

Yarbrough Elementary School



**Student and Parent Handbook
2019-2020**

Handbook Highlights

- We open our doors each morning at 7:05 a.m. Please do not leave children unsupervised before this time.
- Students should be in class ready to begin learning at 7:30 a.m. Students arriving after 7:30 a.m. will be counted tardy and need to be signed in by a parent or guardian in the school office.
- Children should be in school every day unless they are sick. An excuse must be sent in within 3 school days with the parent/guardian signature or the absence will be considered unexcused. Excessive unexcused absences may result in legal action.
- Healthy snacks such as crackers, cheese, or fruit may be brought to school. Please do not send cookies, chips, candy, or soda for snacks.
- Children may purchase a school lunch or bring a home lunch to school. As with all Auburn City Elementary Schools, our policy is that no fast food to be brought to the classrooms. We welcome your visit any day but ask that you bring a home lunch or purchase a lunch from our food service area.
- Be sure to keep money in your child's account. It is very important that all accounts are kept current. We appreciate your help in ensuring this is always up to date.
- Communication between parents and teachers is very important. We encourage you to communicate with your child's teacher by:
 1. Calling and leaving a message in the office for the teacher to return your call during their planning period or after school.
 2. Sending an e-mail directly to the teacher. Teacher email addresses are listed under the Faculty Directory on the YES website.
 3. Calling the office to schedule an appointment with your child's teacher.
- All visitors must sign-in in the front office.
- Please make sure your child is dressed appropriately and that all jackets, sweaters and coats are labeled with his/her name. Many items are lost throughout the year and labels make returning easier. If your child loses an item of clothing, please check our lost and found cabinet.
- Any child not going home in the usual manner must bring a dated transportation note signed by the parent or guardian to the teacher in the morning. Otherwise, the child will return home their usual way. The transportation form can be picked up at the school office or copied from the Y.E.S. website.

- As with all Auburn City Elementary School, no younger siblings will be allowed to attend field trips. We love having parents join us on trips and want that time to be special between you and your Y.E.S. student.

2019-2020

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

- 1st nine weeks: October 10, 2019
- 2nd nine weeks: December 19, 2019
- 3rd nine weeks: March 6, 2020
- 4th nine weeks: May 21, 2020

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

Grades K - 12:

- 1st nine weeks: October 14, 2019
- 2nd nine weeks: January 6, 2020
- 3rd nine weeks: March 23, 2020
- 4th nine weeks: May 21, 2020

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

- Week of September 9, 2019
- Week of November 11, 2019
- Week of February 10, 2020
- Week of April 20, 2020

IV. **Parent Conference Day:**

- October 18, 2019

POLICIES

ARRIVAL TIME

Children should arrive at school in time to buy breakfast, get to their classrooms, and unpack their book bags before the tardy bell rings at 7:30. Children should not be dropped off before 7:05 A.M. Breakfast will stop being served at 7:30.

TARDY POLICY

School begins at 7:30 A.M. Should your child arrive late, he/she must enter the school through the office and be signed in by a parent/guardian. The parents/guardians will be contacted if the number of tardies becomes excessive.

CHECKING OUT/CHECKING IN

If you need to pick your child up during the school day, please report to the office and sign him/ her out. Your child will be called from the classroom to meet you in the office. Upon returning to school, please sign your child in at the office and he/she will be sent back to class.

PARENT CHECK IN: Raptor Technologies are a visitor management system that are employed by more than 18,000 K-12 school systems across the country. All visitors to the school will have their government identification (driver's license) scanned and instantly checked against the NATIONWIDE sexual offender database. Raptor Technologies allows us to better protect our students, staff and guests while making Yarbrough Elementary safe and secure.

DISMISSAL

Instruction continues until the end of the school day. Please do not pick up your child early unless absolutely necessary. Any child not going home in the usual manner must bring a dated transportation note signed by the parent or guardian to the teacher in the morning. Otherwise, the child will return home his or her usual way. The transportation form can be picked up at the school office or copied from the Y.E.S. website. Dismissal Times: Bus riders: 2:20; Van riders: 2:25; Car riders: 2:25.

CAR RIDERS

Students riding in cars will wait in the main hallway in front of the building until their name is called to come out to the front. Drivers are cautioned to drive slowly, following the directions of the faculty and safety patrol. Please do not pull out from behind someone to pass! Each carpool student will be given a colored card, (specific to each grade level) which should be posted in the front window of the pick-up car. Please write your child's name large enough to read from outside the car. As you pull up a staff member will call out your child's name so they are ready when you pull up to the school. Parents are requested to drive their cars up to the canopy to leave students in the mornings and to pick them up in afternoon. Parents are not to park in the teachers' parking lot and cross the drive to get their child or to bring them. Students are to exit and enter a car only on the right side. To help reduce the likelihood of an accident, please do not talk on

your cell phone while pulling through our drop off area. Students are to be dropped off at the curb in front of the school only. Please do not drop students off at the flag pole.

