

The cover features a teal background with a dense pattern of colorful stars (red, blue, green, orange) at the top. The text is in a white, hand-drawn, sans-serif font. The top section contains the school name and year, the middle section has a yellow banner with a slogan, and the bottom section has the title 'STUDENT HANDBOOK'.

AUBURN ELEMENTARY SCHOOL  
2019-2020

HOME OF THE SHINING STARS!

STUDENT HANDBOOK

**AUBURN ELEMENTARY SCHOOL  
STUDENT HANDBOOK**

1760 Auburn School Drive

Riner, VA 24149

Telephone: (540) 381-6521

Fax: (540) 381-6530

Web: <http://www.mcps.org/AES>

Twitter: @AESstars

Facebook: Auburn Elementary School PTSO

**WELCOME FROM THE ADMINISTRATIVE STAFF**

We hold the firm belief that we have the best students, teachers, and parents at Auburn Elementary. We look forward to working with you this year and are fully committed to helping each child reach his or her full potential. Please take a minute to review the contents of this handbook. It contains many of the procedures and rules governing Auburn Elementary School. These procedures have been developed to ensure and protect the safety and well being of all children. Please call us if you have any questions or concerns. We wish you the very best this year. Good luck!

Respectfully,

Kim Rygas, Principal

## **CRISIS MANAGEMENT PLAN**

Please know that our first concern is for the safety and well being of our children. The parents, staff, and administration at Auburn have implemented a Crisis Management Plan to handle any potential problem effectively.

## **DAILY SCHEDULE**

6:00.....Adventure Club  
8:45.....Building Opens  
8:45.....Breakfast  
9:10..... Announcements  
9:15 .....Tardy Bell  
3:35.....Car Rider Bell  
3:40..... Adventure Club Bell  
3:45.....Bus Rider Bell  
6:00.....Building Closes

## **ADVENTURE CLUB**

Before and after school child care is provided at Auburn Elementary School by the Adventure Club. Parents may contact the Adventure Club for additional information at 382-3783. Parents may also contact the Adventure Club at 818-6345 from 6:00 a.m. to 8:45 a.m. and from 3:45 p.m. to 6:00 p.m.

## **Right to Request Information on Teacher Qualifications As Required Under the Elementary and Secondary Education Act of 1965, as amended**

On December 10, 2015, the *Every Student Succeeds Act* (ESSA) was signed into law. Section 1111(h)(6)(A) states that as a parent of a student in a Title I school, receiving Title I funds, has the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any information, please contact the school principal.

## **Parent Notification of Assessment Opt Out Policies under Section 1112(e)(2) of *The Every Student Succeeds Act of 2015* (ESSA)**

On December 10, 2015, the Every Student Succeeds Act of 2015 (ESSA) was signed into law. Section 1112(e)(2) of ESSA states that parents of students in Title I schools have a right to know about state or division policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, or parental right to opt students out of such assessments. You may contact your principal or Montgomery County Schools or find more information on the Virginia Department of Education's website: <http://www.doe.virginia.gov/testing/index.shtml>

## **Parent Involvement School-Parent-Student Compact**

Our school communities include teachers, principal, parents, students, and community partners, who share in the responsibility of educating and supporting each student to succeed in school and become a productive, responsible citizen.

Our schools focus on practicing safely, acting responsively, working together, and showing respect each day at school.

*Family/Parent Responsibilities:*

I will support my child's learning and...

- Send my child to school regularly, well-rested, and prepared to learn.
- Read with my child at least 15 minutes and talk together about books read.
- Establish a homework routine and make sure that homework is completed.
- Monitor and limit the use of any screen time (TV, internet, and computer games).
- Encourage my child to be an active learner, good listener, and to do his/her best.

*Student Responsibilities:*

I will do my best and...

- Read 15 minutes every day outside of the school day and talk about what read.
- Do my homework every day and ask for help if needed.
- Be an active learner and follow school/class/rules.
- Be respectful of classmates and teachers.
- Be responsible with school and personal materials.

*School Responsibilities:*

Our school will support each students' learning and...

- Provide information to families about curriculum, academic assessments and expectations, and the Title I program at the start of each school year.
- Communicate student progress on a regular basis.
- Support each student's learning by providing additional instruction/materials as needed.
- Provide information and/or workshops to parents as requested.
- Schedule parent-teacher conferences every fall and spring.
- Provide families opportunities to participate in his/her child's education and events.
- Communicate important information in a format and language parents can understand.
- Conduct parent surveys to identify goals and make improvements to Title I program.
- Provide a fall and opportunity to participate in District Parent Advisory Council (DPAC) meetings to plan, review, and improve parent engagement.

**ATTENDANCE**

Public education is a right available to all young people of school age in Montgomery County. It is provided at considerable expense to parents and other citizens of the county.

Student attendance is a cooperative effort among schools, parents, and students. To achieve optimum learning, good attendance by students K-12 is crucial. Tardies (check-ins) and early dismissals (checkouts) are disruptive to the instructional time of the entire class. Each parent or guardian is responsible for the student's regular and punctual attendance.

