



kind
helpful

be

joyful

CREATIVE

different

humble

willing

nice

unique

reliable



YOU

happy

grateful

caring

Respectful

real

HONEST

2018-2019

responsible

be a leader

Parent & Student Handbook

2018-2019

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Pick Elementary School

EXCELLENCE LEADERSHIP PRIDE

Statements of Belief

- We believe in cultivating excellence, leadership, and pride in all Pick stakeholders.
- We believe every child can learn.
- We believe every person deserves to be treated with dignity.
- We believe in encouraging responsibility and honoring hard work towards achievement.
- We believe strategically planned instruction coupled with high expectations results in positive change.
- We believe in respecting, celebrating, and learning from diverse perspectives.
- We believe our environment creates positive attitudes and inspires excellence.
- We believe in fostering safe, healthy, and happy children.
- We believe through respectful collaboration we can accomplish more than we could individually.

Mission

- The mission of Pick Elementary, the torchbearers of leadership, is to illuminate a pathway of excellence by empowering individuals to achieve their personal best in order to become thriving members of society through a collaborative community distinguished by:
- High expectations, responsibility and hard work
 - Celebration and respect for diverse perspectives
 - A culture of excellence, leadership, and pride

Objectives

- 100% of students, faculty, and staff will strive for excellence in everything.
- 100% of students will demonstrate responsibility for self and respect for others.
- 100% of students will obtain skills to work in a collaborative environment.
- 100% of students will demonstrate leadership qualities.
- 100% of our stakeholders will have multiple opportunities for school involvement.

Parameters

- We will be accountable to all of our stakeholders.
- We will not tolerate bullying of any kind nor compromise student safety.
- We will make all decisions and utilize resources based on the best interest of students.
- We will use Character Education as the cornerstone of our school culture.
- We will never compromise excellence.

General Information

School Address: 1320 North College Street, Auburn, AL 36830
School Phone: 334-887-2110
School Fax: 334-887-6057
CNP Office: 334-887-2117
Afterschool Program: 334-887-2119

School Colors: Blue, Green, Gold

Pick Pride is our theme.

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

Contact us through e-mail:

Deborah Brooks, Ed.S., Principaldbrooks@auburnschools.org
Debbie Reetz, MA, Assistant Principaldtreetz@auburnschools.org
Melea Burney, MA Counselor mbburney@auburnschools.org

Arrival times

BUS 7:05 am

Car riders- 7:05 am

NOTE: Car riders should remain in the car with the parent/guardian until the morning 7:05am bell rings and staff starts the carline process each day

Dismissal times:

BUS/Vans 2:20 pm

Car riders- 2:20pm

Walkers- 2:35 pm

The purpose of the *Pick Student Handbook* is to present school policies and general information for students in regard to the procedure for school operation. This handbook is a supplement to the *Auburn City Schools Student and Parent Handbook located on the ACS website* and some information is not duplicated.

https://www.auburnschools.org/cms/lib/AL01901372/Centricity/Domain/1614/Parent_Student_Handbook_18_19%20.pdf

WELCOME
TO
PICK ELEMENTARY SCHOOL!

Greetings Pick Family!

We would like to take this opportunity to welcome you all to a new academic year at Pick Elementary. Our theme this year is “**Be..... a Leader!**” We will work together as a school family to discover, investigate and celebrate learning. It is our charge this year as educators to work diligently to provide rich, meaningful experiences for your children and to involve them in these activities so they can take ownership of their learning. We encourage you, as the parents and advocates for your children, to get involved in as many ways as possible. Whether it is your time, talents or treasures, we welcome you and want to have a special relationship with you and your child this year.

Please take advantage of our school website, school newsletters and classroom communications which will help you stay connected with the many happenings at Pick. I would like to invite you to visit our website often for updated messages which will highlight and celebrate the successes of our students, teachers and PES families. You can also connect with us on Twitter and Facebook.

Leadership is a strong focus at Pick Elementary. It is a skill everyone needs in life. We are working together to build model citizens who will take an active role in making our world a better place. Leadership is in each of us. We just have to find out what kind of leader we are and then LEAD! We encourage all students at PES to show their leadership throughout the school day and we hope they take these skills outside of school as well. *Building Tomorrow’s Leaders Today*, is our goal.

Thank you again for sharing your precious child(ren) with us! We look forward to making many wonderful memories with you and your family.

PES TEAM

Please also read the *Statement of Responsibilities for School Personnel, Parents, and Students and Pupil Progression Plan (PPP)*. This *Student Handbook* is a supplement and some information is not duplicated.

IT IS THE OFFICIAL POLICY OF THE ALABAMA STATE DEPARTMENT OF EDUCATION THAT NO PERSON IN ALABAMA SHALL ON THE GROUNDS OF RACE, COLOR, SEX, DISABILITY, RELIGION, NATIONAL ORIGIN OR AGE, BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER ANY PROGRAM, ACTIVITY OR EMPLOYMENT.

ANY PERSON HAVING INQUIRIES CONCERNING AUBURN CITY SCHOOL DISTRICT’S COMPLIANCE WITH THE REGULATIONS IMPLEMENTING TITLE VI, TITLE IX, THE AMERICAN DISABILITY ACT (ADA), OR SECTION 504 IS DIRECTED TO CONTACT THE DISTRICT’S COMPLIANCE COORDINATOR, DR. TIM HAVARD, AUBURN CITY SCHOOLS, PO BOX 3270, AUBURN, AL 36831-3270 (334) 887-2100.

Academic Expectations:

Teachers in ACS teach local, state and federal standards as set forth for us. The state of Alabama has recently adopted **Alabama College and Career Ready Standards (CCRS)**. Your child's teacher will share more about that at the August curriculum night. To see minimal state standards, go to the Alabama State Department of Education website, click on *Sections* and then click on *Curriculum and Instruction* for a list of standards for your child's grade.

www.alsde.edu

Teachers at Pick have also participated in the Alabama Reading Initiative. (ARI) Teachers use sound, research-based instructional practices to teach reading. We use the McGraw-Hill textbook WONDERS as one guide, but this is not the only resource we use to teach reading. Students are required to think deeply and use a variety of comprehension strategies. The only way any child can become stronger in any academic area is to practice regularly. Please provide time daily for your child to read.

We are using inquiry-based methods to teach Math and Science. We use Alabama College and Career Ready Standards (CCRS) to teach Math and Science. As a school system, we have adopted the series Go Math! Kindergarten- Grade 5 as a Math Text resource. In Science, we adopted STEMScopes as a resource. Changes in state and national assessments call for more rigor and relevance to your child's reading, math and science programs; therefore, students are required to not only answer questions but provide written proof as to **how** they arrived at their answer.

FERPA The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Sharing Information regarding any student is prohibited.

School Climate

Displaying appropriate behavior is a very important part of your child's day while attending Pick Elementary School. Students who are focused, follow directions and work with the teacher to create a productive learning environment will perform better in school. When we maximize teaching time through minimized disruptions, all children benefit. We are working not only to encourage academically strong students, but future citizens and life-long learners. It is important that the school and home units work collectively as a team to help each child feel and be successful at school.

