

Ogletree Elementary School

Parent and Student Handbook

2023-2024



**737 Ogletree Road
Auburn, AL 36830
(334) 887-4920**

Disclaimer

This handbook is not intended to, nor does it contain all rules, policies, procedures, and/or regulations that relate to students. Every effort has been made to provide parents and students with complete and accurate information. However, Ogletree Elementary School reserves the right to change program requirements, and to modify, amend, or revoke any rules, regulations, and schedules both academic and financial.

This district is required by federal and state laws, executive orders, rules and regulations not to illegally discriminate on the basis of: race, color, national origin, religion, sex, age, handicapping conditions, or marital status. The District therefore commits itself to non-discrimination in all its educational and employment activities. Any person having inquiries concerning Auburn City School District's compliance with the regulations implementing the American Disabilities Act or Section 504 should contact:

Dr. Adam Kilcrease, Auburn City Schools P.O. Box 3270
Auburn, AL 36831-3270 334-887-2100

Mission Statement

The mission of Ogletree Elementary School, the All-Star community, is to cultivate excellence, inspire service, and foster individual talents through a compassionate culture distinguished by:

- *Innovative, responsive, and challenging academics*
- *Safe learning environments that promote physical, social, and emotional health*
- *A collaborative spirit that values diversity*
- *Integrity, strength of character, and persistent kindness*

Student Bell Schedule

7:05 am	Students may enter building and proceed to their classrooms
7:25 am	5-Minute Warning Bell rings
7:30 am	School begins; students who arrive after this time are considered tardy
2:20 pm	Dismissal begins; bus and van riders, front door walkers and bike riders, and back door bike riders dismissed
2:25 pm	Car Riders, OASIS, and back door walkers dismissed
2:40 pm	All car rider students should be picked up

Attendance

OES enforces the attendance policies outlined by the Auburn City Schools Board of Education as written in the *Auburn City Schools Parent Student Handbook*. This handbook can be found online at www.auburnschools.org under the "Parent" tab.

Students who are absent from school for a Board of Education approved excused reason, must submit a written excuse to the front office within **3 days** of returning to school. Students are permitted **5 parent notes per semester**. Parent notes will only become excused absences provided they are for a Board of Education approved reason – examples include illness and death in the family.

Families are expected to plan trips and vacations during ACS holidays. While students may be permitted to make up work with principal approval, ***these absences will not be excused per BOE policy.***

Students accruing 3 or more unexcused absences will receive a written warning of their truant status. Students who continue to accrue unexcused absences will be subject to the truancy procedure outlined in the *Auburn City Schools Parent Student Handbook*.

It is the responsibility of the parent/guardian and student to make-up missed work after an absence. Parents should proactively contact their child's teacher(s) to obtain missed work.

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.

Students who are repeatedly late miss valuable instruction in the *same subject* each day. As teachers, we see first-hand how this impacts our students academically. Families will be notified if they have excessive tardies. Should a student reach 10 tardies in a semester, a home visit will be conducted by the district's attendance officer. Parents may be required to meet with the student intervention team to discuss a plan to support timely arrival.

Birthday Parties

Parents wishing to celebrate their child's birthday in the classroom may purchase ice cream for the class via our school cafeteria. Please follow the procedure outlined below.

- 1) Contact your child's teacher no later than the Thursday prior to your child's birthday week to let him/her know that you plan to purchase ice cream for the class.
- 2) Your child's teacher will let you know the cost based on class size and on if more than one child is celebrating a birthday that week.
- 3) Put money into your child's My School Bucks lunch account.
- 4) On the **Wednesday** of your child's birthday week, students will be able to receive an ice cream treat to celebrate the birthday. All celebrations will take place on **Wednesday** regardless of the actual birth date.

Should your child or other children in the class have a food allergy, this will be accommodated by our school nutrition staff. While you are most welcome to come eat lunch with your child on his/her birthday or celebration day, please do **not** bring any other birthday treats or items for the class (cupcakes, candy, balloons, hats, etc).

No individual invitations to private parties are to be delivered at school unless the entire class is invited. Teachers are not permitted to give out parent contact information for other students in the room.