Regular class attendance is considered by the Montgomery County School Board to be essential to the educational process and to the satisfactory completion of the requirements of any class and subject offered. Regular school attendance also is directly related to the development of good habits, which are important in the world of work and in higher education. A ninety-five percent (95%) or better attendance rate is the goal.

Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division

superintendent to seek immediate compliance with the compulsory attendance law.

### **Compulsory Attendance Procedures**

A reasonable effort will be made to contact a parent/guardian of each absent student every day and to obtain an explanation for the student's absence, where there is no indication that the student's parent is aware of and supports the absence. A log will be kept of call attempts.

The following procedures apply when a student fails to report to school for scheduled school days:

#### Upon Fifth Absence Without Parental Awareness and Support:

After a total of five (5) scheduled school days missed, where there is no indication that the student's parent is aware of and supports the absences, the principal or the principal's designee or the attendance officer will make a reasonable effort to ensure that direct contact is made with the parent, either in person or through a telephone conversation, to obtain an explanation for the pupil's absence and to explain to the parent consequences of continued non-attendance. The principal or the principal's designee or the attendance officer, the pupil, and the pupil's parent will develop a plan to resolve the pupil's non-attendance. The plan must include documentation of the reasons for the pupil's non-attendance.

#### Upon Sixth Absence Without Parental Awareness and Support:

If the pupil is absent a sixth (6th) day, after direct contact with the pupil's parent, if the principal or the principal's designee or the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the principal or the principal's designee shall schedule a conference within ten (10) school days with the pupil, his/her parent, and school personnel. The conference shall be held no later than fifteen (15) school days after the sixth absence. At the conference, the pupil, his/her parent, and school personnel, shall meet to resolve issues relating to the pupil's non-attendance. Other community service providers may also be included in the conference.

#### Upon Additional Absence Without Parental Awareness and Support:

Upon the next absence after the conference, without indication that the pupil's parent is aware of and supports the pupil's absence, the principal or the principal's designee shall notify the division superintendent or his/her designee, who shall enforce the compulsory attendance rolls by either or both of the following:

- a. filing a complaint with the Juvenile and Domestic Relations Court alleging that the pupil is a child in need of supervision as defined in Virginia Code § 16.1-228; and/or
- b. instituting proceedings against the parents pursuant to § 18.2-371 or § 22.1-262. In filing a complaint against the parents, the division superintendent's designee shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

It is expected that parents will cooperate with school officials to remedy the student's attendance problem. When direct contact with the parent cannot be made despite reasonable efforts, or when parents otherwise fail to cooperate in remedying the student's attendance problem, the division superintendent or his/her designee may seek immediate compliance with compulsory school attendance laws. The division superintendent's designee, with the knowledge and approval of the division superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. When the complaint arises out of the parent's failure to comply with the requirements of the law relating to compulsory attendance, the division superintendent's designee shall document the school division's compliance with procedures for enforcing compulsory attendance.

Student attendance will be monitored and reported as required by state law and regulations. At the end of each school year, each public school principal will report to the division superintendent the number of pupils by grade level for whom a conference was scheduled as set forth above. The division superintendent will compile this information and will submit a

report annually to the Virginia Superintendent of Public Instruction.

Teachers are responsible for initiating the necessary communications with parents any time absences, check-ins or checkouts are jeopardizing the student's progress in class. Absences for each grading period will be reported to the parent(s)/guardian(s) on the report card.

For elementary school students, retention may be considered for any student missing twenty (20) days of school.

### **Documenting Absences**

All absences shall be identified as excused or unexcused. Each student should present to the school attendance office a written note which includes the date(s), cause(s), and the parent's/guardian's signature for daily absences, early dismissal or late arrival of the student. Parental permission for early dismissal must be presented to school officials on or before the day requested. Notes of explanation for student absences or check-ins should be received the day following the absence or check-in.

Absences for any of the reasons listed below shall be excused.

- a. state mandated testing or other school/division testing programs;
- b. school-sponsored field trips or activities;
- c. all VHSL activities;
- d. late bus or buses which fail to run;
- e. conference with guidance counselor, administrator, or other related staff members;
- f. in-school suspension (I.S.S.);
- g. involuntary court appearance (copy of court order or subpoena required);
- h. death in the family or household (verification may be required);
- i. religious holidays (verification may be required);
- j. college visit or work based learning opportunity (verification required) up to 3 school days
- k. illness (if over 3 days, the school may require verification)
- l. doctor/dental appointments (verification required)
- m. extenuating circumstances which are determined by the school administration

Any excessive check-ins, checkouts, or patterns of absences may result in administrative intervention including the development of an attendance improvement plan and/or disciplinary action.

All notes of excuse, requests, or any other correspondence concerning student absences, check-ins, and check-outs shall be preserved for a minimum of sixty (60) calendar days after the close of the school year.