At Pick, we promote positive behavior practices through leadership. Leadership is encouraged throughout the academic day. Some of the leadership traits we encourage are:

- Be Proactive
- Begin with the End in Mind
- Put First Things First
- Think Win-Win
- Seek First to Understand, Then to Be Understood
- Synergize
- Sharpen the Saw

Each student and staff member at PES is assigned to a Leadership Team. Each Team has a team color. We encourage all students to purchase a t-shirt with their Team/color to wear when we have "color days" and do team building activities. T-shirt information will be available at Meet your Teacher or upon enrollment.

We make every effort to encourage Positive Behavior Support through phone calls home and notes to let parents know when good things are happening. Our Character Education program promotes good choices for home and school. Our counselor, Mrs. Burney will discuss a new trait with students during classroom sessions each month. Then, we look for examples of this trait displayed by children during the day. We provide many opportunities for children to be successful at school.

Should there be a need for disciplinary action, we may impose the following:

- Verbal or nonverbal warnings in the classroom
- Lose of privileges. Ex: limited choice at recess, silent lunch, time-out
- 10-minute Time-out in the classroom to reflect and consider better choices
- 30- minute Time-out of class to reflect and reconsider better choices
- 30 minute to 2-hour time out with administration/counselor and/or parents/guardian contact
- Phone call to parent/guardian to discuss a plan
- Meeting with school counselor /or administration to discuss actions and better choices next time
- Conference with parent/guardian and student could be included
- In-Class separation until behavior is reversed so that learning may occur for all students
- ISS assignment- In-School Suspension-determined by administration
- Tier III Intervention Plan- a formal contract or plan
- Out of school suspension- to be determined by administration

Refer to the ACS Pupil *Progression Plan Disciplinary Model* for types of offenses and other information regarding school behavior expectations. Please sign the pages at the end of this handbook to verify that you have read the information above.

If your child is involved in a situation which will require disciplinary action, we will notify you. Due to confidentiality, we are not able to discuss with you disciplinary actions imposed on other students who may have also been involved.

Bullying- Bullying of any form, verbal, physical or written, will not be tolerated at Pick Elementary School. Students are encouraged to report bullying to their classroom teacher, the school counselor or administration as soon as it occurs. Students who participate in bullying will be disciplined on an individual basis at the discretion of the administration. There is a zero tolerance for students who make any form of threat to other students, staff or themselves. Students who choose to bully other students will be disciplined for such behavior at school. Discussion of weapons in any form should not be discussed at school and students who do so will be disciplined according to school board policy.

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).

At PES we promote PRIDE:

P- Positive words and actions

R- Responsibility for self

I -Integrity and Honor

D- Display self-control

E- Excellence in Everything

Attendance

Code of Alabama (1975) §16-28-3 requires all children between the age of six (6) and seventeen (17) years of age to attend school for the minimum number of scholastic days prescribed by the Alabama State Board of Education. All laws regarding school attendance shall be strictly enforced by the Auburn City Board of Education. Please refer to the ACS Student Handbook, Section I for specific attendance requirements. Parents can routinely monitor absences by accessing their student's information on the Parent Portal on the ACS web site (www.auburnschools.org) for grades 3-12. If a parent has a question or concern about an absence, the parent should contact the school as soon as possible.

When a student returns to school after an absence and within three (3) days of the student's return to school, the parent/legal guardian must provide in writing an excuse, which includes the following:

1. Written statement from the parent or doctor stating the reason for the absence
2. The date of absence(s)
3. The parent's signature

Parents of students in grades K-9 may submit up to five (5) parent written excuses per semester, and may be required to submit an excuse for late check-ins and early check-outs.

After five (5) unexcused absences in a semester, a referral will be made to the Auburn City Schools attendance supervisor and the Early Warning Process will be recommended. 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.

*Please do not call the school office to give a verbal excuse for your child's absence or send an email. The excuse must be signed by the parent/guardian.

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.

Excused absences are defined as follows, as stated in the ACS Student Handbook 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 require prior approval by school administration

Written Excuses

Students with excused absences have 5 school days upon returning to make up any missed work. They do not have to be provided the same assignments 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 may be given for the missed work. The principal will review appeals to this procedure. Students with 5 **excused** absences in a semester may be required to have a doctor's excuse with each additional absence in that semester. (See ACS Student Handbook, Section I)

Students who miss more than 7 unexcused days will be referred to Early Warning Truancy Court and may be retained according to Auburn City School Board Policy. Written communication will be made to parents/guardians on unexcused absences 3, 5, and 7 for students in Grades K-12. The attendance officer will be involved at the discretion of the principal. Early warning to the court system may be initiated if the unexcused absences become excessive.

**Parents of students with excessive tardies will receive a letter from PES school administration and be required to sign their child in at the school office for the remainder of the year in order for the child to proceed to class.

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 children. A student is considered tardy if he/she arrives in the classroom after the 7:30 a.m. bell. Students arriving after 7:40 a.m. will need a parent/guardian to come inside the school to sign them in for the day.** Letters will be sent to the parent/guardian after a student has accumulated 10 and 15 tardies. Tardy slips will be placed into your child's planner the day he/she is tardy, and these slips are to be signed each time your child receives one. Communication will be made to the parents/guardians by the attendance officer if a student is tardy an excessive number of times during a semester. Excessive tardies are reported to the proper agencies and may require the parent/guardian to come inside the building for the remainder of the academic year to sign their child in. Morning drop-off begins at 7:05am for buses/vans and 7:10am for all car riders. Please have your child to school in time to come inside and get settled and seated by 7:30am. It is very difficult for children to be prepared when they arrive consistently as the 7:30am bell rings. Car traffic moves smoothly if cars pull up to the very end of our front sidewalk. Children are encouraged to open the door and get out as promptly as possible to keep traffic moving smoothly. If an adult is not available, your child may still get out of the car to keep the traffic moving smoothly.

Auburn City Schools-After School Program (ASP)

Pick Elementary does offer an After School Program for its students. The program operates on school days only, and offers many activities for the students to learn from and enjoy. For more information, contact **Michelle Ramsey**-Director (887-2119) or the school office. The hours are from dismissal until 5:30PM. There is a \$25.00 registration fee and the monthly charges are based on the students' lunch status. Payment for the program is made in 10 monthly installments so payment is consistent each month regardless of the number of days attended in each month. Please see the director for rates and fees. The rates are reduced for siblings. Students get time to work on their homework and participate in after school club activities. However, academic homework must still be checked by parents at home.

Birthdays

For the safety of all of our students, we are requesting no food items be sent to school for birthdays. Our CNP program is going to celebrate birthdays monthly instead. Parents may come have lunch with their child on this special day, and/or send a book to be donated in your child's name to the class library. Please notify your child's teacher in advance should you decide to have lunch with your child that day. *** No flowers or balloons are to be received at school for students at any time for birthdays or other special events.**



Care of School Property

School loyalty and pride are displayed by keeping our building neat and clean. Students who intentionally deface or damage school equipment or property in any way will be required to clean the article or to pay for the damage done. Parents will be notified immediately in all situations.