LATE PICK-UP

We certainly understand emergencies may happen which will keep you from picking up your child by 2:30. Please call us immediately to inform us of the problem and what time you will be at school. Children get upset when everyone else is picked up and they do not know what has happened to you.

At 2:45 any children who are not picked up will be brought into the office. We ask that you come in to sign them out. If you are frequently late or if you will be after 3:00 picking up your child, they will join the other children in our after-school program. The charge for the after-school program is \$1.00 per minute up to 10 minutes. After ten minutes, a \$10 drop-in fee will be charged.

ATTENDANCE/ ABSENCE

Students must bring a written statement explaining the reason for the absence signed by the parent or guardian. Signed excuses must be presented within three days of the absence or it will be considered unexcused. Any absence due to family trip, vacation or family business trip is considered unexcused. Extended family trips should be discussed with the principal prior to the student's absence. If a child is absent, parents wishing to pick up schoolwork should call the office by 9 a.m. and pick up the work between 2:30 and 3:30 P.M. Schoolwork may be made up for excused absences only. The excuse must state the reason for the absence. After five parent written notes, a doctor's medical excuse is required. According to Auburn City School Board policy, students who miss more than 10 unexcused days will be retained. Notices will be sent home after a student has accumulated three unexcused absences. After five unexcused absences a child may be referred to Early Warning Court. (Refer to the Pupil Progression Plan and Statement of Responsibilities for School Personnel, Parents, and Students.)

WITHDRAWAL

Students withdrawing from Auburn City Schools should notify the school at least two days in advance. This advanced warning gives us time to clear your child's school record. Student records will be forwarded to the new school upon receipt of the request from that school.

BUS

School bus safety is very important to the faculty and staff of Yarbrough Elementary.

Students must abide by the following rules when riding the bus:

1. Cooperate with the bus driver. The driver may assign seats for students.
2. Be seated immediately after boarding. Remain seated.
3. Do not yell, fight, or use profanity.
4. Keep feet, arms, and belongings out of the aisle. Do not put feet on the bus seat.
5. Keep hands, head, and objects inside the bus.
6. Help keep the bus clean by picking up any trash that is dropped.
7. Do not bring food, gum, or drinks on the bus.
8. Do not bring weapons, fireworks, or anything that endangers the lives of others on the bus. Also, there will be no smoking or striking matches or cigarette lighters on the bus.

Discipline for students who do not conduct themselves acceptably on the bus is strictly enforced.

Bus drivers report misconduct to the principal or assistant principal. If the driver reports a student for misbehavior, the following consequences will result.

- First offense: Suspension from the bus for one week.
- Second offense: Suspension from the bus for one month.
- Third offense: Suspension from the bus for the remainder of the school year.

Concerns or problems should be directed to the principal and assistant principal. Parents are responsible for transporting students who have missed or have been suspended from the bus. Students must ride their assigned bus and return to their assigned bus stop. If a student wishes to ride an alternate bus, he or she must have a parent's written request, the principal's permission and the approval of the transportation supervisor.

SNACKS/FRUIT BREAK

Students are allowed to have a healthy snack during the morning. Fruit, nuts, and crackers are good choices. Water may be sent as a drink during snack break. Carbonated drinks are not allowed. Please do not send cookies, chips, cake, candy, or sodas for a snack.

CHILD NUTRITION

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 CFR 210, Revised 1-1-96). Any uncollected charges become the responsibility of the school where the charges occur and must be paid with non-public funds to the Child Nutrition Program before the end of the school year. Approval for free or reduced meals is not retroactive and any charge accrued by a student before approval must be collected.

Students in grades K-9 will not be denied a meal. These students will be allowed to charge up to 2 lunches and 2 breakfast meals. When this limit is reached, students will be given an alternate meal until charges are paid in full. Students in grades 10-12 will not be allowed to charge meals.

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.

Parents are responsible for making provisions for their child's lunch. Breakfast and lunch money are to be brought to the food service area in the mornings. Please make checks payable to Yarbrough Child Nutrition Program. The funds are added to the child's account and can be used for breakfast or lunch unless the parents have indicated otherwise. Students access these funds through a uniquely assigned account number. When the child's account is low, parents will be notified to send additional funds. When the child's account reaches a zero balance, funds must be added to the account before the child can access it again. If funds are insufficient, parents should speak with the Food Service Supervisor.

