO LABEL ALL CLOTHING, BOOK BAGS, LUNCH BOXES, 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 will be subject to disciplinary measures at the principal's discretion.

## **Textbooks**

Textbooks are furnished to students free of charge. Students are expected to take good care of these books. Lost or damaged textbooks and library books are to be paid for by the parent/guardian.

## **Dress Code**

- Offensive or suggestive clothing that makes references to violence, drugs, alcohol, tobacco, gangs, race or weapons is not permitted.
- Headgear (hats, caps, bandanas, elastic bands, athletic headbands, headscarves, sunglasses, etc.) is not permitted except during extreme weather conditions or according to individual student needs.
- Shirts must be size appropriate. T-shirts that extend below 4 inches from the top of the knee cap must be tucked in. Halter tops, spaghetti straps, mesh jerseys, or clothing showing cleavage or the midriff is not permitted. Excessively large t-shirts are not permitted.
- Pants must be worn at the waist level. Pants that are too tight, have holes, or allow for exposure of undergarments are not permitted. Baggy or loose fitting pants should be worn with a belt.
- The length of skirts, dresses, and shorts must measure not less than 4 inches above the top of the knee cap and be hemmed. Soffies, Umbros, swimsuits, leggings and spandex shorts are not permitted.
- Shoes must be worn at all times. Shoes with wheels and/or cleats and flip flops are not permitted. Tennis shoes are required for PE.
- **Students in violation of the dress code will be required to change immediately. If this requires a student to checkout, the absence will be marked as unexcused.**

## **Field Trips**

A signed permission form must be returned to the school at least one day **prior** to each field trip. 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.** Repeated or severe behavioral offenses during the school day may prevent field trip participation.

When appropriate and chaperones are requested, parents may provide transportation and supervision for their children on field trips; however, only that parent's child will be allowed to ride in the private vehicle. Students riding with their parent/guardian must be "signed out" in the office prior to departure. While parents who agree to serve as field trip chaperones are greatly appreciated, **younger siblings will not be allowed.** It is our hope accompanying parents will chaperone OES students and assist the teacher with activities. Also, pictures should not be taken of other's children (for use

on the internet, Facebook, Twitter...) without consent of the child's parent. Chaperones are limited in number and will be notified by the teacher.

## **Homework/Classwork**

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, listening to or viewing suggested radio or television programs, or completing work begun in the classroom. Homework may be assigned in order to stimulate independent study habits, aid in developing responsibility and self-direction, and reinforce learning. Daily reading, review, and study are essential! Students are asked to study for all academic tests.

It is the student's responsibility to see homework assignments are handed in or are ready to be checked at the time requested by the teacher. Most often, homework fulfills an immediate need for reinforcement of a skill learned that day or for preparation for the next day's lesson. Homework assignments are not optional; they must be completed as assigned.

Parents may obtain classwork/homework for a student who is absent due to illness by calling the **school office or emailing the homeroom teacher by 9:00 a.m.** The student's books and homework may be picked up in the office at the end of the school day. Students with excused absences have (5) school days upon returning to make up any missed work. They do not have to be given the same work as was done by the students who were in class. Written excuses must be submitted to the school within (3) days of the absence. If not, the absence will be coded as unexcused and zeros given for the missed work.

## **Pictures**

Individual school pictures will be taken in the both semesters. Classroom group pictures will be taken once a year. **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. The profit made from the sale of these pictures is used to purchase supplies and materials for the school. We will make every effort to provide siblings an opportunity to have their photograph made together. Exact dates for pictures will be announced at a later time.

## **Facebook & Other Internet Resources**

Parents are requested to be considerate to families when photographing field trips and special events. Please seek approval from any family of a child whom you plan to post onto a social website. Parents have various preferences as to how they show their children (i.e.—first name only, no name, no picture...).

## **Birthday Parties**

**No individual invitations** to private parties are to be delivered at school unless the entire class is invited. If a parent wishes to send cupcakes or cookies for the class, this must be done according to prior arrangement with the teacher. It is also important to be aware of any allergies that may require an alternate treat.