Checking Out of School

Please do not call the school office and request that your child wait for you in the office before you arrive to check them out. It is important that they remain supervised in the classroom until you arrive to check them out. In the event a child needs to be checked out of school, a parent, guardian, or authorized person, must first come to the office and sign him/her out. Your child will be called from his/her classroom to come to the office. Upon returning to school, please leave your child at the office and he/she will be sent back to class. If anyone other than a parent, guardian or emergency contact arrives in the office to check out a student that person must be in the Portal as an Emergency Contact before permission to take your child off campus will be granted. **Your child's registration information should have contained the names and telephone numbers of at least FOUR local emergency contact persons who are allowed to check your child out.** We encourage children to remain at school until the school day is over in order to receive information, assignments and explanation of content material. Students should not be regularly checked out due to parent work schedules or after school supervision circumstances.

School Counselor

School counseling assists students in their efforts to learn the skills and attitudes required for school success. The counselor places strong emphasis on helping students develop self-awareness, self-esteem, and good interpersonal relationships. Auburn City Schools offers school based mental health services for students with significant issues that impede classroom learning. For more information, please contact your school counselor or administrator.

As a part of the Pick experience, students see the counselor for classroom guidance lessons every other week. Students learn leadership skills, academic skills, and social skills through classroom lessons. Additionally, the counselor works directly with students, individually and in small groups, to deal with unique or problem-centered concerns that require more privacy or attention than can be accommodated in whole group activities.

Visit Mrs. Burney's website for more information:

<https://al01901372.schoolwires.net/Domain/1401>

On June 4, 2015, legislation was signed into effect as HB 197. You may have heard of this legislation under its more common name, *Erin's Law*, in honor of Erin Merryn, a brave young woman who has crossed the country advocating for laws to increase awareness of sexual crimes against children. Alabama law requires age appropriate child sexual abuse prevention education for children in pre-kindergarten through twelfth grades in all public schools.

During the ACS 2018-19 year, the school counselor will be presenting two lessons to each class in 3rd and 5th grades to meet the requirements of Erin's Law utilizing the curriculum *Safer, Smarter Kids*. This curriculum was created to educate and empower students with knowledge and skills to stay safe.

For more information about the lessons being presented please visit www.safer-smarter-kids.org. For more information or questions about this law, visit www.erinslaw.org or contact Mrs. Burney.

Mrs. Burney will also cover the state required lessons with students regarding the *Jason Flatt Act* (SB 11, Effective May 10, 2016) for suicide prevention.

Dress Code

Auburn City Schools is a working and learning environment. All ACS students are encouraged to observe a standard of grooming and dress consistent with the importance of the school's

mission of education. The Board and Administration recognizes and appreciates the role of parents in assisting their children in making appropriate choices regarding their clothing while attending school within the boundaries provided by this Dress Code. The school principal or his/her designee will have the final decision in determining whether apparel meets the system's dress code.

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

District Wide Grades K-12 Guidelines

1. Clothing should fit properly; be the correct size for the student's body size and type.
2. Clothing must be in good taste for the age and maturity of the student, safe, and a not a distraction to others.
3. Any apparel or appearance that may be distracting in the classroom (as deemed by the school administration) is not permitted.
4. Clothing that displays immoral or illegal behavior is not permitted. Any article of clothing, apparel, jewelry or haircut with words, colors, patterns (ex: bandana) or pictures depicting gangs, gang slogans or symbols, violence, sex drugs, alcohol, mutilation or language that could be considered obscene or vulgar will not be permitted.
5. Undergarments must be worn in an appropriate manner and not be visible.
6. Clothing that is not able to provide coverage to undergarments and private body areas at all times, and during all activities, is not permitted. This includes clothing with rips, tears, or holes that expose underwear or private areas of the body.
7. Students must not wear clothing that reveals the body in an inappropriate manner. (examples: clothing that is too tight, too short, bare at the mid-driff, bare at the sides, sheer or see-through clothing, etc.).
8. Students cannot wear jewelry or accessories that distract other students or interfere with the learning environment. Items such as heavy metal chains, spikes, etc. are not permitted.
9. Appropriate shoes must be worn at all times. House shoes, slippers, shoes with cleats, shoes with wheels are not permitted.

Our goal is to prepare and guide students in Grades K-5 to follow the dress code listed for secondary students; a student found in violation of the dress code will be required to change their clothing with appropriate clothing. School administrators will have the authority to allow for variances that are appropriate to students in the elementary age range.

Emergency procedures

Fire Drills/Severe Weather

Fire drills are conducted monthly. Tornado drills and intruder drills are conducted periodically during the school year. Students are taught the first week of school what to do if the tornado signal, intruder signal or the fire alarm is activated.

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 a "watch".

In the event of a Severe Thunderstorm or Tornado Warning, all students and staff will take cover in designated storm rooms until the warning is cancelled. Parents are requested not to

check students out when the school is under an emergency “warning”. Please do not call the school during an emergency warning 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.

Auburn City Schools has acquired a Crisis Communication System. This automated phone system will call/email you with recorded information when circumstances require mass notification. It will be used to notify parents about situations such as schools closing for severe weather, change in arrival time from field trips, etc. **If you wish to receive important messages from the school, your phone numbers and email address must be current.**

School closing information will also be available by listening to the local radio stations (WAUD, 1240AM; WKKR, 97.7 FM; local cable television, channel 5). Listen for announcements about Auburn City Schools. Announcements about Lee County Schools refer to the Lee County Schools, not Auburn City Schools. Following school closure, all daytime and evening school activities are automatically cancelled until schools are reopened.

Emergency Telephone Numbers

It is absolutely necessary that each student have in the on file **all** current phone numbers for which parents can be reached during the day. If your number changes, please contact the school immediately to let us know the new number. In addition, **we must have at least four local phone numbers, for local residents who could be contacted in case of an emergency during which a parent/guardian cannot be contacted.** Any changes in parent/guardian or contact telephone numbers should be made in the online system and communicated with the homeroom teacher.

Extra-Curricular Activities/School Clubs

Information regarding any extra-curricular activities on campus will be distributed for certain opportunities. Teachers/sponsors will notify parents of meeting days, times, and expectations for participation.

Students who do not participate in after school activities may not return to the school premises, for any reason, unsupervised. This includes playing on the playground or returning to the building for forgotten homework or books. Younger or older siblings in school who are not involved in a club with a sibling at Pick are to be picked up at the regular dismissal time. There is no supervision for them to wait on their sibling.

Field Trips

A signed permission form and any money due must be returned to the school **one-day prior** to each field trip. **Verbal permission cannot be accepted.** Only the ACS permission form, signed by the parent/guardian, is accepted as formal permission to attend a fieldtrip. 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. Please take advantage of the ACS e-payment program. This will allow you to make fieldtrip payments, lunch payments and pay for fees and other services at school. The link to e-payment is: www.myschoolbucks.com

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 the parent attending to ensure the trip is safe and productive for all students. Students with a history of discipline situations will still be provided a regular school day, but may be exempt from any fieldtrip. This will be determined by the homeroom teacher and administration.

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. While parents who agree to serve as field trip chaperones are greatly appreciated, younger siblings will not be

allowed in order to provide adequate supervision for Pick students. The purpose of being a chaperone is to assist in supervising the school-aged children attending the trip.