Blackboard Messaging System

Auburn City Schools uses the Blackboard Messaging System to streamline communication. This system will be used to contact you vital, and even emergency, information. If you have a missed call from our school, please CHECK YOUR VOICEMAIL prior to calling us. It could be an automated call with announcements. There will be a test of this system during the first week of school – you will receive notification of when this will take place in your Friday Folder. If you do NOT receive the test messages, please complete the following:

- Ensure that your email provider is not blocking the email. Add our Blackboard messaging to your safe list.
- Ensure your cell phone provider is not blocking texts.
- Ensure we have accurate contact information for you.

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 and the parent may be responsible for damages.

Cell Phones/Digital Devices

Students will not be permitted to use non-school associated digital devices at any point during the school day. This includes, but is not limited to cell phones, Apple Watches, iPad's, and MP3 players. Students who attempt to use these devices will have the device confiscated. Parents may pick up the device at their convenience during our office hours. Repeat offenses will result in further disciplinary action that may include office referrals and In School Suspension. Students who need to contact their parents for emergency reasons should ask to use the phone in the office. Likewise, if parents need to speak with their child during school hours, they should contact the office. We ask that this only happen if absolutely necessary in order to prevent disruption to the learning environment.

Smart watches (Apple Watches, Gizmo Watches, etc.) should not be visible *or worn* at any time on our campus. Students needing to contact their family for any reason should speak with their teacher, and we will assist the student with contact in the front office. Students using or wearing a smart watch will receive a warning to put the watch away.

Repeated offenses will lead to parent contact and progressive disciplinary consequences.

Visitors are asked to turn their cell phones/digital devices to silent while visiting our school. We certainly encourage you to take pictures of your child in the learning environment, at performances, or during other special events. However, please be sensitive to the fact that some families prefer their child's photographs are not on social media. If you are unsure of whether or not a parent would like to have their child's picture posted, the best course is to refrain from doing so.

Check-In/Check-Out

Students who arrive after the tardy bell (7:30 am) will need to be escorted in the building by a parent/guardian and checked in at the front desk as we no longer have staff in front of the building monitoring traffic. Do not send your student into the school building unescorted after 7:30 am.

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.

Students may ONLY be checked out by a parent or guardian, or someone on that student's official check-out list. If you need someone other than those on the list to check-out your student, please provide a written note granting permission that is sent in with your STUDENT, not with the person who is checking the student out. The person who is going to check the student out needs to provide a government issued ID. We reserve the right to refuse to allow someone to check out your student if he/she is not on the list, and proper documentation is not provided by the parent. The safety of our students is our number one priority. *We will not call students down from class until the person picking the student up is on campus and in the office.*

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.

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.

Dress Code

OES enforces the dress code outlined in the *ACS Parent Student Handbook*. Students in violation of the dress code will be referred to the counselor for a change of clothes if

possible. If a student must check-out due to a dress code violation, this absence will be marked unexcused.

E-Mail

School staff and faculty check e-mail on a daily basis unless they are absent. However, staff members are busy engaging with students during the day, and may not see your email immediately. Therefore, please do not e-mail time sensitive 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.

Emergency 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. We request that parents not attempt to check their students out, or call the school. During a Tornado Warning our focus needs to remain firmly on student safety, and our phone lines need to remain open so that we can stay in contact with emergency services.

When the opening or closing of school is questionable because of emergency conditions, please listen to the local radio stations, watch local television stations, or check the ACS Facebook page and website. 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 a 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

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.**

Field Trips

A signed permission form must be returned to the school at least one day **prior** to each field 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, and parents may have to come and pick the child up from the field trip location.** Repeated or severe behavioral offenses during the school day may prevent field trip participation.

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.** Parents who participate as chaperone will assist the supervising teacher, and should expect to receive direction from that teacher. Chaperones will work with students, and will help maintain safety. Behavior issues should be reported to the supervising teacher who will then provide appropriate disciplinary consequences. Chaperones are limited in number and will be notified by the teacher.

Food Service and Snacks

Breakfast

Students may receive breakfast on their hallway each day from 7:05-7:30 am.

