

Ogletree Elementary School

Student Handbook

2019-2020



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. Tim Havard, Auburn City Schools P.O. Box 3270
Auburn, AL 36831-3270 334-887-2100

Welcome Ogletree All-Stars!!

It is with joy and gratitude that I welcome you to the 2019-2020 school year. The rest of the OES staff and I have been busily preparing this summer for the arrival of our students, and as we move closer to the first day of school, we become more excited about getting to know each precious child that will walk through our doors. Last year we created a new, 5-year strategic plan that will ensure we continue to grow as a school community, and you will notice that during this upcoming year there will be some changes that are related to the action steps in the plan. I encourage you to access the plan on our website to learn more.

Our theme for this year is “Camp OES: Where Stars Shine the Brightest.” Every student at Ogletree is unique, and it is our mission to seek out, celebrate, and grow individual talents. Throughout the year, students will have the opportunity to “shine” via academic, character, athletic, and artistic achievements. Also, our school community is blessed in its diversity! You will find that there will be a variety of occasions for your student and family to share your background, story, and ideas with the school community. Each OES family is an important part of our school culture, and we look forward to learning from you and alongside you.

This year we will also be implementing the Core Essentials Character Education Program. Each month we will be focusing on one positive character attribute – like courage, perseverance, or compassion. This word will be discussed on the news, examined in literature, and demonstrated in real life examples. We will keep you in the loop about the word each month and hope that you will also take the time to discuss this positive character trait with your child.

Finally, each month your child will bring home a wellness calendar. This calendar will have a brief, daily wellness challenge for your family like doing 20 jumping jacks, or spending 15 minutes outside. Research shows that healthy students are happier and more successful in school. We hope you will participate, and post a few pictures on social media using the hashtag #OESFit. Every week one hashtag will be chosen at random, and the student will be recognized on the news.

We will continue the tradition of exciting clubs and activities outside of school, and will also have a variety of evening events that you can attend as a family. We hope you will participate in as many of these activities as you are able. We love having our families in our building! I encourage you to read the handbook in its entirety as it provides important information related to our school and your child. Please also note that this handbook is in addition to the *ACS Parent and Student Handbook*, and I encourage you to familiarize yourself with it as well. Please feel free to reach out at any time with questions or concerns. I look forward to a wonderful year!

Warmly,

Caroline Raville
Principal

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 hallways to read quietly and purchase breakfast if they choose
7:15 am	Students may enter their homeroom classes
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
2:35 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.

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.

Birthday Parties

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. If a parent wishes to send cupcakes, donuts, cookies or special treats for the class, this must be done according to prior arrangement with the teacher.

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.

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 children'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 are more than 15 minutes late to school will need to be escorted in the building by a parent/guardian and checked in at the front desk.

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 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 out of school for sick, personal, holidays, etc. 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 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. Any school sack lunches ordered on the permission form prior to the trip must be paid for, even if a lunch is brought from home on the day of the trip.

Appropriate behavior is expected of all students. **Inappropriate behavior on a field trip may result in denial of participation in future field trip activities, 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

Breakfast is served 7:05-7:30 am each day. Students who qualify for free or reduced lunch receive the same benefits at breakfast. Full priced student breakfast is \$1.50.

Lunch

Full priced student lunch is \$2.50. Milk may be purchased separately for \$.50. Families who wish to apply for free or reduced lunch need to do so online. Please contact the front office if you need assistance. Even if you qualified for free or reduced lunch last year, you must complete the application again at the beginning of each school year. A guest lunch is \$3.50. If you wish to order a guest lunch, please report this to your child's teacher in advance.

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 and Charging Meals

Parents can put money in their child's account by paying on My School Bucks, sending a check made out to Ogletree, or by sending cash. If you send cash, we request that you place it in a sealed envelope with your child's name and homeroom teacher, and that you direct your child to give it to his/her teacher immediately.

Students will be permitted to charge up to 2 lunches and breakfasts. After the limit is reached, students will be provided with an alternate meal. Parents will be contacted if their lunch account is negative. We request that you quickly correct negative balances.

Food Allergies

Please notify the school nurse 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. Juices are discouraged due to accidental spills resulting in carpet stains, a need for change of clothing, etc. Carbonated drinks will not be allowed. Nutritious snacks are available for purchase each morning from 7:05-7:30. Students are asked not to bring soft drinks, candy or gum to school. All snacks and lunch items should be healthy foods offering good nutritional value. Please be aware of posted food allergies in the classroom when sending snacks with your child.

Formal Classroom Observation Policy for ACS

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.

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.

iNow is the computerized system teachers use to enter the results of student work. **Parent Portal is the counterpart where parents may access this information with a username and password assigned by central office.** 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.

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

Illness

If a student has an elevated temperature (100 degrees or greater) or is vomiting, he/she should not remain in school. **Children are not to return to school until they are "fever free" for 24 hours without the use of medication, or have not vomited in the last 24 hours.** When a student becomes ill at school, the parent will be contacted, and arrangements should be made to come and pick up the child.

Immunizations

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

Medication for Students

No medication will be given to any student unless it is provided by the parent and accompanied by the appropriate completed permission form. Please reference the medication policy in the *Auburn City Schools Parent Student Handbook* to learn more about medication in school.

ALL MEDICATION BROUGHT TO SCHOOL MUST BE KEPT IN AND DISPENSED FROM THE OFFICE. Children should NOT have any medication in their backpacks, desk, or on their person.

If your child has any pre-existing medical problems that might affect his/her performance at school, please inform the school nurse so that teachers can be alerted to any potential problems.

Money

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

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 in the both semesters. Classroom group pictures will be taken once a year. Parents will have an opportunity to view proofs of individual pictures before purchasing them. Parents may order the desired picture package by sending an order and the appropriate amount of money back to the school. The school will forward the order and the money to the photographer. The profit made from the sale of these pictures is used to purchase supplies and materials for the school. We will make every effort to provide siblings an opportunity to have their photograph made together. Exact dates for pictures 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.

RTI & DSI Teams

A student experiencing classroom difficulties with regard to academics and behavior may be referred to the Data, Support & Intervention Team (DSI). This team of teachers and administrators will work together to begin the Response to Intervention Process (RTI), determining 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 video 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.

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 policy to involve parents/guardians, as often as possible, in discipline problems that may arise at school. We ask that parents assist us in emphasizing the importance of good behavior. 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.

Tardies

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

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

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

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 typical mode of transportation **OR** if they are going home with a friend. Obviously, 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 emailing Mrs. Beverly Pitt (bhpitt@auburnschools.org) at the front desk. **This should NOT be a normal method of communicating changes in transportation,** but the exception, as it is always best for the parent to be able to communicate with the child prior to the school day beginning and passing the note to the teacher at the beginning of the school day. We request this because the many changes of transportation during the school day have been increasingly challenging as they lead to instructional interruptions. Please remember that if Mrs. Pitt (at front desk) **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. 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.

Parents 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. 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 2:35.

For the protection and safety of each student, students will not be allowed to walk across the car loop to get into a car unless accompanied by a parent. Do not send your child across the cross walk alone. Siblings should not be allowed to be out of the car playing in the grassy or concrete areas while waiting for dismissal. Younger siblings/friends should remain at the side of their parent/guardian for supervision during dismissal if waiting

outside of car. If you plan to park your car, and pick your child up in front of the school, please park in a designated parking spot. Those parking along the curb will be asked to move their vehicle. Please do not bring pets to school.

Day Care Pick Up

Students who ride day care vehicles are dismissed through the front and 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*.

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.

