

Auburn Early Education Center

Student/Parent Handbook

www.auburnschools.org/AEEC



Office Staff:

Dr. Shelley Aistrup, Principal

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Auburn, AL 36830

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MESSAGE FROM OUR PRINCIPAL

Dear AEEC Families,

It is my pleasure to welcome you to Auburn Early Education Center for the 2014-2015 school year. Our vibrant, dedicated staff recognizes each child as a unique individual and strives to provide an educational experience that allows each child to develop his or her maximum intellectual and social potential.

Our goal is to provide an educational environment that combines the best of good practice and current research so that lessons and activities are relevant and meaningful. We strive to provide a positive school climate in which all children are accepted and secure.

As a partner in your child's education, you are invited to participate in the Parent Teacher Organization, volunteer in the classroom, attend special programs, and travel with students on field trips.

We are looking forward to an outstanding year. Please feel free to call 334-887-4950 with questions or concerns. We are here for you!

Sincerely,

Dr. Shelley A. Aistrup, Principal

Mission Statement

The mission of Auburn Early Education Center, a model of innovative educational practice and exemplary achievement, is to guarantee that all students have a heart for: learning and knowledge; nurturing and serving others; investing in their world; and being resourceful with their talents, gifts, and abilities through a system distinguished by:

- Inquiry based teaching and learning
- Positive, collaborative learning communities
- Intrinsic goal setting
- 21st Century global awareness
- Celebration of individual and community success

It is important that every parent read the Statement of Responsibilities for School Personnel, Parents, and Students and Pupil Progression Plan (PPP). This student/parent handbook is a supplement to those documents and should a discrepancy between the Statement of Responsibilities and PPP and any language in this handbook arise, district policy supersedes this handbook. Please note that many topics from those documents are not repeated in this handbook.

Faculty And Staff

Blue Pod K – 2 Community

Darcy Caldwell, kindergarten teacher

Maci Harris, kindergarten teacher

Jamie Mitchell, 1st grade teacher

Holly Hendrickson, 1st grade teacher

Judy Boone, 2nd grade teacher

Jenny Adamson, 2nd grade teacher

Green Pod K – 2 Community

Heather Donaldson, kindergarten teacher

Bennie Rahe, kindergarten teacher

Carolyn Wilson, 1st grade teacher

Meredith Sharman, 1st grade teacher

Nancy Chastonay, 2nd grade teacher

Volandra Baker, 2nd grade teacher

Purple Pod K – 2 Community

Lana Grooms, kindergarten teacher

TaSheika Gibbs, kindergarten teacher

Leah Shope, 1st grade teacher

Dionne Whitt, 1st grade teacher

Stephanie Danley, 2nd grade teacher

Glori Lammons, 2nd grade teacher

Orange Pod K - 2 Community

Misty Sanders, kindergarten teacher

Kristin May, kindergarten teacher

Melissa Cleondis, 1st grade teacher

Kelly Pugh, 1st grade teacher

Autmn Young, 2nd grade teacher

LaSean Spencer, 2nd grade teacher

Resource Teacher

Carmen Anderson, Title I teacher

Shelia Daniel, Counselor

Lauren Duncan, Art Teacher

Kelly Hollingsworth, Music Teacher

Amy Gibbs, Instructional Coach

Kara Sartain, Media Specialist

Travis Yarbrough, PE

Special Education

Lisa East, Inclusion Teacher

Elizabeth Floyd, Speech Language

Caroline Poole, Self-Contained Teacher

Greta Yandle, Inclusion Teacher

H.A.P.I.E./Little Tree Pre-K

April Rapp, Pre-K director

Beverly Adams, Pre-K teacher

Alison Hodge, Pre-K teacher

Laura Wildman, Pre-K teacher

Jessica Zevak, Pre-K teacher

Rachel Blair, Pre-K assistant

Kathleen Ecklund, Pre-K assistant

Deborah Murray, Pre-K assistant

TBD, Pre-K assistant

Support Staff

Angela Alexander, after school coordinator

Claudia Arias, computer lab instructor

Donna Beam, CNP manager

Carl Brown, custodian

Iris Cannon, CNP assistant manager

Sissy Davis, special education assistant

Jimmy Dowdell, custodian

Callie Best, school nurse

Suzanne Guerin, physical education assistant

Cheryl Havard, Title I assistant

Inez Vanerson, CNP assistant

Joe Lockhart, custodian

Tammy Przekurat, special education assistant

Jeannie Treilobs, special education assistant

Topics are listed alphabetically

After School Program

Information available in the After School Handbook.