Auburn City Schools strongly encourages each family to visit www.mealpayplus.com to manage your student's meal account. You may use MealpayPlus.com to check your student's account balance or make payments using a check, credit card, or debit card. You can also monitor what your student has been purchasing, receive email notifications when the account reaches a low balance, or choose to automatically replenish your student's account.

Free or reduced price meal applications will be made available to students. To be considered for this program the form is to be completed every year. The application should be completely filled out and returned to the school as soon as possible. All students who were in the ACS the previous year, and were eligible for free or reduced price meals will continue receiving free or reduced price meals for a very limited time.

Prices are:

Student Lunch Prices-

- ◆ full price - \$2.50
- ◆ reduced price - \$.40
- ◆ additional milks-\$.50 per carton
- ◆ Visitor price - \$3.50

Breakfast Program: Breakfast will be served every morning from 7:05 – 7:30am.

- ◆ full price - \$1.50
- ◆ reduced price - \$.30
- ◆ visitor's price - \$2.00

Cost can be deducted from the student's meal payment account.

If you would like to join your child for lunch, please call the office before 8:30 A.M. to reserve a regular lunch or salad on the day you will be coming. (Be sure to check in through the office when you arrive.) We ask that you wait three weeks from the first day of school to join you student for lunch in order to allow us to get into a routine. Students may bring lunches if they are nutritious. Please refrain from bringing candy, chips, fast food, restaurant food, soft drinks, etc. Parents bringing in restaurant food will be asked to eat with their child in an alternate location.

Lunch menus are sent home the first of the month, and are on the Yarbrough web page.

FOOD ALLERGIES/INTOLERANCES

If your child has a food allergy or intolerance (i.e. nuts, milk, etc.), you must pick up the Alabama Child Nutrition Program-Food Allergy/Intolerance Statement form in the front office to be completed by your child's physician. Unless the Child Nutrition Program at Yarbrough Elementary receives this completed form, your child's menu will not be altered.

RELIGIOUS FOOD RESTRICTIONS

If your religion has food restrictions, you must pickup the Alabama Child Nutrition Program-Food Allergy/Intolerance Statement form in the school office. Unless the Child Nutrition Program at Yarbrough Elementary receives this completed form, your child's menu will not be altered.

COMMUNICATIONS

Conferences, open houses, report cards, and newsletters, and e-mails are some of the formal ways you learn about your child's school experiences. Equally important is informal communication. Set aside time each day to hear about what your child has learned in school. Talk about the day's happenings as well as friendships and feelings. Talk about school projects and become active in the PTA.

INTERNET

You may learn more about ACS and Yarbrough Elementary on our web pages. Important dates and events will be listed on the website. <http://www.auburnschools.org/yarbrough/>

CONFERENCES

All parents are strongly encouraged to arrange a conference on Parent Conference Day. Conferences are a vital part of home-school communication. Parents or members of the school teaching staff can request conferences, however appointments are mandatory. To make an appointment for a conference with a teacher or the principal, send a note with your child or call the school and leave a message with the receptionist (887-1970). In order to protect the instructional time for all our students, teachers will not be available for conferences unless an appointment has been scheduled.

TELEPHONE

The telephone is reserved for official school business. Students will only be permitted to use the phone if they are sick or have an emergency, unless otherwise approved by the teacher. Please do not call the school with messages for the students unless it is a true emergency. Arrangements for a student to go home in the afternoon should be made before he/she leaves for school in the morning.

ELECTRONIC COMMUNICATION EQUIPMENT USAGE

The display of and/or use of 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 during instructional hours. If a violation occurs the device will be confiscated and consequences will be imposed accordingly as indicated by the school administrator.

ADDRESSES AND TELEPHONE NUMBERS

Due to privacy we will not be able to provide you with addresses and phone numbers of students in your child's room with exception to those listed in student directory.

EMERGENCY NUMBERS

The office must have a current record of parent telephone numbers and local telephone numbers of two friends or relatives who can be contacted in case of an emergency. Parents are encouraged to inform teachers of phone numbers where they can be reached at any time during school hours. These numbers are for your child's protection, in case he or she becomes hurt or sick. Please call the school as soon as possible to report any changes of emergency information.

FAMILY RIGHTS AND PRIVACY ACT

All official school records, files and data directly relating to one's own student are available to the parents. Requests should be made to the YES administration.

VISITORS

We welcome visitors to our school. However, anyone entering the school building must first come to the office to receive a guest badge and to sign the guest book. All doors to the school building, except the office, are kept locked to insure the safety of our children and staff. All visitors must wear the visitor's pass at all times while in the school. To insure a quality visit, please contact your child's teacher to inquire about the best time to visit. Visitors are not to interrupt instruction to talk with the teacher.

