



Auburn School Parent & Student Information 2022-23

Hours: Doors open at 7:25 am each morning. Students are not allowed on campus before 7:25, including walkers. Students will be counted tardy if not in class by 7:45. 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) Message your child's teacher on Remind, our messaging and communication platform.
- 2) Follow us on social media: Like Auburn School on Facebook (www.facebook.com/auburnschoolky) and follow on Twitter (@AESTigersKY) to receive information about school and community events, recognition of student and teacher accomplishments, and photos throughout the year.
- 3) Visit the school website at https://www.logan.kyschools.us/school_home.aspx?schoolID=4 for links to school programs, school forms, and a staff directory to email teachers. Policies regarding discipline, electronics usage, dress code, and transportation are available here. Paper copies available upon request.
- 4) Teachers are excited to communicate with you; however, during school hours, they are focused on students. Remind and/or email is the best method to contact your child's teacher. The email address for all teachers is as follows: firstname.lastname@logan.kyschools.us. If you do not have access to Remind/email, please phone the school and a message will be relayed to the teacher.
- 5) 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 email our school counselor at andrea.ingram@logan.kyschools.us.
- 6) 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 and disciplinary actions.

Attendance: We look forward to seeing your child on time every day here at school. However, we do understand that sometimes students are sick or have doctors appointments. If your child is not going to be able to attend school, please call or email the school to let us know. We do make phone calls home to inquire about a child's absence if the office has not been notified why a student is absent. An automatic phone call is also made when a student is absent. We encourage you to ensure your child is present at school as much as possible.

If your child has a doctor appointment scheduled during the school day, please make all efforts for the student to only miss a limited portion of the day. **We do not excuse all day absences for appointments when the child could have been at school before or after the appointment.** Such appointments may be a routine eye exam, orthodontic adjustments, dental cleanings, etc. When your child returns to school after an absence, a written note or a doctor's statement is required. Please note our district Attendance Policies (<https://www.logan.kyschools.us/>) and adhere to those requirements. Students are required to complete missing work.

If your child is sent home or stays home for any reason, your child will be expected to make up any work missed. Please contact your child's teacher for instructions on what to do.

Volunteers/Visitors: At this time, we are not allowing school volunteers or visitors. We are offering curbside service; when you arrive at the school, call us at 270.542.4181, and we will be happy to help you.

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. There will be no second breakfast opportunity at this time.

At this time, we are not allowing food deliveries for birthdays/parties. Water fountains are closed, but filler stations are available. Students may have PLAIN water in a bottle/closed cup with them in class.

Students are **not allowed to bring in outside food/drink for breakfast.** No energy drinks. We do not accept delivery of food for lunches. Students may bring their own lunch. At this time, we are not allowing visitors for lunch.



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Custody Paperwork: If you have paperwork regarding the custody of your child(ren), it is your responsibility to make sure that this paperwork is accurate and on file in the front office and that our guidance counselor and your child's teacher are aware of the details regarding your situation.

Student Folders/Backpacks: Student folders and backpacks are to be used to transport classroom or office related materials only. Students are responsible for keeping up with items they bring to school. The school is not responsible for lost/stolen items.

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 7:25 after the buses dismiss. Police usually direct traffic in the mornings. Please follow the direction of police and signs posted.
- At both drop-off locations, we can unload six cars at a time.
- At this time, parents may not escort their student to the building. Please use the drop-off lines.
- **We do not allow face-to-face pick-up** anywhere on school grounds. Please **do not** approach buses 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 pick-up area.
 - 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 2022 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 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.
- **Bus:** All students in grades K-3rd must have an adult visible at the bus drop-off location in order for the driver to drop the student off. If you have a 4th- 8th grade student accompanying your K-3rd 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 or through our Transportation Remind App. Transportation changes are limited and only approved if necessary. If your child is going to ride a bus that they do not normally ride, the school requires a note or Remind message stating 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.** 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. Changes will not be accepted after 1:30 pm Mon. - Thurs. And 11:30 on Friday.