Arrival Time

Parents are asked to make sure their child arrives at school on time (7:45 AM). Children must not arrive on the school grounds earlier than 7:15 AM. Faculty and staff members will greet and assist children in our car circle from 7:15 AM until 7:40 AM. Children may not be dropped off in the car circle after this time. **If a child is late, he/she must enter the school with a parent/guardian through the office and sign in. It is most important that the parent walk the child into the building due to the traffic near the office entrance. Communication will be made to parents/guardians by the school or the attendance officer if the number of tardies or absences becomes excessive. Please refer to the Pupil Progression Plan regarding tardies and absences.**

Birthday Parties

No individual invitations to private parties are to be delivered at school, unless the entire class is invited. If a parent wishes to send birthday treats to school for the class, this must be done according to prior arrangement with the teacher and not during the instructional time of the day. No flowers or balloons are to be sent to the school for students at any time for birthdays or other special events.

Book Bags

AEEC students may bring book bags to school to assist in carrying Friday Folders, books, and other items. **Due to our limited space, students may not bring rolling book bags to school.**

Bus Conduct

Students must adhere to the following rules when riding the bus:

1. Obey and cooperate with the bus driver. The driver may assign seats for students.
2. Be seated immediately after boarding and remain seated.
3. Do not talk to the driver except in emergencies.
4. Do not harass other students.
5. Do not fight, quarrel, yell, or use profanity.
6. Keep feet, arms, and belongings out of the aisle and feet off the bus seats.
7. Keep hands, head, and objects inside the bus.
8. Do not eat, drink, or chew gum on the bus.
9. Do not smoke or strike matches/cigarette lighter on the bus.
10. Do not bring fireworks, weapons, or anything endangering the lives of others on the bus.
11. Do not commit careless or willful acts which may cause injury/damage to others or the bus.
12. Help keep bus clean by picking up all trash.

The following are suggestions for parents:

1. Parents should stay with their child at the bus stop in the morning until the child boards the bus.
2. Parents should meet their child at the bus stop every afternoon.
3. Parents should talk to their child about following bus rules and listening to the bus driver.

Bus/Day Care Riders

School buses and day care riders will use the East University Drive entrance. No one else may use this circle drive. Children who ride school buses will be dismissed at 2:35 PM each day. A teacher will escort the children to their school bus. Records are kept regarding who rides the bus each afternoon. Day care van/buses will be loaded as soon as all school buses have departed.

If you do not plan on your child leaving school by school bus or day care bus/van on a particular day, you must either provide a written note indicating the arrangements or call the school office before 1:30 p.m.

Bus Violations

Bus drivers report misconduct to the transportation supervisor and principal. Bus misconduct will be addressed at the school. Parents and teachers may be involved. If you have any questions regarding bus routes or schedules, please contact the Transportation office at **334-887-4915**.

Car Riders

Students riding in cars will be dropped off and picked up in the car loop that is located off Wrights Mill Road. Please use the following exit options when leaving the Wrights Mill Road entrance.

In the afternoon, we ask that you do not exit left onto Wrights Mill Road. Please use the following options:

- Go straight across to Loftin, and then turn left onto Gay Street. This will take you to East University Drive.
- Go straight across to Loftin, and then turn right onto Gay Street. This will take you into town.
- Go straight across to Loftin, and continue straight. This will take you to University Drive.
- Take a right out of our entrance onto Wrights Mill Road. Then take a right onto Janet Drive.
- From Janet Drive, a right on Hollon Road, Brenda Avenue, or Heard Avenue will take you to Dean Road.
- From Janet Drive, a left on Heard Avenue will take you to Dumas Drive. A right on Dumas Drive will take you to Samford Avenue. A left on Dumas Drive will take you to Wrights Mill Road.