## **Parties**

**Two school parties are celebrated each year** during the months of December and February. Room parents organize and may help supervise the classroom parties. An additional celebration is traditionally scheduled for the last day of school as a school celebration and organized through PTO and PE. We love volunteers on this day! It is a school-wide event that celebrates the year with fun-filled, physical activity.

## **Fruit Break/ Snacks**

If your child's teacher schedules a daily fruit break and your child chooses to participate, please provide **healthy snacks** for him/her. Fruit, nuts, crackers, and graham crackers are good choices. Juices are discouraged due to accidental spills resulting in carpet stains, a need for change of clothing, etc. Carbonated drinks will not be allowed. Nutritious snacks are available for purchase each morning from 7:05-7:30. Students are asked not to bring soft drinks, candy or gum to school. All snacks and lunch items should be healthy foods offering good nutritional value. Please do not send peanut butter snacks if your child is in a room with peanut butter allergies.

## **Food Service**

A simple breakfast (ex. cereal, muffin, banana half, or multi-grain bar with milk or juice) will be served each morning between 7:05 and 7:20 in the commons area. The cost of a student breakfast is \$1.50. Students who qualify for free or reduced priced meals will also qualify for the same benefits at breakfast (\$.30).

An electronic account for each student is established, which will be debited upon purchase. **Lunch prices are \$2.50 for students, \$3.00 for staff and \$3.50 for visitors (includes milk).** Students who qualify for reduced rate lunch prices pay \$.40 per lunch. Additional milk or juice may be purchased separately for \$.50 a carton. You may also pay online.

- **PLEASE DO NOT SEND CARBONATED DRINKS TO SCHOOL WITH YOUR CHILD FOR LUNCH.**
- **Make the teacher aware if you plan to join your child for lunch so that an adult lunch can be ordered.**

A guest lunch costs \$3.50. If at all possible, please let us know you are ordering school lunch early in the morning. **It is requested that adults have exact change for lunch if paying at lunchtime; sending money in a labeled envelope the morning of your visit is also acceptable. Sufficient cash is usually not available to make change for large bills.**

If your child is allergic to any of the major foods or your child is not permitted to eat the food for religious reasons you may discuss this situation with our food service manager, who will try to work out substitute foods for your student. A doctor's written statement as to the specific allergy or parent's written request with regard to religion is required. Please let the teacher and nurse know of allergies.

### **Charging Lunch Money - Auburn City Schools Child Nutrition Policy**

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

National School lunch and Breakfast Program regulations do not allow for charged meals. Therefore, it is the responsibility of the parent or guardian to pay for the student meal purchases in advance or on a daily basis (Code of Federal Regulations NSLP 7 CRF 210, revised 1-1-96). Any uncollected charges become the responsibility of the school where the charges occur and must be paid with non-public funds to the Child Nutrition Program before the end of the school year. Approval for free or reduced meals is not retroactive and any charge accrued by a student before approval must be collected.

Students in grades K-9 will not be denied a meal. These students will be allowed to charge up to 2 lunches and 2 breakfast meals. When this limit is reached, students will be given an alternate meal until charges are paid in full. Students in grades 10-12 will not be allowed to charge meals. **There will be no charges after May 1<sup>st</sup>.**

**Note: Food items, class parties, and special snacks can not replace the service of the daily meal. All children must be afforded the opportunity and encouragement to secure a lunch each day. Check with your child's teacher before providing snacks to the whole class due to allergies.**

With the computer system, the cost of a student's lunch is automatically deducted from the student's account. If a child's account should go into arrears, the student will contact the parent before lunch, and the parent will need to make arrangements to bring the money to school. Please make an effort to read school notices regarding account information and keep adequate funds in your child's account. Additionally, the email submitted by the parent will send a reminder of overdue charges DAILY. Please check your email and your child's account regularly for updates.