ACADEMICS

CURRICULUM

Students at Yarbrough Elementary are taught a balanced curriculum developed and reviewed regularly by teams of educators using the Auburn City Schools program objectives, Alabama State Department of Education Courses of Study for each area of learning. Copies of the Auburn City School Curriculum maps and Alabama Courses of Study are available in the school media center.

RESPONSE TO INSTRUCTION (RTI)

Auburn City Schools (ACS) has embraced the Response to Instruction (RtI) model where students progress through a continuum of services that focuses on providing quality core instruction in Tier I, targeted interventions in Tier II and intensive interventions in Tier III. Each of these tiers will include both academic and behavioral instructional programs and interventions. The expectation in this tiered approach is that all teachers in grades K through twelve will provide high quality, research-based core instruction (Tier I) that follows the best practices included in the Alabama Quality Teaching Standards. When student performance data indicate that the core instructional program is not effective in supporting students in reaching desired levels of success, early intervention strategies (Tier II) will be implemented in an effort to prevent the need for longer term, more intensive interventions (Tier III).

These strategies may take place in the regular classroom, during an intervention and enrichment time, or at some other time as provided for within the school schedule. Interventions are not designed to replace core instruction. Every child will continue to receive their core instructional program but interventions are designed to add benefit to that instruction so that students can make faster progress toward reaching grade level mastery in all areas. These processes will be monitored by a group of teachers and administrators working together in a Data, Support and Intervention Team. This team will monitor student progress and help design the right instructional support for each student.

These approaches are part of the general education program for all students. Every student in ACS will be assessed periodically, through a variety of methods, to determine their skill level. This is a normal part of good teaching. But RtI requires that when we find skill deficits that we act early by providing different teaching strategies and materials designed to help the student eliminate those deficits so that they are mastering all skills at their grade level. Parents will be notified when additional support through RtI is being provided to their child so that we are working in partnership to help maximize the educational benefit to each student.

TITLE I

Yarbrough Elementary is proud to be a School Wide Title I School. This means any student who is in need of additional help with reading and math is eligible to receive these services within the school. If you would like to read our Title I Plan, it is housed in the media center and in the Front Office.

BOOKS

Textbooks are provided for students. Students are responsible for school textbooks and library books. Parents are responsible for replacing lost or damaged books. Prices for textbooks can be obtained from the school office. Prices for library books can be obtained from the media center.

DONATING BOOKS

As your child finishes reading books, please donate them to our school. We love having these books to share in classrooms with other children. Please drop them by the office any time. The staff will go through the books and put them in the appropriate classrooms.

LIBRARY-MEDIA CENTER

The media center is a “laboratory” for students to practice reading skills they have been taught in the classroom. With flexible scheduling, students may come any day at any time with their teacher’s permission. Students may be engaged in a variety of independent or group activities that accent their classroom instruction such as research, book checkout, listening to stories, viewing centers, assembling puzzles, computer instruction, or book talks. Students have access to the media center based on their needs and interests.

ART PROGRAM

All students attend art classes on a regular schedule. The art program is a Discipline Based curriculum according to the Alabama State standards. Children are exposed to art terms, techniques, art history and art production, which is often tied to the classroom themes/units. The children’s artwork is displayed in the hallways to encourage our students and make our school environment warm and friendly. Students receive an Art grade for participation and conduct.

COMPUTERS IN EDUCATION

Each classroom is equipped with multimedia computers and Smart Boards. Students may practice writing and math skills, do research, use the Internet and create products using the computer. All students receive instruction in a computer lab on a regular schedule. Computer lab instruction includes keyboarding, technology presentations, research, and content reinforcement. Students receive a Keyboarding skill mark which reflects conduct and participation of lessons in the computer lab.

COUNSELING

All students attend classroom guidance classes on a regular schedule. The elementary school counseling program is designed to assist in providing for the child’s developmental needs. Emphasis is placed on self-understanding, decision-making, interpersonal relationships, study skills, and career education. Individual and small group counseling and classroom guidance lessons are included in this program. Should you or your child wish to talk with the counselor, please call the school or 887-1973 to talk directly with the counselor.

SPECIAL EDUCATION

Students with speech, hearing, special learning and/or severe emotional problems may be eligible to receive assistance. Talk with your child’s teacher if you want to know more about special education. You may also contact the principal at 887-1970 or the Auburn City Schools Special Education Coordinator at 887-2100 if you have questions.

VENTURE

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.