Care of School Property

School loyalty and pride are displayed by keeping our building neat and clean. Students who intentionally deface or damage school equipment or property in any way will be required to clean the article or pay for the damage done. Parents will be notified immediately in all situations.

Check out Procedure

If you need to pick up your child during the school day, please report to the office with a valid picture ID when signing your child out. Your child will be called from the classroom to meet you in the office. If your child misses his/her classroom lunch, please make sure that he/she eats lunch before returning to school. If you know that your child will be checked out before lunch, please let the teacher know that morning so a lunch will not be ordered. Upon returning to school, the child must be brought to the office and signed in before returning to class.

At all times, parents must check out students from the office. The secretary will call for the student, and he/she will walk to the office and meet the parent. These procedures are in place in order to keep our children safe.

Communication To Parents

Parents will receive a weekly newsletter from their classroom teacher. In addition, the school principal will send home a bi-monthly newsletter and the PTO will send one quarterly. As needed, the school office will send notices home. This communication will usually be sent home in Friday folders. All correspondence sent home (from PTO or other outside organizations) must be approved by the principal.

Conferences

In October, a full day is scheduled for teachers to meet with parents. You will receive your child's report card at this scheduled conference date. Reports cards cannot be provided earlier than the board approved dates. Parents will be contacted by their child's teacher prior to this date to schedule an appointment. Parents are urged to take advantage of this opportunity to monitor their child's progress first-hand. Parents are requested to call the school's office or send a note to the appropriate teacher(s) to arrange additional conferences.

Consistent home-school communication is important and necessary to your child's success. If you have questions or concerns regarding your child's instruction, we ask that you schedule an appointment with your child's teacher as soon as possible. Do not wait. It is important to clarify information, address concerns, and discuss anything you might not understand with your child's teacher. Face to face conferences are encouraged and emails are discouraged when the need to discuss an issue arises. Email should be used for quick communication only.

Departure Time

AEEC children will be dismissed each day beginning at 2:35 PM. Car riders must be picked up by 2:45 PM.

Discipline

Each teacher will include their students in developing classroom rules. We believe this will aid in the children's understanding and compliance with their classroom rules. We want our children to learn responsibility for self and consideration of others since they will be our leaders of tomorrow. **For additional information concerning discipline, please refer to Auburn City Schools Statement of Responsibilities Booklet.**

The following are AEEC School Rules:

1. Show respect for your teachers and classmates.
2. Keep hands, feet, and objects to yourself.
3. Act in a safe and responsible manner.
4. Be respectful of the property of others.

We have formalized a policy for resolving conflict with others. We believe that it is important for our children to learn how to discuss problems with each other, rather than resorting to violence. In doing so, we have developed the following steps for our children to use:

Problem Solving with Friends (Posted in Classrooms):

1. Talk it out. Tell what you don't like. Ask them "why?"
2. Tell why.
3. Try to make each other feel better.
4. Decide on a solution.

These steps are posted in each classroom. We encourage students to proceed with these steps before asking the teacher to resolve the conflict.

Our teachers model appropriate behavior (caring, empathy, etc.) and help students use these steps effectively. However, it is crucial that you discuss these steps with your child and encourage your child to use these steps at home and in other situations.

Educator's Code of Conduct

The teacher will make reasonable efforts to assure that each student is protected from harassment or discrimination on the basis of race, color, disability, sex, religion, national origin, or age.

Emergency Procedures

Severe weather and fire drills will be conducted periodically in the school. Students are taught the first week of school what to do in case of a fire or severe weather. Severe weather and fire drill maps are posted by the door in each classroom. Fire drills are conducted monthly with the city fire inspector on site. Severe weather drills are conducted four times a year.