Food Service

Breakfast (ex. biscuits, pancakes on a stick, milk, cereal, juice, muffin, milk, banana or multi-grain bar) will be served each morning between 7:05am and 7:30am in the cafeteria. The cost of a breakfast is \$1.00 for students and \$2.00 for visitors. Students who qualify for free or reduced priced lunches will also qualify for free or reduced price (\$0.30) breakfasts. ****Students eating breakfast should arrive before 7:25am and report directly to the cafeteria. They will take their breakfast back to the classroom. All breakfast should be eaten by 7:30am.**

Individual lunch tickets are not sold in the cafeteria. Instead, parents may establish an account for each student that will be debited electronically. Lunch prices are \$2.50 for students and \$3.50 for visitors. Students, who qualify, will receive free or reduced price (\$.40) lunches. Milk may be purchased separately for \$0.30 carton. You are encouraged to keep a positive balance in your child's lunch account by sending money in regularly.

Please do not send carbonated drinks or caffeinated drinks with your child to school for lunch or snack. Snacks are encouraged daily. Please send a healthy, easy to eat snack with your child each day. Fast Food meals should never be sent to school for breakfast or lunch. We will be consistent in enforcing this request. We kindly ask parent and visitors to refrain from bringing in take-out food when visiting for lunch.

Parents may join us for lunch if a reservation is made through the office by 9:00am that day. A visitor lunch costs \$3.50. It is requested that adults have exact change for lunch. Sufficient cash is usually not available to make change for large bills so please keep this in mind if you visit.

If your child is allergic to any of the major food groups, you may discuss this problem with our food service manager who will try to work out substitute foods for your child. A doctor's statement as to the specific allergy is required. Due to the high number of children served daily, our lunchroom cannot accommodate food aversions for individual children. Please check the menu and pack a lunch for your child on days when the menu items are not appealing to your child.

Free or reduced price online lunch applications will be made available to students during the first week of school. The application should be completely filled online. All students who were eligible for free or reduced lunches last year in this system will continue receiving free or reduced lunches for a limited time until the new forms are processed. **The new forms must be completed timely to receive the free or reduced rate. Students who do not have a completed form timely will be required to pay the full price for lunch until the forms are processed.**

IMPORTANT- PLEASE READ!

Child Nutrition Program

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 student meal purchases in advance or on a daily basis (Code of Federal Regulations NSLP 7 CRF 210, Revised 1-1-96).

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

Therefore, for a child to avoid receiving an alternate meal, it is your responsibility to assure your child always has money in his/her account. Do not wait until you get a print-out from the CNP program. Sometimes these notices get lost or misplaced before reaching home. It is not possible to call each time your child's account has a deficit. We will make every effort to alert you after the 2nd charge, so you will be aware the limit has been reached. You are encouraged to check your child's account on a regular basis. **No Charges after May 1, 2019.**

We encourage you to take advantage of our on-line e-payment plan. There is a link on the ACS webpage. The link is www.myschoolbucks.com. This is a convenient way for you to keep your child's account current on a regular basis. Social Security numbers are no longer required to open an account. You may use your child's State ID Number instead.

Grading Practices

The purpose of grades is to show academic progress and the mastery level of a taught skill. Only after a skill has been introduced and practiced in class with guidance by the teacher, will independent performance be assessed. This is to help teachers make the best decisions regarding your child's academic needs and determine the best teaching strategies to meet your child's needs. Teachers in each grade level will provide information at the beginning of the academic year regarding grading practices and weighted scores. Third graders are not graded in the same manner as fifth graders so please read the information carefully from your child's teacher and ask for clarification. Turning in assignments timely is a life-skill and one we want your child to develop.

Please attend scheduled conferences to discuss your child's school progress. If you have questions/concerns regarding your child's academic progress or questions regarding the material covered, your first point of contact should be the classroom teacher. Please do not come in the morning before school starts to see your child's teacher as they are supervising children and doing many other tasks at this time. You are encouraged to schedule conferences in advance so adequate time and conversation can be devoted to these important conversations.

The grading scale below reflects Auburn City Schools' grading policy as stated in the Pupil Progression Plan.

Grade 3-5

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

Students are responsible for completing all assignments timely. Some assignments or projects may be provided in advance with a *date due* and also include a criterion for grading. It is important to check your child's planner nightly so that you can assist your child in completing assignments in a timely manner. Communicate with your child's teacher if you do not understand an assignment. Check the teacher's web page or newsletter for more information regarding assignments, due dates and projects. Teachers may use a variety of methods for assessing your child's work. Examples might include: rubrics, self-assessments, criteria goals with points, paper/pencil tests, fill in the blank, written answers, bubble-in (STAR, DIBELS, ACT Aspire), projects, small group projects, computer-based assessments (i.e., Reading assessments), oral assessments or a combination of more than one of the above. **Formative Assessment Measures** are administered throughout the 9-week grading period to gauge your child's mastery of a concept or skill. The **Summative Assessments** are administered less often and reflect mastery of more than one skill over a period of time.

Ending dates for each grading period:

1 st nine weeks	Wednesday, October 10, 2018
2 nd nine weeks	Wednesday, December 19, 2018
3 rd nine weeks	Friday, March 8, 2019
4 th nine weeks	Tuesday, May 21, 2019

Report Cards will be sent home the specified dates unless unforeseen circumstances occur:
Grades 1-12

- 1st nine weeks – The week of October 15, 2018
- 2nd nine weeks – The week of January 7, 2019
- 3rd nine weeks – The week of March 25, 2019
- 4th nine weeks - Last day of school- May 21, 2019

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

- Week of September 10, 2018
- Week of November 12, 2018
- Week of February 4, 2019
- Week of April 22, 2019

It is our goal at Pick to help your child feel and be successful each and every day. Adopting good study habits, planning ahead, communicating with the teacher regarding questions or gaps in knowledge and attending parent conferences are ways to assist you in keeping track of your child's progress during the year. Your involvement in your child's education is critical to your child's success.

Assignments

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. Homework may be assigned in order to stimulate independent study habits, to aid in developing responsibility and self-direction, and to reinforce learning. Check your child's planner nightly for homework assignments.

It is the student's responsibility to see that homework assignments are written down and then handed in or 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.

Parents may obtain homework for a child who is absent due to illness by calling the school office by 9:00am. The child's books and homework may be picked up in the office at the end of the school day. **Class work must be completed at school.**

Illness

If a child has an elevated temperature (100 degrees or greater), he/she should not remain in school. The parent is encouraged to keep the student at home until the temperature is normal for 24 hours. When a child becomes ill at school, the parent will be contacted. The parent or 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. Students with stomach viruses may not return to school until being symptom-free (no sickness) for 24 hours.

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

Immunizations

As required by Alabama Law, each pupil shall be immunized against diphtheria, pertussis, tetanus, chickenpox, 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.