### **Absences for Observance of a Religious Holiday**

A student may be excused from school for the observance of a religious holiday. The parent/guardian of such student shall provide a letter to the student's school in advance of the planned absence notifying the school of the planned absence, the dates of the planned absence and the religious holiday being observed.

A student who is absent in accordance with this policy shall not be deprived of any award or eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he or she missed by reason of such absence.

*MCPS POLICY 7-2.3 which addresses student attendance, absences and truancy can be found on the parent link on the MCPS webpage.*

## **BEHAVIOR**

Parents are asked to cooperate with school officials in supporting habits of desirable school behavior. Parents will be contacted by telephone or in writing any time a student's behavior is significantly inappropriate. Students are responsible for acceptable conduct while on school property and while going to and from school. Every student has the right to an education without disruption. The school authorities will protect the liberty, property, and rights of students to attend school and to participate in all activities of the school. Teachers, students, and parents will be involved in maintaining satisfactory standards of conduct. Students should be dressed in conventional school attire. Any printed messages on clothing should be in good taste and not contain vulgar, offensive, or obscene words or pictures. Shoes must be worn at all times, and sneakers should be worn for P.E. Please label your child's clothing.

### **Auburn Elementary School: Consistent Rules**

1. Respect for the building
  - A. Keep feet out of the green area and hands off the walls, artwork, bulletin boards, and glass.
  - B. Keep hallways free of litter and scuff marks.
2. Respect for staff and students
  - A. Walk instead of running in the hallways.
  - B. Keep hands, feet, and objects to yourself.
  - C. Follow directions given by any staff member.
  - D. Use a courteous voice.
  - E. No chewing gum is allowed.
  - F. No spitting is allowed.
  - G. Hats are not to be worn in the building.
  - H. No name calling, profanity, obscene words or gestures, or bullying is tolerated.
3. Respect for the outside and school surroundings
  - A. Walk on the sidewalks.
  - B. Ball games should be played away from the building and equipment.
  - C. Run only in open play areas.
  - D. Keep hands off the mulch.
4. Playground rules
  - A. Playground equipment should be used safely.
  - B. Ball games should be played away from the building and equipment.
  - C. Tricycles should be parked in a designated area after each use.
  - D. No spitting is allowed.
  - E. Horseplay, tackling, and pushing are not allowed.
  - F. Appropriate dress, including proper shoes, is encouraged. Students with flip-flops may not be allowed on certain pieces of equipment.

### **Standards of Conduct**

1. A student shall not take another's property under duress, threat, or by any other unlawful means.
2. A student shall not use or have in his possession or on his person, guns, knives, explosives, or any other dangerous articles. He or she should also not possess any item that can be mistaken for a weapon.
3. A student shall not use profanity or abusive language under any circumstance, which may reasonably cause a breach of the peace.
4. A student shall not possess, use, or distribute tobacco products, illegal drugs, or alcoholic beverages.
5. A student shall not fight or display aggressive behavior that may reasonably cause a breach of peace.
6. A student shall not threaten, strike, or physically harm any teacher or other school employee.

7. A student shall not deface or cause destruction to school property.
8. A student who has been forbidden to come on school property shall not do so, nor shall he or she come on school property after school hours.
9. A student shall not obtain answers on homework or class work from another student.
10. A student shall not dress in a manner that is distracting to him or herself, to other students, or that interferes with the orderly process of instruction. Inappropriate dress will be left up to the discretion of the principal and teachers. The following are examples but not an exclusive list of inappropriate attire: halter-tops, tank or tube tops, bare midriffs, no shoes, no shirts, short-shorts, shirts with inappropriate writing or pictures, etc.
11. A student shall not wear a hat inside the school building.
12. A student shall not behave in a manner that interferes with orderly transportation of pupils on a school bus. The following are examples of inappropriate behavior but not an exclusive list: sticking heads and arms out of the windows, throwing items from the windows, fighting, distracting the bus driver, making excessive or loud noises, standing while the bus is in motion, etc. Refer to a later section on Bus Rules.
13. A student shall not interfere with the orderly process of instruction. The following are examples but not an exclusive list: profanity; obscene gestures; bullying; abusive language that may make others feel bad because of race, religion, gender, national origin, disability, or intellectual ability; continued talking after being asked to cease; throwing objects; use of tape players, radios, or electronic games; gambling; display of pornographic material or obscene literature, etc.
14. A student shall not fail to comply with the directions of his or her teacher or other school employees.
15. Leaving class and/or the school campus during the school day without authorization of designated school authorities is prohibited.
16. A student shall not chew gum on the bus or at school.
17. A student shall not buy, sell, trade items, or exchange money.
18. Toys, water pistols, video games, cards, balls, bats, gloves, walkman/mp3 player, glass containers, etc. should be left at home so that they will not be lost or stolen.
19. Students are not permitted to use or display cell phones, beepers, or other portable communication devices during regular school hours. Such devices will be considered to be "in use" if they are on (regardless of if they are on silent or set to ring), sending or receiving a call or text message or being used to take, display, or send photos/videos, etc. However, students may have such items in their possession for use after school hours.