Lunch

Student lunch is \$2.50. Milk may be purchased separately for \$.50. A guest/adult lunch is \$3.75. If you wish to order a guest lunch, please report this to your child's teacher in advance. Should you wish to apply for free or reduced lunch, you can access the application on the Auburn City Schools website.

Please be mindful of food's impact on the body and learning. We ask that you choose healthy items for your child each day, and consider their growing appetites. Students may not use microwaves.

Paying for Additional Lunch Items

Parents may put money in their child's lunch account on My School Bucks, sending a check made out to Ogletree, or sending cash in a sealed envelope with your child's name on it. This money may be used to purchase extra lunch items, milk, water, and treats.

Food Allergies

Please notify the school nurse at the start of school if your child has any food allergies. If an extreme food allergy exists in your child's classroom, you may be asked to refrain from sending certain food products to school.

Snacks

Please provide your child with a **healthy snack** and bottle for water each day. Students who bring candy as a snack will be provided with an alternate option. Carbonated drinks, juice, and other drinks that can stain the carpet will not be allowed. Students are asked not to bring soft drinks, candy or gum to school. Please be aware of posted food allergies in the classroom when sending snacks with your child.

Formal Classroom Observation Policy

Should you wish to conduct a classroom observation of your child's room, you must adhere to the procedures outlined in the *Auburn City Schools Parent Student Handbook*. This includes providing at least 48 hours advanced notice of the request to the principal.

Fundraisers

We ask that students not participate in fundraisers on our campus that are not OES related. **This includes selling Girl Scout Cookies and popcorn for the Boy Scouts.**

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. Attending curriculum night, paying careful attention to information sent home in Friday Folders, and attending conferences assist in improved communication about grades. The following grading scale reflects Auburn City Schools' grading policy as stated in the *ACS Parent Student Handbook*:

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 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.

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.

Power School is the computerized system teachers use to enter the results of student work. **Parents may access this information with a username and password assigned by central office.** You can keep up with grades, assignments and progress through this source. The site can be accessed by going to the Auburn City Schools website and clicking on "parent portal." Technical/login questions should be directed to 334-887-2100, between the hours of 7:30 AM - 4:30 PM. Please remember that it often takes multiple days to grade assignments, particularly if they are lengthy. Please be patient when waiting for grades to post.

Lanyards

Each year students will receive a lanyard that is used during lunch and to check out books. Students are responsible for this lanyard. Should a student lose a lanyard, a fee will be charged in order to replace it.

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 lunch boxes, bags, jackets, etc.

Medical Information

Please see the ACS Parent and Student Handbook for accurate information related to medical procedures and policies on our campus.

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 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.

Parking on Campus

Parents are asked not to park in the loops; 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. Please do not park in the loop while visiting the school. These are our emergency vehicle lanes, and it is vital they stay open.

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 and is 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.

Personal Items

Please be thoughtful when sending personal items with students to school. Items of value, such as jewelry, can become easily damaged or lost during activities such as PE or recess. Also, toys should remain at home as they are a distraction to the learning environment. Finally, please remember that gun or weapon replicas are forbidden, and should not be sent to school for any reason.

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. Rubber soled shoes be worn at all times
3. Shorts be worn under dresses
4. A parent's or doctor's excuse is to be sent when students are unable to participate
5. Parents become involved and provide encouragement whenever possible
6. 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.

Recess

Students will also have daily recess when weather allows. Students will not be allowed to bring their own equipment (balls, jump ropes, etc.). Teachers will have equipment that they have purchased.

Pictures

Individual school pictures will be taken 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. Exact dates for pictures can be found on the school calendar.

PTO and Parent Involvement

Our PTO is a vital and necessary part of our school program. We encourage all of our families to join, and support the PTO's efforts as best as they are able. We recognize that each family brings unique talents, perspectives, and ideas to our school culture. This diversity makes our school stronger and more vibrant. Please feel free to contact the principal with ideas about how you can support OES, and help make our school the best possible place for all students. We are incredibly grateful for any time and support you can offer.