In order to protect our students during an emergency situation, the Auburn City Schools Board of Education has established a Board Policy that requires each school to conduct an Intruder Drill. These drills are practiced two times a year. Teachers talk with the students and prepare them for this drill. Teachers also review with the students how to practice for emergency situations by having fire drills, severe weather drills and intruder drills. Teachers explain to the children that the purpose of this drill is to ensure their safety.

Parents are requested not to check students out when the school is under emergency "Warning". Standard emergency procedures will be followed. Parents should seek safe shelter themselves. Please do not call the school during emergency warnings; the school telephone line must remain open. The most appropriate and cautious care of each child will be provided in emergency situations. When the opening of school is questionable because of emergency conditions, please listen to the local radio stations.

Announcements will be made by 6:30 a.m. (WAUD 1240 AM; WKKR 97.7 FM). Listen for announcements about Auburn City Schools. Announcements about Lee County and Opelika Schools refer to Lee County Schools and Opelika Schools, not Auburn City Schools. Following closure, all daytime and evening school activities are automatically canceled until schools are reopened.

Field Trips

A signed permission form and any money due must be returned to the school **one day prior** to each field trip. **Verbal permission cannot be accepted.** Only the permission form sent home is accepted as formal permission to attend a field trip. Any school sack lunches ordered on the permission form prior to the trip must be paid for, even if a lunch is brought from home on the day of the trip.

Appropriate behavior is expected of all students. Inappropriate behavior on a field trip may result in denial of participation in future field trip activities, unless the parent is in attendance, in order to ensure the trip is safe and productive for all students. While parents who agree to serve as field trip chaperones are greatly appreciated, younger siblings will not be allowed in order to provide adequate supervision for AEEC students. The purpose of being a chaperone is to assist in supervising the school-aged children attending the trip.

Lost and Found

ALL PERSONAL POSSESSIONS SHOULD BE CLEARLY LABELED WITH THE FIRST AND LAST NAME OF THE CHILD. This is especially important for items of clothing. Parents are encouraged to check the lost and found area outside the Conference Room and reclaim lost items. Periodically throughout the school year, all items remaining in lost and found will be donated to a local charity.

Lunch

Parents are encouraged to eat lunch with their child, but we do ask that you schedule these lunches in advance by letting the teacher know that morning with a note. Lunches generally last about 30 minutes. Carbonated drinks and fast food will not be allowed by students or visiting parents for lunch.

Parent Teacher Organization (PTO)

The mission of PTO is three-fold:

1. to support and speak on behalf of children and youth in the schools, in the community, and before governmental agencies and other organizations that make decisions affecting children;
2. to assist parents in developing the skills they need to raise and protect their children; and
3. to encourage parent and public involvement in the public schools of this nation.

Parking

Visitor parking is located in the large parking lot adjacent to the school's flagpole (University Drive). Other parking areas are designated for AEEC staff and those who are handicapped. Please do not park in the faculty parking lot or in the circle at the school entrance or by the dumpster at any time. (The city sanitation truck will not pick up the garbage when a car is parked next to the dumpster, but our school is charged for their trip.)

Parties

Your child's teacher will announce any school parties that will be held. Parents may be asked to assist the teacher with party planning. Children are not to bring or exchange gifts for any classroom parties. Children with allergies should be provided alternative food items by their own parents to assure food allergy safety.

Physical Education

Each child will participate in physical education with a certified physical education teacher and assistant. The program will foster life-long physical fitness habits. In addition, each class will participate in outdoor free play activities on a daily basis. If your child has a reason for not participating (due to illness or other limitations), please write a note which states the reason. Students are to wear rubber soled shoes for physical education.

Preschool Special Education Services For Children With Disabilities Ages Three Through Five

Preschool special education is a part of the total special education program offered through Auburn City Schools. Preschool special education and related services are offered for children with disabilities and special needs ages three through five through the H.A.P.I.E./Little Tree collaborative Program (Helping Auburn Preschoolers – Intervening Early). Eligibility for special education is decided by determining if a child has a disability according to what is listed in the Alabama Administrative Code. For a child who is determined eligible, special education and related services are provided at no cost to the family if the child receives these services as part of their specially designed instruction. Once a child is eligible, preschoolers may begin receiving special education services on their third birthday.