### **Internet and Computer Based Technology**

Students must read the rules for using the Internet that are given below and ask an adult at school if s/he does not understand what any of them mean. If students use computers and equipment in the wrong way, the teacher or principal may need to suspend the privilege of using computers.

1. I will only use computers and equipment in the manner for which they are made. I will always follow teacher or parent instructions for how to use computers and equipment in the classroom. I know that my parents and I may be held responsible for damage done to equipment that results from my misbehavior.
2. I will be polite to other people when writing to them (or talking with them) while I am on the Internet. I will not use curse words or any language that my teacher or parent would not want me to use in my classroom.
3. I will never give my name, my home address, phone number, or any personal information to anyone over the internet. I understand that strangers may access information that I give out and this could be dangerous.
4. I know that my teacher and principal want me to use the Internet to learn more about the subjects I am studying in my classroom. I will not use the Internet for any other reason. For example, I will not search for a comic book site when I am supposed to be looking for something in science.
5. Because the people I write to or talk with on the Internet cannot see me, they will not know what I look like or even how old I am. When I am on the Internet, I promise never to tell people that I am someone else. And I will never send them personal information, such as a picture or my name, by using an envelope and stamp.
6. I understand that sometimes I may see a site on the Internet that has pictures or words that my teacher or parents would not want me to see. I will not try to find those sites. If I come across one of them by accident, I will leave it immediately. For example, suppose I am searching for a type of animal and find a picture that only adults should

see, I quickly use my forward or backward keys to take me to another site. I will not continue to look at the site, will not show it to other students or print it. I will notify the teacher.

7. I agree that I cannot use the words or pictures I see on an Internet site without giving credit to the person who owns the site. For example, I will not copy information from the Internet and hand it in to my teacher as my own work.
8. I may be given a password—a special word that only I know. I may have to use this password to sign onto a computer or to send mail over the Internet. I will not tell my password or use a password that belongs to someone else.

School information can also be accessed at [aes.mcps.org](http://aes.mcps.org). This site has useful information such as SOL's from the Virginia Department of Education, staff lists, lunch/breakfast menus, and various links to other informative parenting and teaching sites.

The Montgomery County Public School Policy towards publishing student photographs and student work on the Internet is as follows: "Images with the focus on one or two students will NOT be placed on a website. Pictures of three or more students, such as class pictures and candid, are permitted. For any picture of three or more students that is published on the web, neither first nor last names of the students shown in those pictures are to be included with the image or with the accompanying text. Where student work is published on the web, only first names of students may be used."

In addition, local press such as newspapers and television stations come to Auburn Elementary on a regular basis. This is a wonderful opportunity for positive publicity for the school.

Parents and students must sign the Internet and Technology forms on the signature page included in the first day packet and return the page to the homeroom teacher.

### **Use of Electronic Items at School**

Electronic items such as games, cell phones, walkie-talkies, and similar devices shall not be used during the school day. We understand that some students may need to contact parents after school hours via cell phones. In such instances the item may be kept in the student's belongings as long as it is turned off. If it is taken out during the school day, it will be confiscated and it will be the parents' responsibility to pick it up from the teacher or principal. The school will not be held responsible for any such items that are brought on school property.

### **Consequences for Violations of the Student Code of Conduct**

Parents will be informed of the misbehavior of their child through telephone calls, conferences, notes, and report card comments. Teachers will be firm, fair, and consistent in handling discipline problems. The teacher has a responsibility for maintaining a classroom environment that gives all students the opportunity to learn. He or she sets the tone by refusing to allow any student to disrupt the learning process. The school uses several approved discipline methods when responding to violations as stated in the Student Code of Conduct. These may include one or more of the following, whichever is/are deemed to be fair and appropriate for the particular misconduct:

1. Student conferences with parents, teacher, aide, and/or administrator
2. Contact with the parents by the teacher, counselor, or administrator
3. Time out in the classroom or office
4. Loss of privileges to preferred activities
5. After-school detention
6. In-school or out-of-school suspension

\*It is school board policy that students will be allowed to make up *all* missed work caused by suspensions. When students are in out-of-school suspension, it is their responsibility to request that the teacher provide make-up work. Students suspended will be given two days for every day suspended to make up the work.

Discipline fosters both respect and independence. Children should understand why rules are made and why they need to be respected.

### **School Bus Transportation**

Bus safety is of primary importance for both students and drivers. Parents are urged to assist school personnel in instructing their children in bus safety and are asked to cooperate with school officials in making our bus transportation system safe and efficient. The following guidelines and rules, if practiced, should strengthen the school bus safety program. However, please know that repeated disregard of these rules could lead to a child needing alternate transportation, often provided by the parent.