Free or reduced price meal applications will be made available to students online during the first week of school. The application should be completely filled out. Those needing assistance or a computer, can make arrangements with the school. All students who were eligible for free or reduced meals last year in this system will continue receiving free or reduced price meals for a limited time. A new application must be completed each year and approved in the first weeks of school for the status to be reviewed and reassigned.

**Children may not use a microwave at school. Lunches sent from home should be ready to eat.**  
**Due to the possibility of accidental injury, students are not allowed to use heating devices at school.**

### **RETURNED CHECK POLICY—Auburn City Schools Policy**

Auburn City Schools may use a check recovery service to collect returned checks. By making payment to the school, a person authorizes Auburn City Schools to recover the face amount of a check returned unpaid for any reason. In addition, a returned check fee of the maximum amount allowed by law will be recovered. This recovery may be done electronically or by traditional collection methods.

All checks will require makers name, address and home telephone number. The School District **will not** accept unsigned, postdated, counter or starter checks.

**IF AUBURN CITY SCHOOLS RECEIVES A RETURNED CHECK FROM THE SAME INDIVIDUAL ON TWO SEPARATE OCCASIONS, THE SCHOOL DISTRICT MAY NO LONGER ACCEPT CHECKS FROM THAT PERSON.**



Only cash or money orders will be accepted for transcripts. For questions regarding this procedure, contact the Chief Financial Officer.

## **Home – School Communication**

### **PTO Volunteer Program**

Parents and members of the community are invited to serve as volunteers in our classrooms. Volunteers may help on a regularly scheduled basis or work when there is a need. Volunteer opportunities are diverse and include tutoring in reading and mathematics, creative writing, assisting in physical education, duplicating classroom materials, art and music, construction of visual teaching aids, book repair, and shelving in the media center. Volunteers are universally appreciated and enhance the education of our students.

### **Report Cards**

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

- 1<sup>st</sup> nine weeks: Wednesday, October 11, 2017
- 2<sup>nd</sup> nine weeks: Wednesday, December 20, 2017
- 3<sup>rd</sup> nine weeks: Friday, March 9, 2018
- 4<sup>th</sup> nine weeks: Tuesday, May 22, 2018

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

#### **Grades K-12:**

- 1<sup>st</sup> nine weeks: The week of October 16, 2017
- 2<sup>nd</sup> nine weeks: The week of January 8, 2018
- 3<sup>rd</sup> nine weeks: The week of March 25, 2018
- 4<sup>th</sup> nine weeks: by Wednesday, June 6, 2018

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

- Week of September 11, 2017
- Week of November 13, 2017
- Week of February 5, 2018
- Week of April 23, 2018

**Parent Conference Day:** October 20, 2017

### **Fire Drills/Severe Weather/ Intruder Drills**

Tornado, fire, and intruder drills are conducted periodically in the school. Students are taught the first week of school what to do if the tornado signal or the fire alarm is activated, as well as the protocol for intruder drills. Safety drills are conducted monthly.

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

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

When the opening or closing of school is questionable because of emergency conditions, please listen to the local radio stations (WAUD, 1230 AM; WKKR, 97.7 FM); local cable television channel for announcements about Auburn City Schools. Announcements about Lee County Schools refer to The Lee County School System, not Auburn City Schools. Following school closure, all daytime and evening school activities are automatically cancelled until schools are reopened. In the event of an emergency evacuation of the school building, all students will be transported to the Auburn Early Education Center. If students are in transport by school bus during an issued warning, the bus will report to the nearest school so that students can be placed in a safe area.

### **Emergency Telephone Numbers**

It is absolutely necessary that each student have on file in the school office **all** telephone numbers at which parents/guardians can be reached during the day (including cell phones). **In addition, we must have two local telephone numbers for local residents who could be contacted in case of an emergency during which a parent/guardian cannot be contacted.** If **cell number** is available, this is an important number for us to have on file. Any changes in parent/guardian or contact telephone numbers should be reported to the office as soon as possible

### **Special Requests Made By Ogletree Teachers:**

- As so many of our children participate in fundraisers for community groups (Boy Scouts, Girl Scouts, etc.) please be respectful of teachers when selling specialty items such as popcorn, cookies, etc.
- **Please do not let your children bring any toys to school. These are a distraction and will be taken up.**