MUSIC

Yarbrough offers Music as part of the regular curriculum. Students in each grade level are given age-appropriate instruction in general music. The emphasis in each class is on providing a variety of musical experiences for the students at Y.E.S. Students have the opportunity to learn about singing, instruments recognition, great composers, musical theatre and music theory. The basic skills used in playing keyboard instruments and recorders are taught to students in grades three through five. All students perform with their class at some of the school's special programs. Students receive a Music grade for participation and conduct.

In addition, Y.E.S. offers group performance opportunities in both choral and instrumental music. Students may participate in the Y.E.S. Chorus.

PHYSICAL EDUCATION

Physical Education is a vital part of the school curriculum. 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. All students are expected to participate unless parents send a written request for non-participation due to illness or injury. No child who is wearing a cast will be allowed to participate in PE. An extended illness must have a doctor's excuse, if the illness does not allow P.E. participation.

Students should be dress to fully participate in P.E. activities:

- Tennis shoes must be worn at all times, (no Crocs, flip-flops or sandals please).
- Shorts should be worn under dresses or skirts.

D.A.R.E.

D.A.R.E. is a joint project of the Auburn City Schools and Auburn Police Department to prevent drug abuse in children and youth. Focusing on drug abuse prevention, lessons emphasize helping students become aware of the potential dangers in the misuse of any drug, medicine, or other substance. The lessons are conducted by a trained police officer and may be reinforced by the regular classroom teacher or school counselor through suggested extended activities.

FIELD TRIPS

All field trips planned by the school are for specific educational purposes. Parents of children going on field trips are requested to assume the responsibility for any necessary fees. Although parents sign a field trip permission slip on each child's registration card, an additional permission slip is required for each field trip. Students will not be permitted to participate unless the permission slip is on file.

Parents may provide transportation and supervision for their students on field trips. A parent may only transport his or her own child. While parents who agree to serve as field trip chaperones are greatly appreciated, younger siblings are not allowed. All students, including those accompanied by their parents, are expected to stay with the group.

Grading, Homework and State Testing

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. First graders are not graded the same as fifth graders so please be sure you read the information carefully from your child's teacher and ask for clarification.

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

Grades 4-5

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

Students are responsible for completing assigned homework. Turning assignments in on time is a life-skill and one we want your child to develop. Some assignments or projects may be given in advance and include a criteria for grading. It is important that you check your child's planner/folder each night so that you can assist your child in completing assignments. Communicate with your child's teacher if you do not understand an assignment. Check the teacher's web page for more information regarding assignments, due dates and projects.

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

It is our goal at Yarbrough Elementary 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's conferences are ways that will assist you in understanding your child's progress during the year. Your involvement in your child's education is crucial to your child's success.

GRADING PERIODS (9 Weeks Each)

See dates in the front of this handbook

REPORT CARDS (See dates in the front of this handbook)

Students will receive a report card four times per year. During each grading period of the year, all students will have a Progress Report sent home at the mid-point of the period.

HOMEWORK POLICY

Assignments provide an opportunity for students to practice skills learned at school. Parents should check to see that their child understands and completes the assignment. Elementary students should spend time each evening completing work, studying, and reading. Please set aside a time each day to supervise homework. Parents are an integral part of their child's education. They are their child's first and most important teachers. In addition to homework, every child at Yarbrough should read every night. Please set aside a time and place for your child to read nightly and sign their reading card nightly.

DISCIPLINE

Self-discipline is expected at Yarbrough Elementary. Parents have the primary responsibility for the conduct of their children. Please refer to Statement of Responsibilities for School Personnel, Parents, and Students and the Pupil Progression Plan for Auburn City Schools. Yarbrough Elementary has established routines which students are expected to follow throughout the school day and on school property. Teachers, staff and administration will contact parents when a child exhibits inappropriate behavior after being warned. We frequently ask parents to come to school to talk about this behavior and help the child understand expectations.

Yarbrough School staff, parents, and students have high expectations that students, parents, and staff will support each other positively. Harassment such as physical attacks, teasing, taunting, bullying, putdowns, and spreading rumors will not be tolerated. All students are part of the YES community and will be treated with respect. Students will take responsibility for their own behavior.

CELL PHONES

The use of cell phones is not permitted on campus, and phones will be taken from students when they violate this policy. Phones will be taken to the office for a parent to pick up.

The following disciplinary action will be taken:

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

2nd Offense: Phone kept for 10 school days; then returned to parent/guardian.

3rd Offense: Phone kept for remainder of term; then returned to parent/guardian.

Alabama State Department of Education Policy Cell Phone/Digital Device in a Testing Setting by Students

The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) is strictly prohibited in the testing setting. Local education agency (LEA) school personnel will collect such devices before students can enter the testing room. If a device is in the possession of a student in the testing setting, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, and the student's test will be invalidated. Additional disciplinary action may be taken by the LEA.

