



Auburn School Parent & Student Information 2019-2020

Hours: Doors open at 7:25 am each morning. Students are not allowed on campus before 7:25. Students must be in their classrooms before the 7:45 am bell or will be considered tardy. School dismisses at 2:55 pm Monday through Thursday. School dismisses at 1:00 pm on Fridays.

Communication: Auburn Elementary School provides several methods for communication with parents and the community.

- 1) An automated one-call will go out weekly on Sunday afternoons about the Eye of the Tiger Newsletter being posted on the school website: www.homeofthetigers.com and to our social media: Facebook (www.facebook.com/auburnschoolky) and Twitter (@AESTigersKY).
- 2) You are welcome to private message the school through Facebook or the S'more Platform (Contact Auburn School button) in the weekly Eye of the Tiger. Unfortunately, REMIND has changed their parameters and we no longer have access to a free REMIND account school wide. Individual teachers may still utilize REMIND for classroom communication purposes.
- 3) Like Auburn School on Facebook and follow on Twitter to receive information about school and community events, recognition of student and teacher accomplishments, and photos of our school throughout the year.
- 4) Visit the school website at www.homeofthetigers.com for links to school programs, school forms, and a staff directory to email teachers. Policies regarding discipline, homework, electronics usage, dress code, parent involvement, and transportation are available here. Paper copies available upon request.
- 5) Teachers are anxious to communicate with you; however, during school hours, they are focused on the students. Email is the best method to contact your child's teacher. Please feel free to email anytime. They will contact you as their planning time allows. The email address for all teachers is as follows: firstname.lastname@logan.kyschools.us. If you do not have access to email, please phone the school and a message will be relayed to the teacher.
- 6) Parents may check on their children's grades, attendance and behavior at any time using Infinite Campus Parent Portal. Each parent is assigned a number they will use to log on. If you need to know your personal ID number, please call the school office to speak to the guidance counselor.
- 7) Students are not allowed to use their personal phones to telephone, text, or use social media during the school day. Personal phones are to be **POWERED OFF**, not simply silent, during the school day, unless used with teacher permission as part of instruction. Students who are ill **MUST** be seen by the school nurse, not call/text home from a personal device. Violation of this policy will result in confiscation of the device for a parent to collect and disciplinary actions.

Volunteers: The Logan County School System requires that parent volunteers working with students must have a background check before volunteering in the classroom or attending school field trips. This process may take several weeks, so please plan accordingly. If you would like to volunteer at school, call Family Resource at 270.542.6398.

School Fee: Each student is responsible for a \$20 school fee. Cash or checks to Auburn School.

Meals/Snacks: Every Auburn student may receive a school breakfast and lunch at no charge through the Community Eligibility Provision. If students wish to purchase extras, each student has a lunch account where parents may deposit money – cash, checks made to Auburn School or online through the website under the *My School Bucks* tab. Menus are available on the website or you may download the NutriSlice app. Students in 5-8 have the opportunity to purchase breakfast at a second mid-morning time. 4th grade will begin 2nd breakfast mid-August. This can either be their no-charge breakfast for the day (instead of eating during first breakfast time) or they may purchase additional breakfast items.



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All classroom snacks and food for class parties must be unopened, store-packaged items.

Students may have PLAIN water in a CLEAR bottle/closed cup with them in class.

Students are **not allowed to bring in outside food/drink for breakfast**. Students may not bring outside drinks if receiving a school lunch. No energy drinks. Outside food for lunch may be brought for your child if the parent or family member is eating with the student.

Attendance: When your child misses school, a written parent note or doctor's note is required upon return. Students are allowed five parent notes to excuse absence/tardy within the school year. All excuse notes (parent OR doctor) MUST be received within five school days of the absence, or it will be marked as unexcused. Please schedule routine medical exams, such as dental and eye exams so your child misses as little educational time as possible. We do not excuse all day absences for such appointments.

NEW DISTRICT ATTENDANCE POLICY* Students receive 10 excused doctor's notes per year. After the 10th doctor's note, the longer medical excuse form must be completed by the physician before the absence will be excused. Without this completed form, the absence will be marked unexcused.

Transportation: Students may bus ride, car ride, or walk.

- To ensure safety for all Auburn students, use an on-site location for drop-offs. Please do not stop in the street to drop-off students.
- Our drop-off time begins at 7:25 and ends at 7:45 at the Hill Street location. We will also have a front drop-off location by the office open at 7:30. The front location will have a right turn only exit from 7:30-7:45.
- At both drop-off locations, we unload six cars at time (by the traffic cones). Please do NOT wait in line to pull to the front, unless waiting on preschool drop-off.
- Parents may choose to park their car and escort their student into the building. Parents may escort their child to their classroom on the first day of school ONLY.. **August 1 is Independence Day, and students are expected to walk to class on their own;** parents are not allowed inside the building unless heading to the office. Thank you for your cooperation in keeping all students safe at Auburn School.

We do not allow face-to-face pick-up anywhere on school grounds. Walkers are not dismissed until busses leave. Please **do not** approach busses or the car rider line area on foot during dismissal.

- **Car rider:** No cars will be allowed to enter school property before 2:30 unless you have a preschool tag, as preschool parents must do hand-to-hand pickup at the door. If you enter the line before 2:30, you will be asked to exit school property, drive through Auburn, and join the end of the line on Hill St.
 - To enter the car rider line, you must turn onto Roosevelt or Peterson streets off Main Street. Roosevelt/Peterson join Hill St. that leads to the car rider door.
 - Do not enter Hill St. from College St. to enter the car rider line. By not blocking Hill Street, we are enabling our neighbors to easily enter and exit their homes as needed as well providing emergency services access if ever needed. Turning into the pickup line from the wrong direction will cause you to miss the staff member calling names. You will be asked to pull around and rejoin the line on Hill St.
 - All car riders MUST have a 2019-20 school-issued sign **VISIBLE** or student must have a transportation change note from the office. Visible signs help traffic move quickly and keep students safe.
 - Please keep your tag up until you EXIT the car rider line. Students will be assigned a pickup number as you enter the line, with a staff member assigned to escort your child to the car. Please do not call your



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child(ren) over to your car - for safety reasons they must be escorted by an adult. Please do not exit your vehicle. If your child needs assistance with buckling their seat belt, please pull forward and to the side of the line before getting out to buckle them in.

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- **Bus:** All students in grades K-4th must have an adult visible at bus drop-off location in order for the driver to drop the student off. If you have a fifth through 8th grade student accompanying your K-4 child, the bus driver and bus garage must have written permission on file before the driver will allow the younger student off with the older student.

Transportation Changes: Changes from the normal routine must be communicated to the office, **not the teacher**, in the form of a signed note. If your child is going to ride home with another student or ride a bus that they do not normally ride, the school requires a note stating to where the child will be riding. The note is to be turned into the office in the morning. Please include your child's **first and last name** on the note, the **bus number** they are to ride, and **the address**. The instructions will be written on triplicate forms. At the end of the day, the student, bus driver and school will each receive a copy of the form. **To ensure student safety in pickup, NO CHANGES WILL BE ACCEPTED BY PHONE/EMAIL/FAX.** Any person listed on the student's account may make changes in person in the office, if the parent is unable to come to the school.