### **Policies and Rules of Conduct On Buses:**

1. Buses run for the convenience of the students.
2. Discipline must be maintained on buses for safety reasons.
3. Misconduct will not be tolerated and may result in the forfeiture of the privilege of riding the bus.
4. While on the bus, a student is in the driver's charge. The driver has the same relationship to a student while he or she is on the bus as a teacher has while the student is in the classroom; therefore, the bus driver is entitled to the same behavior and respect as teachers receive. Any violation of the behavioral rules will be handled by the principal or assistant principal as if the student were in school.
5. One warning contact will be made with the parents before a student is taken off the bus unless the disciplinary infraction is serious enough to warrant immediate suspension.
6. Students are reminded to stand back from the road and not throw rocks while waiting for the bus.
7. When students have to cross the road, they should wait for the driver's signal and do so ten feet **in front** of the bus.
8. On entering the bus, students should avoid crowding and/or disturbing others.
9. Student riders should be on time. The bus has a tight schedule and will be unable to wait.
10. The student responsible for the damage must pay for damage done to seats or to other bus equipment.
11. Eating, drinking, chewing gum, and tobacco are not allowed on a school bus. Students are asked to help keep the bus clean by never discarding trash on the bus. **NO GLASS CONTAINERS ARE PERMITTED ON THE BUS.**
12. Students should make sure that their conversations are polite and are in a low tone.
13. Students should never distract the driver of the bus by talking to him or her while the bus is in motion.
14. Objects that restrict the passageway to the front entrance door or the rear emergency door, or the view of the driver, such as balloons are not permitted.
15. Bus drivers are given the authority to assign a specific seat to a student and to change the assignment if it is in the interest of safety.
16. When preparing to exit the bus, students are asked to remain seated until the bus has come to a complete stop.
17. Approval to ride a different bus is attained by presenting a note written by the parent/guardian to the office. The principal, assistant principal, or administrative assistant will issue the student a permission slip to be given to the bus driver. Without a bus note, the student must ride his or her regularly scheduled bus or car ride.
18. Live animals are not permitted on the bus. Pets of any kind cannot be transported to and from school on the bus.

### **BULLYING**

The definition of bullying developed for the VA Department of Education, is as follows: "Repeated negative behaviors intended to frighten or cause harm that may include, but are not limited to, verbal or written threats or physical harm." Students, either individually or as part of a group, shall not harass or bully others. Behaviors associated with bullying include, but are not limited to, intimidation, taunting, name-calling, and insults. Bullying behaviors may take a variety of forms, including by electronic means such as cell phone, text message, and email. Bullying, threatening, intimidation, harassment, or any other activity characterized by targeted, intentionally hurtful behavior (verbal or nonverbal) that results in any physical, social/relational or emotional/psychological harm to another person is not tolerated in any form in any

Montgomery County Public School. Parents will receive notification within 5 days if their child is involved in a bullying incident.

### SCHOOL WIDE EXPECTATIONS

<b>Be a STAR student!</b>	<b>Classroom</b>	<b>Hallway</b>	<b>Bathroom</b>	<b>Riner Diner</b>	<b>Playground</b>	<b>Bus</b>
<b>S</b> <b>Be <u>S</u>afe</b>	Use self-space Practice self-control	Walk calmly	Stay calm	Stay seated Eat your own food	Play safely	Stay seated (bottom-to-bottom and back-to-back)
<b>T</b> <b><u>T</u>ake Responsibility</b>	Follow directions Do your best Come to school	Walk on the right	Flush, wash, trash, and leave	Clean up your space	Play by the rules	Clean up your space
<b><u>A</u>ct Kindly</b>	Be nice Be helpful	Let others pass Hallway hugs	Wait your turn	Use your manners	Share Include others	Use kind words Hands to self
<b>Be <u>R</u>espectful</b>	Solve problems peacefully	Stay quiet	Use a quiet voice	Use a quiet voice	Be a good sport	Listen to your driver Use a quiet voice

### CIVIL RIGHTS & SEXUAL HARASSMENT

Montgomery County Public Schools does not discriminate in its programs and activities for reasons of race, religion, color, gender, national origin, disability, age, or any other basis prohibited by law. The following persons have been designated to handle inquiries regarding non-discrimination policies:

Director of Human Resources and Assistant Superintendent for Operations  
750 Imperial Street SE  
Christiansburg, VA  
(540) 382-5100

It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances or requests for sexual favors or engaging in other verbal, or physical contact of a sexual nature when (1) submission to or rejection of the conduct is used as a basis for academic decisions affecting the student; (2) such conduct creates an intimidating, hostile, or offensive learning environment; or (3) submission to the conduct is made either explicitly or implicitly a term or condition of the student’s participation in school programs.

The school board has adopted a grievance procedure for complaints by students of discrimination on the basis of sex or sexual harassment. The policy is located in the School Board Policy Manual section 7-1.1 located in the AHS library, in the county libraries, and at [www.mcps.org](http://www.mcps.org). Generally, students are encouraged to report incidents of sexual harassment to

the building principal as soon as they become aware of the conduct forming the basis of the complaint. If the principal is the individual who is the subject of the complaint, the student should contact the Superintendent.