General Information

SCHOOL SUPPLIES

The office has a copy of supplies needed for your child's grade level. If possible, parents should send these supplies within the first week of school. The P.T.A. has supplies packaged and available for your purchase. Supply kits are pre-sold each Spring and ready for pick on Meet Your Teacher Night.

BIRTHDAY PARTIES

Individual invitations to private parties are not to be delivered at school unless the entire class is invited. If a parent wishes to send cupcakes and/or juice for the class, we ask that you make prior arrangements with the teacher. Please send no more than two items with your child to school.

FLOWERS AND BALLOONS

We ask that flowers and balloons not be delivered to a student during school hours.

SCHOOL PARTIES

School-wide parties are held at 1:30 for special occasions during the school year. Room parents, in conjunction with the PTA, organize and may help supervise the classroom parties.

AUBURN CITY SCHOOLS ELEMENTARY DRESS CODE

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

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

LOST AND FOUND

Lost and found is located in the Multi-Purpose room. It is important that personal possessions be labeled so they can be returned when misplaced. Students must assume responsibility for personal belongings; textbooks and other property brought to or left at school. It is the responsibility of the student to check for missing items. Any items not claimed by the end of the school year will be donated to a charity.

Personal items such as toys, balls, electronic devices, etc. are not to be brought to school. If these items do show up and then are taken, the school is not responsible. Leave all valuable items at home!

WEB SITE

Please visit our web site for new and exciting things happening at Yarbrough Elementary School. www.auburnschools.org/yarbrough You'll find our calendar, classroom activities, lunch menus, staff information (including email addresses), and PTA information.

Illness, Medication, Safety and Emergencies

ILLNESS AND DISEASES

When your child becomes too ill to remain in school, we will contact you. For this reason it is most important that your emergency contact information be kept up to date.

Our facilities for sick children's care are limited and we would appreciate your making arrangements for picking your child up promptly for adequate care when he/she is sick.

If your child has an elevated temperature (over 100 degrees), he/she should go home. You are encouraged to keep your child there until his/her temperature is normal for 24 hours.

Below is a description of common illnesses at this age:

- ◆ Pinkeye, or Conjunctivitis, is an inflammation of the delicate membrane that lines the inner surface of the eyelid and covers the exposed surface of the eye. Conjunctivitis causes redness, burning, itching and perhaps light sensitivity. Sometimes tearing or a discharge containing pus occurs. Symptoms may last for a few days or up to two weeks. The infectious form of conjunctivitis is highly contagious. Touching the eyes should be avoided. A physician may prescribe antibiotic eye drops. The parent may be contacted to come for the child.
- ◆ Strep throat is a bacterial infection that causes a red, painful throat. If not treated, it can lead to Rheumatic Fever, which can damage the heart. Since all sore throats are not strep, the diagnosis must be made by a throat culture. Strep throat is treated with antibiotics.
- ◆ Impetigo is a bacterial skin infection, which spreads quickly. Impetigo appears as a flat, yellow, crusty, weeping patch on the skin. Cleanliness is very important in treating Impetigo. The infected area, as well as clothes, linens and towels, should be washed with soap and water daily. Impetigo responds readily with antibiotics.
- ◆ Ringworm is a skin disorder caused by a fungus. It is not caused by a worm and does not always appear in a ring-shaped form. Ringworm occurs on feet (athlete's foot), nails body and scalp causing itching, scaling and cracking. It is very contagious. The physician prescribes medication that must be followed rigorously.
Note: Students with untreated impetigo or ringworm are asked not to attend school until treatment is secured. Students may not return to school until they are no longer contagious.
- ◆ Head lice are a common problem for Alabama school children. Education, for all involved, should help in early identification of cases and understanding of the need for treatment. Head lice are incapable of hopping, jumping or flying, but are primarily acquired by direct contact with the infested person. Wearing clothing such as hats, coats, or scarves previously worn by an infested person, using an infested comb or brush, or lying on contaminated furniture, carpeting or bedding can also result in becoming infested.

Printed materials relative to the treatment of head lice are available to every parent of a child in Grades K-6. If, during the screening process or individual inspection of students suspected of being infested with head lice, contamination is confirmed, the following procedure will be followed:

- An infested child will be removed from class and the parent or guardian will be called to take the child home for treatment. Care should be taken not to embarrass the child.
- After the infested child has been given the first treatment and nits have been manually removed, the parent should bring the child to school and wait for completion of an examination by a school official. If the student is not lice and nit free, he/she will not be readmitted to school.
- A second inspection seven to ten days later may need to be given by a school official

Auburn City Schools Medication Information

There is a school nurse available for every school. Please contact her to discuss your child's health needs. Details of our medication policy and forms can be found in the Pupil Progression Plan and Statement for School Personnel, Parent and Students booklet (School Health section).