Pick Library

The library is central to the learning process and provides students with knowledge, skills and ideas that promote learning, reading and discovering. Our programs support the curriculum of the school by ensuring all students are effective users of ideas and information. This mission is accomplished by:

- providing intellectual and physical access to materials in all formats
- providing instruction to stimulate interest in reading, viewing, and using information and ideas
- teaching information literacy skills necessary to access, use and evaluate information from a variety of sources
- working with other educators to design learning programs and projects that meet the needs of individual students
- providing opportunities for student creativity and growth through technology and makerspace projects
- developing 21st Century Learning Skills of collaboration, cooperation, digital citizenship and global learning

All students have a library notebook and a library card. Students come weekly to check out books. Third grade students may check out one book at a time and fourth and fifth grade students may check out two books at a time. Books may be renewed up to two additional times unless they are on hold for other students. The student must bring the book to the library in order to renew the book. If a book is damaged, the student should report the damage so that the library may, if possible, repair the book. If a book page accidentally rips, please do not attempt to repair the book at home. The library uses special book tapes and glue that resist heat and will not discolor. If a book is lost or damaged beyond use, the student will pay the cost of the book so that it may be replaced for the library. Students will receive overdue book notices when books need to be returned. If books are not returned, parents will be notified by letter and phone call. All lost / damaged book fines should be resolved prior to the end of the school year.

For more information, please go to the Pick Elementary Library web page.
<https://www.auburnschools.org/domain/1552>

Lost and Found

Lost items are placed in containers provided for that purpose, but it is the responsibility of the student to check for missing items. **PARENTS ARE URGED TO LABEL ALL CLOTHING, BOOKBAGS, LUNCH BOXES, ETC.** Proper labeling will result in items being returned directly to the student. Items not claimed by June 01, 2019 will be donated to charity.

Medication for Students

No medication will be given to any child unless it is provided by the parent and accompanied by a signed permission form. A sample form is located in the appendix of this handbook. Please complete all requested information and send the form and the medication to the school office. Any measuring utensils should also be included. The office provides no medicine, such as aspirin or Tylenol. School staff or the nurse will dispense only medication sent from home. It is the responsibility of the child 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 problem, which might affect his/her performance at school, please indicate the condition on the registration card, health form and communicate with our school nurse so that teachers might be alerted to any potential problems.

Money

We request that children not bring any unnecessary money to school with them, since money is often misplaced during the day. If your child needs to put money in his/her lunch account, please see that the money is enclosed in an envelope with your child's name on it. Loose change is easily lost during PE or recess and leaving money inside of desks invites trouble. When sending money to school at any time, for any reason, you are encouraged to place it in an envelope with your child's name, the teacher's name and grade on the front and specify what it is for. Please take advantage of the ACS e-payment program. The link is: www.myschoolbucks.com This will allow you to make any payment for school services in a safe, secure way.



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.

Parent Teacher Conferences

Friday, October 19, 2018, has been designated as “*Parent Conference Day*”. You will receive your child’s report card at this scheduled conference date. Report cards cannot be provided earlier than the board approved dates. 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. Parents are requested to call the school’s office or send a note to the appropriate teacher(s) to arrange additional conferences. Teachers are only permitted to meet with the legal parents/guardian of any student.

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 to discuss anything you might not understand. Face-to-face conferences are encouraged and emails are discouraged when the need to discuss an issue arises. Emails should be used for quick communication needs only. Discussions should be handled in conference form.

Physical Education

30 minutes of Physical Education is scheduled daily for all students and is a state required course for all school aged students in grades K-8. Physical Education is an important part of each student’s day. Students are provided with opportunities to learn skills necessary to perform a variety of activities including: loco motor, non-manipulative, movement concepts, manipulative, and fitness activities; to learn about personal health and healthy lifestyle, and to participate in and enjoy daily physical movement. Physical education grades are based on skill development, and participation. In order for each student to benefit the most from physical education, we ask the following:

1. 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 shoes, **including CROCS** should NOT be worn during physical education class or while participating in recess.
2. Shorts must be worn under skirts and dresses.
3. A parent or doctor’s excuse must be sent when students are unable to participate.
4. A verbal excuse by the student will not be accepted as an excuse from PE. A written note from the parent is required and is acceptable up to 3 consecutive days. After 3 days, a doctor’s excuse will be necessary. Communication with our school nurse should always follow a doctor’s excuse from PE to be sure we are all clear on the injury and what has been recommended by medical personnel.
5. Students cannot be excused from physical education to rest up for after school activities such as soccer or baseball.
6. Information must be provided timely to the school regarding relevant health problems. If necessary, please discuss them with our school nurse.
7. Parents should become involved and provide encouragement whenever possible.

PES PTO

All PES families are encouraged to join the PTO. The membership dues this year is \$5.00 per family. Our PTO serves many important functions including support of teachers and students and the total school program. Any little offer of assistance can make a **BIG** difference so please consider getting involved this year. There are several PTO committees that are seasonal and

would not require a lot of your time, but your contribution to them could be very powerful. Please contact our PTO President, to find out how you can get involved.

Residency

Each student is required to be registered using our On-line registration process and a snap code. Two proofs of residency are required to be up to date and on file for each student. If you move during the academic year and this changes your school zone, your child will be required to attend the zone for your new address. Exceptions must be handled with the office of the assistant superintendent. Please communicate with school administration if your address changes during the academic year. Please make changes in your child's registration account if phone numbers change.

School – Home Communications

If you would like to receive teacher newsletters and PTO newsletters via email, please be sure your child's teacher has an accurate email address. School wide emails regarding programs and important dates will be sent out regularly by administration.

We encourage all PES families with Email access to join our efforts to improve and strengthen communications. You will receive updates about PTO news and other important school-wide information.

Other forms of communication include: PES Facebook page, PES Twitter and PES School Messenger (automated calls and emails) We work to employ a variety of communication modes to meet the demands of busy family lives.

Parents who wish to opt-out of having their enrolled students photographed or videoed at school related events and used for ACS approved reporting and/or public relations purposes, must submit a written opt-out statement to the principal by August 1 of each year. Parents of students enrolled after the start of a new school year must submit a written opt-out statement to the principal no later than the first day of the student's attendance. (See ACS Student Handbook) If you email your child's teacher, please keep in mind that an immediate response is not always possible. Please call the school and speak to the teacher during a planning period or after school if there is an immediate need. We ask that you do not rely on email communication for an immediate response.

School Insurance

ALL Kids is Alabama's Children's Health Insurance Program (CHIP). ALL Kids provides Blue Cross/Blue Shield insurance to children who qualify. The cost is very little, but the benefits are great. Coverage includes doctor visits, hospitalization, eye care, dental care, and prescription drugs. ALL Kids is designed for working families and self-employed persons whose earning disqualify them for Medicaid.

For more information, please contact East Alabama Medical Center at 334-705-4760 or the ALL Kids office at 1-888-373-5437.

Class Parties

Your child's teacher will announce any class parties that will be held during the year. Classroom parents will assist the teacher with party planning. Children are not to bring or exchange gifts for any classroom parties. Children with food allergies should be provided alternative food items by their own parents to assure food allergy safety.

School Pictures

Individual school pictures will be taken on Thursday, **September 13, 2018**. Classroom picture make-up day for those who miss the September 18 date will be October 15, 2018.

Parents will have an opportunity to view proofs of these pictures before purchasing them. **Parents may order the desired picture package by returning an order form, and the appropriate amount of money back to the school.** Please be sure you return picture money timely. The school will forward the order and the money to the photographer. Spring pictures and class pictures will be taken **February 21, 2019.**

School Visitors

For the safety of student and personnel at Pick Elementary School, everyone who visits our school, for any reason, will be required to go straight to the office, sign in with our School Raptor system, and obtain a visitor's sticker to wear; NO EXCEPTIONS.