## **Annual Assessments**

Each year elementary students participate in state assessments as determined by the Alabama State Department of Education and Auburn City Schools. Tests scheduled for this school year include but are not limited to:

- Dynamic Indicators of Basic Early Literacy Skills ~ DIBELS Next
- ASPIRE (3<sup>rd</sup>-5<sup>th</sup> grades)
- Alabama Alternate Assessment (AAA), Grade K-12 as appropriate
- Assessing Comprehension and Communication in English for English Language Learners (ACCESS), Grade K-12 as appropriate
- Formative Assessments may include STAR, ASPIRE formative assessments, etc.

## **Grading**

The purpose of a grade is to show academic progress and the mastery level of a skill. Only after a skill has been introduced and practiced in class with guidance from the teacher will independent performance be assessed. This is to help teachers make the best decisions regarding your child's academic needs and determine strategies to best meet your child's learning style. Teachers in each grade level will provide information at the beginning of the academic year regarding grading practices and weighted scores. Each grade is graded differently so please be sure you read the information carefully from your child's teacher and ask for clarification. The following grading scale reflects Auburn City Schools' grading policy as stated in the Pupil Progression Plan for third through fifth graders:

### **Grades 3-5**

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

Students are responsible for completing assigned homework. Turning assignments in on time is a life-skill and one we want your child to develop. Some assignments or projects may be given in advance and include a criteria for grading. It is important that you check your child's planner/folder each night so that you can assist your child in completing assignments. 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.

Teachers may use a variety of methods to assess your child's work. Some examples of assessment techniques might include: rubrics, self-assessments, criteria goals with points, paper/pencil tests, fill in the blank, written answers, bubble-in, projects, small group projects, computer- based assessments, presentations, oral assessments or a combination of more than one of the above.

iNow is the computerized system teachers use to enter the results of student work. Parent Portal is the counterpart where parents may access this information with a username and password assigned by central office. The site can be accessed by going to the Auburn City Schools website and clicking on "parent portal." You will need your access code that would have been mailed to you. If you have lost it, please call our central office for assistance. Technical/login questions should be directed to 334-887-2100 ext. 1919, between the hours of 7:30 AM - 4:30 PM. Please note that teachers often choose to enter their grades for a given time period at one time—a test given today, may be several days before it is entered into the Parent Portal.

It is our goal at Ogletree is to help your child feel and be successful each and everyday. Adopting good study habits, planning ahead, communicating with the teacher regarding questions or gaps in knowledge and attending parent conferences are ways that will assist you in understanding your child's progress during the year. Your involvement in your child's education is crucial to your child's success.

# Student Responsibilities and Discipline

## Bus Discipline

The bus driver is responsible for notifying the transportation director and school administrators of violations of the bus conduct rules by completing a Bus Discipline Referral. The school administrator will work with the transportation director, Don Ingram, and will assign necessary discipline. Punishment for bus offenses is standardized throughout the Auburn City School System. The minimum consequences for bus offenses are as follows:

**First Offense - one-week suspension from riding the bus**

**Second Offense - one-month suspension from riding the bus**

**Third Offense - suspension from riding the bus for the remainder of the year**

Any student who is suspended from the school bus may ride a bus on a field trip if approved by the principal and/or transportation director.

- Bus drivers' primary responsibility is to keep their focus on their driving to ensure a safe trip for the children of Ogletree. This is why it is so important for the students to follow ALL of the bus rules each and every day.
- The bus is a PRIVILEGE available to parents who would like to opt for this service to and from school. As a privilege, it is expected that bus rules will be followed and that violations of bus rules will result in a loss of bus privileges.