All medications must be delivered to the school by a parent/guardian.

1. Prescription Medications

- Must be in a pharmacy labeled container with child's name and instructions matching Medication Prescriber/Parent authorization form
- Physician and parent must sign Medication authorization form
- Or a parent may come to school and give child medication

2. Over the Counter Medications

- Must be in original container
- Must be given as prescribed on container
- Parent only need to sign medication authorization form

3. Asthma Inhalers

- Parent signs parent Medication Prescriber/Parent Authorization form giving permission for student to carry and self administer medication
- Physician signs Medication Prescriber/Parent Authorization form
- Parent may opt to keep inhaler in office

4. Emergency Medications

Please inform nurse if your child needs access to emergency meds such as Epi Pens, Diastat or Glucagon.

INSURANCE

Accident insurance coverage is available through the school for your child. The amount of coverage and cost varies with each policy. This accident insurance is offered at a reasonable cost and is available on an "OPTIONAL" basis. Insurance forms will be distributed to parents through their child at the beginning of each school year. When forms are completed, they should be returned to the school office, along with the specified payment.

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 prescriptions drugs. ALL Kids is designed for working families and self employed persons whose earnings disqualify them for Medicaid.

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

SAFETY

To ensure the safety of all our children, staff and visitors, Yarbrough Elementary follows specific safety regulations. These include having visitors sign in at the office, conducting monthly fire drills, practicing the handling of emergency situations, and having a comprehensive safety plan.

SECURITY

Yarbrough School has adopted a policy of keeping the school doors locked for the safety of all. All visitors must enter the school through the main office door and sign in.

VANDALISM

Students who intentionally commit acts of vandalism (deface or damage school equipment or property) will be required to clean and/or pay for damage done. The student may be subject to other disciplinary procedures.

EMERGENCY CLOSING OF SCHOOLS

In the event of severe weather or other emergency conditions, the Superintendent must decide whether the schools will be closed. When the safety of students and staff is in question, the decision will be made to close the schools.

When opening or closing of school is questionable because of emergency conditions, please listen to the local radio station. (WAUD, 1240 AM; WKKR, 97.7 FM; Local Cable T.V. Channel)

5) Note: Listen for announcements about Auburn City Schools. Announcements about Lee County Schools refer to Lee County Schools, Not Auburn City Schools. Following closure, all daytime and evening school activities are automatically cancelled until schools are reopened.

EMERGENCY

Y.E.S. has developed a Crisis Procedure Manual that is designed to minimize danger to anyone occupying Y.E.S. should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis.

In most emergencies your child will remain and be cared for at Yarbrough Elementary. In the rare event of an emergency affecting our school that prohibits re-entering our building (such as a broken gas or water main, a fire or sudden loss of utilities) students and staff will be moved immediately to an alternate site.

We ask that you follow this procedure if you hear rumors of any school emergency:

1. Turn on your radio to WAUD 1230 or television. We will keep the media accurately informed.
2. Please do not telephone the school. We have limited phone lines. These must be used to respond to the emergency. In the event of emergency each parent will receive a call from an automated system informing them of the current situation and the procedures that are being taken to ensure their child's safety.
3. Please do not come to the school unless we request you to pick up your child. Any emergency involving Y.E.S. may mean emergency vehicles and disaster workers must be able to get to the building. If for any reason we must evacuate during school hours, your child will be taken to either Drake Middle or Cary Woods Elementary. The exact location will be announced on the media.

Parents are requested not to check students out when the school is under emergency warning. Please do not call the school during emergency warnings. The school telephone must stay clear to ensure contact with the proper authorities. The emergency procedure approved by the Emergency Management Agency will be

implemented. The school follows a normal schedule under “watch” conditions. However, after-school activities are canceled when “watch” conditions are in effect.

After school Program and Activities

AFTER-SCHOOL PROGRAM

Yarbrough Elementary School offers an after-school enrichment program for a minimal charge. The program begins immediately after school and ends at 5:30 P.M. The program is designed to provide a safe relaxed place for students to go in the afternoons where they will be given the opportunities to be tutored, have assistance with homework, participate in enrichment and sports activities, and develop better computer skills. For more information please call 887-1979.

Auburn City Schools Board and Yarbrough Elementary

AUBURN CITY SCHOOLS BOARD OF EDUCATION

The School Board sets educational policies and budgets funds for all of the schools. The Board meets the second Tuesday of each month. The public is welcome to all meetings. Open forum is the first agenda item of each meeting. During open forum, the public is welcome to speak to the board members about any issue involving education or local schools.