School personnel have been instructed to redirect all persons without a visitor's sticker to the office. Even if visiting our school for activities outside, you will be required to go to our school office to obtain a visitor pass. We will strictly and consistently enforce this request.

Parents are encouraged to eat lunch with their child, but we do ask that you schedule these in advance by letting the teacher know that morning with a note/email. Lunches generally last about 25 minutes. Please do not bring fast-food lunches to your child at school.

Parents and visitors will only be allowed to visit/observe a classroom with prior teacher approval. We ask that you reschedule your visit if the request is at an inconvenient time. This policy is in accordance with state-adopted safety procedures. If you schedule a time to visit or observe in your child's classroom, your visits will need to be approved in advance by the teacher, and/ or school principal. This is to protect the instructional time of the classroom teacher and the confidentiality of the other students in that room. We will ask for your cooperation with this practice, and we will be very consistent in our enforcement of it. More information regarding classroom visits can be found in the ACS Student/Parent Handbook.

Snacks/Fruit Break

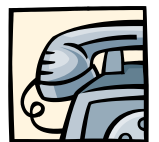
If your child's teacher schedules a daily fruit break and your child chooses to participate, please provide healthy snacks for him/her. Fruit, crackers, or dry cereals are good choices. Snacks should be prepared and ready to eat. Juices are discouraged due to accidental spills resulting in carpet stains, and a need for change of clothing, etc.

CARBONATED DRINKS AND FAST FOODS WILL NOT BE ALLOWED by students or visiting parents for lunch. Nutritious snacks are available for purchase each morning from our CNP from 7:05am to 7:30am. Children will need to have a healthy, easy to eat snack, so please do not send candy, cookies or chips for a snack.



Special Education

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



Surveys- Throughout the year, we may request your participation in surveys to provide information to help us make decisions. We greatly appreciate and respect your feedback through these surveys.

Telephone Calls/Messages

Please do not call the school with messages for students unless it is a true emergency. Likewise, children will not be allowed to use the school telephone except for a valid reason. Children 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 is not a valid reason and will not be allowed. A change of transportation form should be completed for any changes, at any time, in transportation and be given to the office staff the morning of the change. Transportation forms can also be faxed to the office. The Fax number to the school office is **887-6057**.

Teachers are very busy instructing children during the instructional day and may not have time to respond to emails immediately. If you need to discuss something with your child's teacher, please schedule an appointment and have a face-to-face meeting, or call to discuss your questions with your child's teacher. Issues of importance should not be communicated /discussed electronically because, often times, words are not interpreted correctly. Further, conferences to discuss issues should not be expected in the morning before the bell rings without an prior appointment. This is to protect instructional time and allow your child's teacher to meet and greet all children at the door.

Test Dates-

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.

The tests to be administered to our students at PICK:

Grades 3-5- **Scantron Performance Series-** to be administered in April, 2019- dates TBA
Benchmarks assessments will be administered twice during the year.

Grades 5- OLSAT in February, 2019

Grade 5- end of course Math assessment STI- May, 2019

Technology Use at PES

Students are provided the opportunity to use a variety of technology devices while at school. Students are supervised while using the devices and are provided structured tasks to complete on the devices. All students will be provided directions regarding safe use of technology and proper care of the equipment. Students will have opportunities to practice their keyboarding skills each week in the computer lab to fulfill state objectives.

Students who violate safe use of, damage to or do not follow directions when using the technology equipment could lose their privileges. Parents will be notified if a student violates our acceptable use practices or damages a piece of equipment. Damaged equipment which cannot be repaired, will be replaced by the student's family.

ACCEPTABLE USE OF TECHNOLOGY EQUIPMENT

Students attending Auburn City Schools (hereinafter referred to as ACS) are encouraged to utilize the computing capability of ACS in pursuit of their educational objectives. ACS strives to keep up-to-date equipment, software, and communications capabilities at all schools in the system. Students and their parents/guardians in return for the privilege of using the computing resources, software, and communication infrastructure of ACS must agree to this policy. Students and their parents agree that violation of these policies could result in the suspension of their privilege of using the ACS computing resources, but will not relieve or waive the responsibility of the students to complete any work assigned by their teachers.

The use of computers at Auburn City Schools is a privilege afforded to our students to enrich their education and prepare them for the technology they will use in both college and the workforce after graduation. Students who abuse this privilege in any way will be barred from using the computers in the future and subject to discipline appropriate for the offense. Disciplinary measures can include the following: detention hall, ISS, out-of-school suspension, expulsion, and/or legal charges if in violation of state and federal law.

PROPER AND ETHICAL USE

With any learning tool, students and staff must understand and practice proper and ethical use of the internet. All individuals using this system must attend in-service training (or receive special instructions) regarding procedures, ethics and security involving using the Internet.

Your signature on the signature page represents your understanding for the safe use practice of technology equipment at PES.

No Student Shall:

1. Utilize ACS computing resources except for the purpose of meeting educational requirements of an activity directly assigned as part of classroom work, extra credit activity, or school-supported functions, which are supervised and monitored by school personnel. Students are to use the computers only for educational purposes related to their classes. Things they may not use the computers for include but are not limited to, games, chat rooms, downloading any type of music, movies, videos, pictures, etc. E-mail is to be used only when supervised by a teacher for educational activities. Students are not to use the internet to access any type of pornographic sites, sites containing profanity, or other sites inappropriate for the educational setting. At no time will a secondary (grades 6-12) student be allowed to use a faculty member's computer for any reason.
2. Access, transmit, copy, or retransmit material, which promotes violence or destruction of property or the manufacture and use of explosive or destructive devices such as, but not limited to, explosives, fireworks incendiary devices or other devices capable of causing injury or damage to property.
3. Access, transmit, copy, or retransmit any material judged obscene by community standards as defined by the Auburn City Board of Education or any entity designated by the Board to provide such definition. Material, including text, lyrics, images, or sound that is pornographic material designed to stimulate erotic feelings by the description or portrayal of sexual activity, is strictly prohibited.
4. Access, transmit, copy or retransmit material which promotes or advocates violence, hatred, harassment, defamation, cyber bullying or discrimination against any individual or group on the basis of race, ethnic origin, gender, age, religion, sexual preference and/or disability is strictly prohibited.
5. Utilize ACS computer resources to purchase, lease, sell, or otherwise engage in any form of commerce.
6. Access, transmit, copy, create, possess, or retransmit software, executable files, codes, scripts, macros, or any other material not specifically authorized and installed by ACS.

7. Commit or attempt to commit any willful act involving the use of ACS equipment or network capabilities that disrupt the operation of the ACS equipment or network capabilities.
8. Access, transmit, copy, create, possess, or retransmit software, executable files, code, scripts, macros, or any other material commonly known as a computer virus or worm.
9. Access, create, engage in or otherwise participate in role-playing or the playing of games or gaming software, other than as specially authorized by ACS personnel.
10. Willfully or negligently, damage ACS equipment or facilities including but not limited to computing equipment, network equipment, printers, or other peripheral equipment.
11. Hold over reimbursement to ACS for the cost of repair to predamage status or value of the equipment as determined by ACS including labor at the prevailing local rate for any willful or negligent damage.
12. Copy, retrieve, modify, transmit, or retransmit copyrighted materials, except with permission, or as a single copy to reference only.