### **CLOSING OF SCHOOLS**

Schools may be closed or may have a delayed opening of one or two hours due to inclement weather. Delayed opening means school buses will run their routes and schools will begin the day one or two hours later than normal. In the event of a delayed opening, students who are transported by car should automatically arrive one or two hours late, whichever is appropriate for the schedule. Students are not permitted to enter the building until this time. In the event of a school closing or early dismissal due to inclement weather, all extra-curricular activities conducted at the school are cancelled. Please listen to the local radio and/or television stations for complete details concerning the closing of school or call the Montgomery County Public School's Information Line at 382-5102. You may also sign up for email alerts at <http://www.mcps.org/EmerInfo/Weather> .

### **SEVERE WEATHER CODES**

CODE 1 – One Hour Delay for students. All instructional staff to report one hour late.

CODE 2 – Two Hour Delay for students. Instructional staff to report two hours late.

CODE 3 – Schools Closed. Eleven (11) and twelve (12) month non-instructional personnel will report on regular schedule unless otherwise notified.

CODE 4 – System Shut Down. Only essential personnel will need to report to work.

CODE 5 – School Closed. Twelve (12) month employees report two hours late.

### **CONFERENCES**

Scheduled parent-teacher conferences will be held during the fall and spring semesters to discuss the progress and welfare of each pupil. Teachers may be reached by phone between 8:30 and 8:45 a.m. and between 3:45 and 4:00 p.m. daily. The school telephone number is 381-6521. Teachers' home telephone numbers are not released. Conferences may be scheduled at other times when either party feels it is necessary. These should be scheduled at least twenty-four (24) hours in advance.

### **DEPARTURE**

Children must bring written permission from a parent or guardian if it is necessary for them to change their normal routine of departure from school. Anyone picking up a student from school prior to 3:35 p.m. must sign the student out in the office. No student shall leave the school grounds during school hours without the approval of the principal or his/her designee. **Parents should make every effort to avoid picking up children after 3:35 p.m. This is an extremely busy time for the office staff.** If it is necessary for a child to be picked up, please notify the main office so that you can be assisted. **Students will not be permitted to leave with anyone other than the parent unless the school is notified in writing or contacted by telephone.**

### **EMERGENCY DRILLS & EVACUATIONS**

Emergency fire drills will be conducted once a week for the first month of school and at least once a month for the remainder of the school year. Two lock-down drills will be conducted during the first month of school, and two additional drills will be conducted during the remainder of the school year. One of the drills will occur in January. Direction for evacuating the building during a drill or actual crisis situation are posted in each room. Students should walk rapidly in single file without running or talking, and remain with their class as they leave the building and report to the designated safe area where the teacher will take roll. Students will remain a minimum of 100 feet from the building until told to return to the building.

## **HEALTH**

### **Accidents and Illnesses**

In case of student accidents or illnesses, an administrator or his/her designee will make every effort to contact the parent or guardian. Students may remain in the clinic until a parent or designee arrives. **It is most important that a parent's or guardian's telephone number be listed in the school office. In cases where there is no telephone, the school must have a number where the parent or guardian can be reached in case of an emergency. If it becomes necessary for a child to receive professional medical attention and the parent cannot be reached, the student will be taken to a doctor or hospital emergency room for treatment.** Information regarding family physician and hospital preference is a part of each child's registration process. It is the responsibility of the parent/guardian to update this and pertinent medical information as needed. This information can be updated by sending a note to the administrative assistant.

### **Insurance**

Accident and dental insurance policies are available to students on an optional basis. Information is sent separately to each parent at the beginning of the school year.

**Children are not to possess any type of medication at school or on the school bus. Medications must be brought to school by a parent or guardian in the original container and given to the principal, assistant principal, school nurse, or administrative assistant. Parents must also complete appropriate medication distribution forms before medicine is given at school.**

### **Giving Medication at School**

Administration of medications will be permitted on school property only when medically necessary and under the direct supervision of appropriate staff members. We attempt to discourage the administration of medication during school hours and whenever possible, request doses of medication be scheduled other than school hours. The first dose of any newly prescribed medication should always be given at home. For the safety of the students, the following procedures must be followed:

1. If prescription medications are to be given at school, the Montgomery County Medication Permission form must be provided and signed by the doctor/licensed prescriber, and the parent/guardian. It must specify the name of the medication, dosage, and time to be given. A separate medication permission form must be completed for each medication. Please note: Prescription bottles do not take the place of a medication form signed by a physician.
2. If non-prescription medications are to be given at school, the medication permission form must be completed and signed by the parent or guardian, indicating the name, dosage, and time to be given. Non-prescription medications can be administered for no longer than 3 consecutive days, after which time a written order from a physician/other licensed prescriber is required.
3. All medication is to be brought to school by the parent or guardian in the original, properly labeled container. The information on the container must match the information on the medication permission form. If the parent is unable to deliver the medication to the school, he or she must call the school to report that the medication is being delivered by the student. All medication must be accompanied by a medication permission form.
4. Self-administration of any medication, prescription or non-prescription, is prohibited for students in grades kindergarten through eight with one exception. Medications needed in a medical emergency such as inhalers, epi-pens, or glucose tablets may be kept in the possession of a student and self-administered only with a written statement from a physician/licensed prescriber.
5. Sharing, borrowing, or distributing any medication is prohibited and may result in a recommendation of expulsion.