Auburn City Board of Education By-Laws are available in the school media center and may be checked out. We encourage you to familiarize yourself with these policies.

Parent Teacher Organization

PARENT/TEACHER ORGANIZATION (PTO)

The PTO is a vital part of the Yarbrough Community. Parents provide important support in the form of volunteer services, hospitality and fund raising. All parents are welcome at PTO meetings, which are held monthly.

PTO EXECUTIVE OFFICERS' RESPONSIBILITIES

President: Meets regularly with the principal to discuss PTO issues, presides over board meetings, oversees PTO committees, and represents Yarbrough at monthly PTO council meetings

Secretary: Takes the minutes at monthly board meetings, notifies board members of upcoming board meetings and corresponds on behalf of the PTO

Treasurer: Maintains all accounting records and controls disbursements

Ways and Means: Oversees all fundraisers

PTO OBJECTIVES

- To promote the welfare of children.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, so that the parents and teachers may cooperate intelligently in the training of the child.
- To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social and spiritual education.

PTO FUNDRAISERS

Our PTO provides deeply appreciated extra funding to enrich our educational programs with several projects throughout the year. Your participation and support is needed and appreciated in the following and in all other fundraising:

Kroger program (see Kroger)
General Mills Box Tops

Campbell’s Soup labels (see Labels)
Restaurant Nights Paper - Specific times are sent home with your child in the PTA Newsletter.

KROGER

Yarbrough School Supporters can raise money for Yarbrough School by obtaining a Kroger card. The card will be “swiped” at checkout to record the amount of credit for Yarbrough School.

LABELS FOR EDUCATION

Each year Campbell’s soup labels are collected at Yarbrough School from the first day of school through March. The labels are redeemable for school equipment such as projectors, books and physical education materials. The Labels for Education Program is a simple, cost-free way to obtain the valuable teaching tools that enrich a child’s learning experience. Our students will be collecting labels from the following Campbell Soup Company products:

All Campbell’s Soups
Campbell’s Beans Products
V8 Vegetable Juice
Campbell’s Tomato Juice
Swanson Canned and Frozen
Food Products

All Prego Spaghetti Sauces
Label of any General Mills
Cereal
Franco-American Products
Campbell’s Fresh Products
Pepperidge Farm Cookies

Crackers Bakery Items
Mrs. Paul’s Frozen Foods
Campbell’s Juice Bowl
Campbell’s Super Combos
Marie’s Salad Dressing Lids
Vlasic Pickle Product Lids

We do not endorse these products or request that you purchase them. However, should you purchase them, please send the labels in an envelope with your child’s name on it and the number of labels collected. Our goal is to collect as many labels as possible. Please help us out if you use any of these products.

PARENT VOLUNTEERS

Many parents and neighbors of Yarbrough School volunteer their time here during the year. We appreciate their support! Each fall help is sought in a number of areas. New volunteers are welcome anytime during the year. Please call the office or the PTO president, and we will put you to work!

“Room Moms” and “Do-Dads” are sought by the PTO each year to help with activities such as parties, field trips, and special projects. Watch for the requests, which will be sent home with your child in the fall.

Auburn University fraternities and sororities, senior citizens, and high school volunteers have become involved with Yarbrough School. They help teachers and students in many ways, such as tutoring and assisting with clerical work. All volunteers should have a current TB skin test before working in the classroom

Notice to the Public: It is the official policy of the Auburn City Board of Education that no person 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: Dr. Tim Havard, Auburn City Schools, P.O. Box 3270, Auburn, AL 36831-3270, 334-887-2100

Please also read the Pupil Progression Plan and Statement of Responsibilities for School Personnel, Parents, and Students. This Yarbrough Student/Parent Handbook is a supplement to that information and deals specifically with our school.

**Auburn City Schools
RETURNED CHECK POLICY**

Auburn City Schools is currently utilizing the Lee County District Attorney's Office – Worthless Check Unit to collect on all returned checks. The School District will follow the guidelines set forth by the District Attorney's Office for the collection process. The Law and the District Attorney's Office prescribe all fees collected.

The School District **will not** accept unsigned, postdated, counter or starter checks. The School District **will not** accept out of state checks.

All checks must have a current address (No P.O. Box) and phone number printed or written at the top.

Only money orders will be accepted for transcripts.

If a student who is a minor writes a bad check, the parent or guardian will be notified before the collection process begins.

If Auburn City Schools receives a returned check from the same individual on two separate occasions, the School District will no longer accept checks from that person.

For questions regarding this procedure, contact the Chief Financial Officer.