Network Etiquette ▪ Be polite. Do not use abusive or otherwise inappropriate language in your communications. ▪ Do not reveal physical addresses of students or colleagues unless approved by those individuals. E-mail addresses are frequently shared and may be used.

Electronic Communication Devices(ECD's)

*****This includes cell phones, smart watches, etc..**

Students who have a cell phone or Smart Watch in their possession at school are to keep the device in their book bag in a secure location, turned off. If for any reason a student is found to be using a device at school in his/her possession, the device will be taken up and parents will be notified to come to the school to get the device. We will follow our ACS Code of Conduct should this be a repeated occurrence with any one student. The ACS Policy for ECD's will be strictly enforced at PES during school hours.

ACS POLICY

ELECTRONIC COMMUNICATION DEVICES (ECD'S) The display of and /or use of wireless communication devices or any use of other electronic communications devices used by the students for non-instructional purposes is prohibited on any ACS campus during regular school day instructional hours - which is intended to mean from the beginning to the end of the school day or activity. If a violation occurs, the device will be confiscated and consequences will be imposed accordingly, as indicated by the school administrator.

The following disciplinary action will be taken:

First Offense: Confiscated device given to parent/legal guardian the next school day after it is taken up.

Second Offense: Confiscated device kept for ten (10) school days, then returned to parent/guardian.

Third Offense: Confiscated device kept for remainder of term, then returned to parent/ guardian. The Board assumes no responsibility for theft, loss, or damage to any personal /wireless communication device in or out of our possession. The principal or his designee may approve the use of such devices during medical emergencies, natural disasters, after regular school hours, at events or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. Use of electronic equipment, such as wireless

laptops, distributed by the school system for instructional purposes is allowed. School officials may read, examine, or inspect the contents of any such device upon reasonable suspicion that the device contains evidence of an actual or suspected violation of the law, of Board policy, of the Code of Student Conduct or of other school rules, provided that the nature and extent of such examination shall be reasonably related to the suspected violation.

***The Alabama State Department of Education** strictly prohibits the possession of digital devices in any room or setting where standardized tests 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. As per the Auburn City Schools Electronic Communication Equipment Usage Policy, the display of and/or use of pocket pager, cellular telephone, or any use of other electronic communications device used by students is not permitted on any Auburn City Schools campus during regular school day instructional hours. If a violation occurs the device will be confiscated and consequences will be imposed accordingly as indicated by the school administrator.

Electronic Equipment, such as wireless laptops, distributed by the school system and used for instructional purposes will be allowed.

Title I Services

Pick Elementary School is a Title I School-wide School.

This means that the federal funds we receive to supplement instruction for students can be used with every student in our school.

Title I Lead Teacher: Dr. Pamela Williams is our Title I teacher at Pick Elementary.

What is Title I? According to Section 1001 of the Title I Act... *The purpose of this program is to ensure that all children have a fair, equal and significant opportunity to obtain a high quality education, and to reach at a minimum, proficiency on challenging state academic standards and state academic assessments.*

How Do We Accomplish this Purpose?

- High quality academic assessments
- Teacher professional development and training
- Instructional materials that align with state and academic standards
- Meeting the educational needs of low achieving children in the area of reading/language arts
- Improve parental and community involvement
- Provide an enriched and accelerated intervention program
- Ensuring that children have access to effective research based instructional strategies and challenging academic content.
- Coordinating services with other agencies that offer assistance to youth, children, and families
- Collaboration with all stakeholders

Who Receives Title I Intervention?

Teachers can request services for students that are performing below grade level expectations and are in need of intervention on specific reading skills. Students that receive intervention are

identified through a school selection criteria which includes standardized assessments, school-wide screening assessments, and teacher documentation of student performance. School-wide Title I schools provide support for all students. The goal of the program is for students to become successful, independent learners that are able to meet state academic standards without the assistance of an intervention teacher.

What Are the Expectations of Parental Involvement?

We know that parents and guardians are a child's first teacher. The success of a Title I student depends on strong partnerships between students, parents/guardians, and teachers. To support our team effort, we expect attendance at meetings and conferences, regular communication with teachers, and commitment to help the student with homework and/or nightly reading.

***Please sign and return the PES Title I Parent/Student Compact and return to your child's homeroom teacher. This will be provided at Meet your Teacher or upon enrollment.**

Transportation

You will be asked to communicate your child's mode of transportation home at our *Meet Your Teacher* event in August. If your child ever changes their mode of transportation home, an ACS **Change of Transportation form** is required the morning of the change. Please do not call the school office or send in a handwritten note to change transportation plans. Students who verbally share a change of transportation home will be sent home their regular route unless communication is received timely. We will strictly enforce this and we thank you for working with us to assure the safe dismissal of your child daily.

Bike Riders

Children who live close enough to school to ride bicycles are invited to do so. Bicycle racks are located next to the school for their convenience. Bikes must be walked while on school grounds. Bike riders are dismissed at 2:35p.m. **As a safety precaution, all bike riders are required to wear helmets. Please discuss bike safety with your child. A bike safety workshop will be offered to all students and bike safety is also taught with our 3rd grade Physical Education curriculum.**

Bus Riders

Children living two miles or more from the school are invited 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. Students closer than a two mile radius of Pick do not qualify to use our bus transportation. Students eligible to ride the bus should ride only their assigned bus. Children who ride the regular yellow school buses will be dismissed at 2:40p.m. Teachers will supervise the loading of the buses. Parents are responsible for bringing and picking up any student who misses the bus.



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 and face forward.
3. Do not talk to the driver except in emergencies.
4. Do not scuffle or harass other students.
5. Do not yell, fight, quarrel or use profanity.
6. Keep feet, arms, and belongings out of the aisle. Do not put feet on the bus seat.

7. Keep hands, head, and objects inside the bus.
8. Help keep the buses clean by picking up any trash that is dropped.
9. Do not bring food, gum, or drinks on the bus.
10. Do not bring weapons, fireworks, or anything that endangers the lives of others on the bus. Also, there will be no smoking, or striking matches or cigarette lighters on the bus.

Bus Discipline

The bus driver is responsible for notifying the transportation director of violations of the bus conduct rules given earlier in the handbook by completing a Bus Discipline Referral. The transportation director will handle the discipline from that point on. A letter will go home with students who are disciplined on the bus. Punishment for bus offenses is consistent throughout the Auburn City School System.

The minimum consequences for bus offenders 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.

A student can also be suspended from riding the bus without warnings for major offenses at the discretion of administration at any time.

Car Riders

Children riding in cars can arrive at 7:05 am and will be dismissed at 2:20 p.m. Drivers are cautioned to drive slowly in front of the school, following the directions of the faculty, staff, and Pick Safety Patrol. Children should watch for their rides so drivers will not hold up traffic. **All parents/Guardians** should have a hang-tag on their rear-view mirror provided the first week of school. Two tags will be provided for car riders. Only those listed on your child's emergency contacts will be permitted to pick-up your child. Those without a hang-tag will be required to park, come inside, and show identification. A possible call to the parent/guardian to assure permission for pick-up might be necessary. All measures in place are to ensure the safe arrival and departure of each student. We will be consistent in enforcing our practices.