Medication permission forms are available in the school office and most local doctors' offices. They can be downloaded from the MCPS website.

### **Lice**

Lice are a potential problem associated with any elementary school because of the very nature of children's close proximity to each other. The containment and elimination of lice are of paramount importance to us. For this reason, we will adhere to the following procedures when we have identified lice on any child at Auburn:

1. We will contact the parents of the children having lice and ask them to take those children home.
2. Parents are required to treat their children effectively before school officials will allow that child to re-enter school. Parents should ensure that all nits are removed from their children's hair by using a fine-toothed comb, which will remove all nits from each individual strand of hair. **Without removing these nits, lice will continue to re-infect that child.**

### **HOMEWORK**

Homework may be assigned at the discretion of the teacher in accordance with the needs of the class and the individual student, so long as it conforms to school board policy. It may be requested on a limited basis for students in grades K-2 and can be expected on a regular basis for students in grades 3-5. A homework standard for grades 3-5 is ten minutes of homework per grade level.

The students have the following responsibilities regarding homework:

1. To learn the skill needed to complete the assignment
2. To write down an assignment and ask questions if the directions are not clear
3. To take needed books and supplies home
4. To work neatly and accurately to the best of their ability
5. To complete assignments without constant reminders from the teacher or parent
6. To complete assignments on time
7. To turn in completed assignments to the teacher

The parents have the following responsibilities associated with homework:

1. To show an interest in the child's work
2. To check for student homework each night
3. To provide adequate time and an appropriate place for children to complete assignments
4. To give guidance and encouragement to the child
5. To reinforce and review a skill which may have been forgotten
6. To motivate the child to perform the task to the best of his or her ability, yet to make sure that the work is the child's own
7. To reinforce the child's efforts positively

### **INVOLVEMENT OF NON-CUSTODIAL PARENTS**

As specified by the Code of Virginia and the Family Education Rights Privacy Act (FERPA), non-custodial parents have the full rights as parents for access to student records and for participating in school activities, "unless otherwise ordered by the court for good cause shown." It is the responsibility of the custodial parent to provide documentation of any restrictions on a non-custodial parent. Duplicate copies of report cards and other written communications mailed to a student's home will be made available to non-custodial parents upon their request. If a person not known to school officials' attempts to contact or pick up a child at school, a photo ID and other verification of identity/relationship to a student (including confirmation with the custodial parent) may be required before releasing the student.

## LUNCHES

Lunches are prepared and served by the cafeteria manager and staff. All lunches served meet the requirements for a Type A lunch, which is established by the State Lunch Program. Children are encouraged to pay weekly. You may pay online at mySchoolBucks. To set up an account, please visit <https://www.myschoolbucks.com>. Please note that this system is unavailable between the hours of 10:00 a.m. and 2:00 p.m. Monday through Friday due to the fact that the system is in use for the serving of school lunch. **NO child will be allowed to pack any glass bottles.**

## MONEY (CHECKS)

Please write checks for meals, pictures, or any other school-related expenses payable to Auburn Elementary School unless otherwise designated. Please note that after the receipt of two checks, which are returned by the bank, cash will be required for the remainder of the year from the party responsible for the returned checks. Whenever it is necessary to send money to school by young children, it should be placed in a sealed envelope with the child's name marked clearly on the outside. Also, indicate the amount, teacher's name, and the purpose for which it is sent.

## PARENT-TEACHER-STUDENT ORGANIZATION

The Auburn Elementary Parent-Teacher-Student Organization will hold regular meetings. The PTSO will send home advance notice to all parents about meeting dates and times. The organization provides an opportunity for parents and teachers to work together for an improved school program. There are NO membership dues associated with the PTSO. Any AES parent, guardian, student, or teacher is an automatic member. Email [aesptso@gmail.com](mailto:aesptso@gmail.com)

## PARKING AT SCHOOL AND CAR RIDERS

Parents who pick up or deliver students to school by car should use the Route 8 entrance. Students should be cautioned to load and unload directly to and from the sidewalk. Students will be loaded into cars by the teacher on duty in the afternoons. Due to traffic, children should not walk across the pavement to parked cars unless accompanied by an adult. **Please do not park in the circle between the hours of 8:00–9:30 a.m.** Students should be dropped off at school in the mornings no earlier than 8:45 a.m. and picked up at 3:35 p.m. in front of the gymnasium. **Please wait in the car line for a school employee to escort your child to/from your vehicle.**

## PARTIES/ INVITATIONS

Individual teachers may elect to conduct parties during the school year for various occasions. Teachers will inform parents of details when appropriate. If your child is inviting friends in his/her class to parties outside of the school day, we ask that invitations be distributed to *all* students in your child's class. If you choose to only invite particular students, these invitations must be distributed outside of school. Please help us to avoid any hurt feelings.