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 Auburn City Schools Central Office. **TWO contact numbers should be provided.**

Proof of residency will be required on an annual basis, with registration for each school year. Each child must have a purchase/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. For residency questions please contact Ms. Beverly Pitt at 887-4920.

Report Cards

Please see the Academic Calendar at the back of the handbook for important dates related to the end of each quarter, days off, and parent conference dates. Report Cards will be sent home one week after the end of the quarter (9 weeks), except for the final report card, which will go home on the last day of school. Progress reports go home every 4 ½ weeks between report cards. You may always access your child's progress through the Parent Portal.

Returned Checks – ACS 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.

Response to Intervention (RTI)

A student experiencing classroom difficulties with regard to academics and behavior may be referred to RTI. This team of teachers and administrators will work together to begin the RTI process and to determine strategies for the teacher(s) and/or parent(s) to

use with the child in order to support achievement in school. You will receive written notification if your child is being referred to this process.

Student 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.

Student Picture/Video Use Opt-Out

Students may be photographed and/or placed in student video(s) approved by ACS. These pictures and videos may be approved for media reporting and/or public relations purposes. Authorized pictures and video images taken during all school-related events are covered under this policy.

Per ACS Policy, 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.

Student Responsibilities and Discipline

We believe that students will make mistakes, and that part of our job is to help them grow not only academically, but as responsible and respectful citizens as well. Our goal when managing behavior is to always help the student become more self-aware, and to help the student feel more successful in the school environment.

It is our practice 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. Please reference the *ACS Parent and Student Handbook* for more information about types of disciplinary infractions.

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. These consequences may include the following:

- 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.

Students suspended from school 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 to the parents/guardians.

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.

Technology Use

OES follows all procedures and regulations outlined in the ACS Student and Parent Handbook related to student technology use. Furthermore, we believe it is vital that students learn to responsibly and safely use technology. All students will sign an iPad Agreement outlining our rules and procedures. This information will also be shared with parents/guardians. We ask that you reinforce these behaviors in your home, and familiarize yourself with the consequences should a student choose to repeatedly violate the agreement.

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.

Transportation

No students should arrive on campus without a parent or guardian prior to 7:05am. This means that those in carline should not release until that time, and walkers should not arrive prior to this time.

Change of Transportation

It is important for children to have a consistent schedule of transportation that they know and are comfortable with. A transportation form **MUST** be completed for your child to ride the bus if this is not the typical mode of transportation **OR** if they are going home

with a friend. Of course, there will be instances when a change of transportation is necessary, but these arrangements should ideally be communicated to the student in advance and a note should be sent to the teacher first thing in the morning.

Emergencies may warrant a change in transportation to be issued to the child during the school day by a parent or guardian's note or calling Mrs. Allison Good 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. Good (at the front desk) OR a classroom teacher is absent his/her email will not be checked. **Email OR phone calls, especially late in the day, will not guarantee change of transportation and WILL NOT BE ACCEPTED FOR BUS CHANGES. The bus form can be found on our webpage.**

Bus Riders

Riding the bus is a privilege. Students are expected to engage in safe, courteous behavior while on the bus. Students who repeatedly demonstrate unsafe behavior, harass other students, or do not obey the directions of the bus driver may be removed from the bus for a time period or permanently. School bus routes and stops are available in the school office or at Meet the Teacher in student homerooms. Students living closer than two miles to Ogletree do not qualify to use our bus transportation. If a student misses the bus, parents will be responsible for transportation. In the event of inclement weather, buses will divert to a safe location. Parents will be notified via text message using our Blackboard messaging service. Very rarely a bus may be late picking up students either in the morning or in the afternoon, or may be cancelled altogether. We will notify parents of this via Blackboard messaging as soon as we are aware.

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.** Parents of students who ride bikes need to complete the inclement weather form so that we have direction about what to do in case of severe weather. Also, be sure to sign up for Coach Mosley's Remind 101 for weather updates.

Car Riders

Please enter the car loop in the designated area and obey the directions of the crossing guard if present. Students should NEVER be dropped off or picked up in an undesignated area. This compromises their safety.