In the morning, parents are requested to drive their cars up to the curb under the canopy to leave children in the morning and to pick them up in the afternoon. In the morning, we ask that your child be ready to get out of the car so as soon as your car comes to a stop, your child can quickly exit and the carline can move smoothly. Students may open their own doors and exit a car when adults are present on the sidewalk. Faculty and staff will be on duty in the morning and the afternoon to help unload and load children safely. Children will only be supervised 20 minutes before school (no earlier than 7:05 a.m.) and approximately 20 minutes after school. Children who have not been picked up by 2:45 p.m. will be taken to the ACS After-School Program, and there will be a fee charged.

Car deliveries are in the front drive only. **Students MAY NOT be left in front of the school unattended** before the 7:05am bell rings.

Day Care Pick Up

Children who ride day care vehicles begin dismissing at 2:20pm. They are expected to move to the back of the school with the bus riders and be prepared to load as soon as their daycare van is called. Please notify day cares should there be changes in your child's transportation on any given day.



Walkers

Children who walk home are dismissed at 2:40 p.m. Students will depart from the front of the school and should remain on the sidewalk as they leave the school grounds. They should not return to the school after dismissal. Pets may accompany children on the walk to or from school only if the pet is on a leash and an adult is present. Dogs should not be brought up under the canopy in front of the school, nor should they be left tied on the school grounds without an adult present at all times.

Academic Venture 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.

Withdrawals

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

Yearbooks

Yearbooks are sold during the school-year. Please look for information to be sent home in the fall. It is wise to pre-order a yearbook to assure that you receive one because we are not always able to order extra books. Online ordering is the most efficient way to order a yearbook. The PES yearbook is a great way for your child to have a souvenir of this school year!

**Students should refrain from bringing toys, and any non-school related items to PES. (This includes fidget-spinners, trading cards and lego toys.) These items are prohibited due to safety concerns and learning distraction. PES cannot assume responsibility for prohibited items that are lost or stolen during the academic day.

Please be sure you are familiar with our **Electronic Communication Device Policy (ECD) on page 24. This includes cell phones, Smart Watches, etc..

We respectfully request that both student and parent/guardian read through this handbook together in order to be familiar with these policies and regulations. Having a good understanding of this handbook will help answer questions for you during the year.

You will receive additional copies of other forms at *Meet the Teacher* to be returned with appropriate signatures to the homeroom teacher by August 13, 2018.

Please sign all appropriate pages for each child in your family who attends PES.

We wish you a successful 2018-2019 school year!

~ Pick Elementary School Team

July 2018							AUBURN CITY SCHOOLS 2018-2019 School Calendar							January 2019							
S	M	T	W	T	F	S	Board approved 11.8.16							S	M	T	W	T	F	S	
1	2	3	4	5	6	7	August 2018							6	7	8	9	10	11	12	
8	9	10	11	12	13	14	New Teacher Orientation.....TBA Great Beginings							13	14	15	16	17	18	19	
15	16	17	18	19	20	21	*Teacher Planning DaysAugust 2,3,6							20	21	22	23	24	25	26	
22	23	24	25	26	27	28	*Staff Institute Day.....August 7							27	28	29	30	31			
29	30	31	First Student Day.....August 8																		
August 2018							September 2018							February 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	Labor Day Holiday.....September 3						1	2	3	4	5	6	7	8	9
5	6	7	8	9	10	11	October 2018							10	11	12	13	14	15	16	
12	13	14	15	16	17	18	End of 1st Nine Weeks.....October 10							17	18	19	20	21	22	23	
19	20	21	22	23	24	25	2nd Nine Weeks Begins.....October 11							24	25	26	27	28			
26	27	28	29	30	31	*Staff Development/Parent Conf Day.....October 19															
September 2018							November 2018							March 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	Veterans Day Holiday.....November 12						1	2	3	4	5	6	7	8	9
2	3	4	5	6	7	8	Thanksgiving Holidays.....November 21-23	10	11	12	13	14	15	16							
9	10	11	12	13	14	15	December 2018							17	18	19	20	21	22	23	
16	17	18	19	20	21	22	2nd Nine Weeks Ends.....December 19							24	25	26	27	28	29	30	
23	24	25	26	27	28	29	Winter Holiday Begins.....December 20							31							
30																					
October 2018							January 2019							April 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	January 2019							1	2	3	4	5	6		
2	3	4	5	6	7	8	*Staff Development Day.....January 4							7	8	9	10	11	12	13	
9	10	11	12	13	14	15	3rd Nine Weeks Begins.....January 7							14	15	16	17	18	19	20	
16	17	18	19	20	21	22	Martin Luther King Holiday.....January 21							21	22	23	24	25	26	27	
23	24	25	26	27	28	29								28	29	30					
28	29	30	31																		
November 2018							March 2019							May 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	End of 3rd Nine Weeks.....March 8						1	2	3	4					
4	5	6	7	8	9	10	Spring Break**.....March 11-15	5	6	7	8	9	10	11							
11	12	13	14	15	16	17	4th Nine Weeks Begins.....March 18	12	13	14	15	16	17	18							
18	19	20	21	22	23	24	April 2019							19	20	21	22	23	24	25	
25	26	27	28	29	30	April Holiday (Weather Make Up Day).....April 19							26	27	28	29	30	31			
December 2018							May 2019							June 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	May 2019													1	
2	3	4	5	6	7	8	Last Student Day.....May 21							2	3	4	5	6	7	8	
9	10	11	12	13	14	15	*Teacher Work Day.....May 22							9	10	11	12	13	14	15	
16	17	18	19	20	21	22	Memorial Day Holiday.....May 27							16	17	18	19	20	21	22	
23	24	25	26	27	28	29								23	24	25	26	27	28	29	
30	31													30							

This calendar is subject to change due to unforeseen circumstances.

NINE WEEKS PERIODS		
1st	August 8 - October 10	45 Days
2nd	October 11 - December 19	45 Days
3rd	January 7 - March 8	44 Days
4th	March 18 - May 21	45 Days

*Staff Day, No students in Attendance

This calendar is also on the ACS website

PES 2018-2019 Parent/Guardian signature page

Child's name _____

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

These statements are also in our ACS Student Handbook.

by August 13, 2018.

_____ 1. I have read and understand the School Climate and have reviewed expectations with my child on pages 8-9.

_____ 2. I have read and understand the Dress Code for ACS on page 11.

_____ 3. I have read and understand the ACS/PES grading policy on page 15.

_____ 4. I have read and understand the illness/immunization policy on page 17.

_____ 5. I have read and understand the CNP policy (on page 14) regarding lunch money and understand that my child will only be able to charge 2 meals before being offered the alternative meal should money not be sent to school timely. **No charges after May 1, 2019.**

_____ 6. I have read and understand the transportation practices in place at PES and will work to abide by them for the safety of all children at PES. (on page 26)

_____ 7. I understand that if I do not want my child photographed for the newspaper or PES and ACS social media, I must write a letter requesting my child be exempt and send that to my child's teacher by August 13, 2018 or upon enrollment (if a new student during the year).

_____ 8. I understand and have read the **Safe Use of Technology Cell Phone/Smart Watch** policy and responsibilities on page 22-25 and will abide by the ACS policy.

Parent signature _____

Parent signature _____

Student signature _____

Date _____

Homeroom Teacher's name _____