## RECOGNITION/AWARDS

### Honor Roll

Students in grades 3-5 are eligible to be named to the Honor Roll by meeting one of the following criteria:

**ALL A's:** Any student earning a cumulative grade of "A" in language arts, math, science, social studies, and also making a 3 or 2 in music, art, and physical education is eligible for the all "A" Achievement List.

**ALL A's and B's:** Any student earning cumulative grades of "A" and/or "B" in language arts, math, science, social studies, along with a 3 or 2 in music, art, and physical education is eligible for the all "A-B" Achievement List.

### **Outstanding Attendance**

Students who have five absences or less for the entire year are awarded a certificate at the end of the year. *Please be aware that three (3) tardies and/or three (3) checkouts are equivalent to one (1) absence for the purpose of this award.*

### **REGISTRATION**

Virginia State Law requires the following documentation before a child can be enrolled in school:

- \* Proof of Residence (electric bill, bank statement, NO P.O. Boxes)
- \* Certificate of Birth
- \* Physical Examination Record
- \* Immunization Certificate
- \* Social Security Card
- \* Identification- Driver's license or ID card

### **REPORT CARDS**

Report cards are provided for parental review at the end of each grading period for grades K-5. Report cards are issued every 9 weeks. Grades K-2 receives effort grades only while grades 3-5 receive letter grades for achievement.

### **RETURNED CHECKS**

Montgomery County Public Schools uses an outside vendor to process returned checks submitted to our schools. This includes all checks written to the school for any fees/payments.

In the event of a returned check, all communication about the check will come directly from the outside vendor, not from the school. The vendor will contact the writer of a returned check by mail and by telephone in order to make arrangements to pay before an attempt is made to collect the check electronically. Each returned check is subject to the applicable state returned check fees.

### **STUDENT ASSISTANCE PROGRAM**

It is the goal of MCPS to engage, empower, and encourage every student to success. Each school's Student Assistance Program (SAP) is a team approach to helping student access necessary resources needed to be successful in both the school and community. Each school's SAP strives to promote academic, social, and emotional well-being. To ensure this success, individualized services are developed through tiered systems of support.

Student Assistance Programs are created to identify, refer, and engage students. This team is a broad-based, flexible approach to prevention services and supports. **Parent involvement, engagement, and participation is crucial in this process.** The goal of the SAP Team is to build resiliency in youth while empowering them for academic and emotional success. To make a referral or for more information, contact your child's teacher or the SAP Coordinator.

### **SCHOOL VISITATION**

All parents and other citizens are welcome to visit Auburn Elementary School during the school day. In order to ensure the safety of the students and to prevent disruptions to the instructional programs, visitors are asked to observe the following procedures:

1. Call the school office to arrange for an appointment with the principal or other staff members if a conference is desired.

2. **All visitors must report to the office** and inform the secretary, principal, or assistant principal of the nature of their visit. Visitors and volunteers – including parents/family coming for conferences and meetings during school hours will be required to scan a valid government-issued ID for entry beyond the main office. Visitors will be notified at this time if their visit will cause an undue disruption. Visitors must sign in and out of the office. **They will also be given a visitor’s tag to wear. These tags must be worn at all times while in the building.**
3. Parents or other persons bringing students to school after the school day begins must report to the office to sign the student in and to obtain a tardy pass before the student goes to class.
4. Parents or other persons bringing items or messages to students must first report to the secretary, principal, or assistant principal.

### **STUDENT RECORDS AND DIRECTORY INFORMATION**

**It is most important that all student records be kept current. If there is a change of address, parent employment, or telephone number, either at work or at home, please notify the school immediately in writing.**

It is most important that a parent's telephone number be listed in the school office. In case you have no telephone, **WE MUST HAVE A NUMBER WHERE YOU CAN BE REACHED IN AN EMERGENCY.**

### **STUDENT RECORDS AND DIRECTORY INFORMATION (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of students, or students if they are 18 years of age or older (“eligible students”), have rights regarding the review of their child’s records and disclosure of information.

### **TEXTBOOKS**

There are no textbook fees; however, children are still responsible for the proper care and maintenance of their books. Damaged or lost books must be reported to the office at which time a damage/loss fee will be required from the student.

### **VOLUNTEERS**

Parent and community involvement in the school is a vital and essential part of any successful school. We encourage you to take part in the school volunteer program. Volunteer forms will be sent to you at the beginning of school. Please complete and return them to school so that our children can benefit from your expertise. Remember that your participation in the volunteer program enables our students to experience many new and exciting things.

### **WEAPONS**

**NO KNIVES, GUNS, or ANY TYPES OF WEAPONS (including toys and look-alikes)** are allowed on school property including buses.