In the morning, parents are asked to pull all the way around the loop to drop off students. Students may begin unloading at 7:05 am under the direction of supervising adults. Please

do NOT drop off your child prior to adult supervision being in place. Also, do not park and walk your student into the building. You must utilize the carline.

Parents/guardians may begin lining up in car line in the afternoon no earlier than 1:50 pm, and should line up *behind* the crosswalk. Those lined up prior to this time will be asked to leave and return at the appropriate time. 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-sized sheet of color coded, paper with two name tags. **If vehicles do not have this tag displayed, the driver may be asked to park, come inside, and show appropriate identification prior to picking up a student.** 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. Faculty and staff will be on duty in the afternoon to help load students. All students should be picked up by 2:40.

All students who dismiss as a car rider must be picked up via the carline. **Parents may not park and walk across the drive-thru to pick up their children.**

Day Care Pick Up

Students who ride day care vehicles are dismissed through the 3rd grade hallway to wait at the side of the building. They are expected to remain at their dismissal area until the van arrives and they are dismissed by the appropriate personnel on duty. Day care vans are scheduled to pick up at 2:20. 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.

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. Parents should complete the inclement weather form for direction about what their child/ren should do for alternate transportation on bad weather days. Make sure to join Coach Mosely's "Remind 101" group for notices of weather.

Use of Audio and/or Video Recording Devices Policy

Recordings have the potential to capture confidential student information protected by the Family Education Rights and Privacy Act ("FERPA") and copyrighted materials protected under federal law. To protect against unauthorized disclosure, distribution and/or use of such information and materials, procedures regulating the use of audio and/or video devices will be developed.

Use of Audio and/or Video Recording Devices Procedures

These procedures regulate the use of any device that record audio or video in the school environment, particularly the classroom. All students and visitors must adhere to the following:

1. Students may possess instructional technology devices that record audio and/or video and utilize them as instructional tools in the classroom only with the consent and under the direction of the school administration and teacher, as it pertains to the current curricular unit, lesson or assignment.
2. Except in the circumstances of an observation with prior written authorization by the Principal pursuant to the District's Formal Classroom Observation Procedures, all active recordings must be disclosed prior to recording to all parties present during recording. Parents/guardians are permitted to make an audio recording of an Individualized Education Program ("IEP") meeting in accordance with this procedure, as long as the intent to record the meeting is disclosed prior to the meeting in order to allow the District the opportunity to also record the meeting.
3. Hidden recording devices are not permissible.
4. All recording devices must be powered off when not in use.
5. Publication of recordings without prior written notice to and consent from the Principal is prohibited.
6. Recording of private conversations without agreement by all parties is strictly prohibited.
7. All recordings must be in compliance with state and/or federal recording and/or wiretapping laws. All copyright and intellectual property laws and restrictions apply.

Visitors

Safety is our number one priority. Therefore, we require all visitors to report to the office to sign in, obtain a visitor badge, and be cleared through our Raptor Program. All visitors will be required to present identification in the front office. All visitors must exit through the front doors of the building, and should sign out before leaving.

With the exception of lunch, families should clear all classroom visits ahead of time with the teacher in order minimize learning disruptions. Parents wishing to conduct an observation should follow the observation request procedure as outlined in the *Auburn City Schools Parent Student Handbook*.

Lunch with Students

Parents/Guardians may come eat lunch with their child during his/her scheduled lunch time. Lunch guests must check in with the office and will not be permitted to go to the classroom until the lunch period has begun. Guests should then proceed directly to the student's classroom, and should not wander the building. Please plan to eat with your child

on the picnic benches in the courtyard areas. *Lunch guests will not be permitted to eat in the classroom.* On days with inclement weather, please do not plan to eat lunch with your child. *We do not have an indoor location available for eating lunch with parents.*

Furthermore, lunch guests may only eat lunch with their children: eating with friends from your child's class is not permitted. Should you have multiple children on our campus, we will work with you to ensure you are able to eat with all of them. Please be reminded that we cannot permit a person who is not on the child's check-out list to eat lunch with a child. Should you wish for a relative to be able to eat lunch with your child, please contact the school and we will assist you.

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, but can have a parent copy.