## Discipline -School

It is our policy to involve parents/guardians, as often as possible, in discipline problems that may arise at school. We ask that parents assist us in emphasizing the importance of good behavior. Additionally, school wide behavior expectations have been defined to help students understand what this means. Students are expected to be (1) Be Respectful—Respect for self, respect for others, and respect for school, (2) Be Responsible—Arrive at school on time, bring completed homework/signed papers, and make good choices, and (3) Be Ready—Ready to listen, ready to participate, and ready to do your best! Within each classroom and special area (music, venture, art, physical education, counseling, media, commons area, etc.) teachers may find it necessary to implement appropriate consequences when a student chooses not to comply with the expectations defined:

- ❖ Student received warning
- ❖ Student misses all or part of recess
- ❖ Student loses special classroom privileges
- ❖ Student is placed for time-out in a classroom, another teacher's room, or the office
- ❖ Student's parent/guardian receives communication home (written or verbal)
- ❖ Student is referred to the office for disciplinary action

When a problem warrants the administration's participation, the classroom teacher completes a Discipline Referral Form and sends the student to the office. The form will be sent home for a parent/guardian's signature and returned to the office the following day. The specific response/consequences to be implemented will be determined by the principal, assistant principal or designated personnel based on the severity of the act and the judgment of the appropriate personnel. Refer to the *Pupil Progression Plan and Statement of Responsibilities for School Personnel, Parents, and Students* for detailed information on classifications of violations.

Students suspended must not return to the campus (or any other school campus) during the school day or attend any school activities during the period of suspension. The suspension will be explained in a letter/form to the parents/guardians. Students are often assigned to ISS for transition back into the classroom upon return.

If a student demonstrates repetitive or severe offenses, it may be necessary for a parent/guardian to schedule a conference with the administrator, counselor, and/or teacher(s) prior to the student's return to the regular classroom. The necessity for a conference will be documented in the appropriate section of the Disciplinary Referral Form.

## Cell Phone Policy

Cell phone and texting watches are not permitted for use on campus, and phones will be taken from students when they violate this policy. Phones will be taken to the office for a parent to pick up. Students should not wear smart watches. This has been a huge distraction to instruction.

The following disciplinary action will be taken:

1st Offense: Phone given to parent/guardian one day after it is taken up.

2nd Offense: Phone kept for 10 school days and then returned to parent/guardian and/OR office referral.

3rd Offense: Phone kept for remainder of term and then returned to parent/guardian and/OR office referral.

Parents and guests visiting Ogletree Elementary School are asked to turn their cell phones to an inaudible ring while participating in school events, lunches, and programs. If cell phone use proves necessary, guests are asked to use their cell phones only in the foyer or under the front canopy. Cell phone use in classrooms can be extremely distracting to students and teachers.

### **Cell Phones and Digital Devices during Testing**

The State of Alabama strictly prohibits the possession of digital devices in any room or setting where standardized test are being given. That includes cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, and any other device that can record, store, play or transmit digital information. Violating this policy will result in the invalidation of student test scores. Students required to take a state test are advised not to bring such devices to school on any day they are scheduled to take a secure test and to remain informed and compliant with school policy on such matters at all times.

### **Publicity Guidelines & Opt-Out Information**

Dear Parents/Guardians:

At times, we have newspaper and cable coverage or other publicity about school events and our newsletter is posted on our website. We may also periodically videotape students for a variety of reasons including filming of class/school performances, for assessment purposes and possibly for staff development. The school may release for publication certain information concerning you and/or your child(ren) UNLESS you inform us otherwise. The information, which may be released for publication includes, but is not limited to only the student's name, class participation in officially recognized activities and sports, degrees, honors, awards, artwork, videos, and photographs. With regard to the Ogletree Elementary webpage (<http://www.auburnschools.org/ogletree>) and other electronic media, we occasionally wish to post a picture of a particular school activity such as a science project, a play, artwork, sporting event, or other activity. This may involve posting a picture showing a student or group of students or a sample of a student's work. If a student's picture or work is used, these are the guidelines we follow: Only first names shall be used if referencing student pictures or scanned classroom work. Personal information will not be published. Documents will not include information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in an activity. **If you do not wish for your child to be included in publicity efforts for Ogletree Elementary School/Auburn City Schools, please send notification to Ogletree's front office and your child's teacher.**