Because of the unique stage of development of a preschool child, special education services may be delivered in a variety of settings through various models. Services and the location of the services are determined based on the needs of each child. Our goal is to work together with families and community providers in providing preschool special education services.

Our preschool program strives to provide all children with a developmentally appropriate experience. Because children learn from other children, peer models are included in our preschool special education program. These children do not have an Individualized Education Plan. They provide age appropriate play skills, language skills, and behaviors for students in our program. Because it is essential for peer models to display appropriate and acceptable behaviors, initial placement in our program is on a trial basis. A fee is assessed for participation in our program as a peer model.

Response to Intervention and Data, Support, & Intervention Teams

A student experiencing academic, social, or behavioral difficulties may be referred to the DSI Team. This team of teachers and administrators will work together to begin the RTI process to determine strategies or techniques for the teacher(s) and/or parent(s) to use with the student in order to promote appropriate growth in school. You will be notified by letter or communication with your child's teacher(s) if RTI is a necessary step for your child.

School Visitors

For the safety of students and personnel at AEEC, everyone who enters the building will be required to go straight to the office, sign in, and obtain a visitor's sticker. **There will be no exceptions.** Parents and visitors will only be allowed to proceed to the classroom with principal approval. Forgotten lunches and/or other items will be left in the school office. Parents will not be allowed to take these to the classroom after the start of the school day.

In an effort to maintain a positive learning environment, visitation must be kept to a minimum. We do not allow unannounced, drop-in visits. Please do not come in the morning before school starts to see your child's teacher as they are supervising children and doing many other tasks at this time. If you schedule a time to visit or observe in your child's classroom, your visit will be for 20 minutes. This is to protect the instructional time of the classroom teacher and the confidentiality of other students in that room. We ask for your cooperation with this practice, and we will be very consistent in enforcing it.

Snack

Time will be allotted each day for snack. Food for snack may include fresh fruit, dried fruit, vegetables, cheese, or crackers. We encourage you to send healthy snack foods for your child(ren.)

Special Education

If a student is eligible for special services, teachers and parents will develop an Individualized Education Plan (IEP) designed to meet the educational needs of that student. Typical special education services are provided in the areas of Developmental Delay, Hearing Impaired, Learning Disability, Orthopedically Impaired, Other Health Impaired, Speech/Language, and Visually Impaired.

Student Pictures

Individual school pictures will be taken in the fall. Classroom group pictures and more individual pictures will be taken in the spring. Parents will have an opportunity to view proofs of individual pictures before purchasing them. Parents may order the desired picture package by sending an order and the appropriate amount of money back to the school. The school will forward the order and the money to the photographer. The profit made from the sale of these pictures is used to purchase supplies and materials for the school. Exact dates for pictures will be announced at a later time.

Tardies

School begins at **7:45 A.M.** Please make sure that your child arrives on time. Should your child arrive at 7:45 a.m or later, he/she must enter the school through the office and be signed in by an accompanying adult. For the safety of our children, adults should accompany them to the office. The principal will notify the attendance coordinator if a student is tardy more than 10 times during a semester.

Telephone

If you need to speak with your child's teacher, please leave a message in the office (334-887-4950). Children's instruction is our first goal, and we will not be able to interrupt classroom activities unless it is an emergency. Children will not be allowed to use the school telephone except for a valid reason. Children should not expect to use the telephone in the afternoon after school to determine transportation arrangements.

Medication Information

Dear Parent/Guardian:

Welcome back to another school year. We would like to remind you of the Auburn City Schools medication policy for dispensing of medications to students by school personnel.

Prescription Medicine: If your child should need a prescription medicine during school hours, you have the following choices.

1. You may come to the school and give the medication to your child at the appropriate time(s).
2. You may obtain a medication form from your child's school. Your child's physician must complete and sign the form. The form must include the medication needed, dosage, and number of times per day the medication is to be given. A new form must be completed if your child's medication, dosage, or times given should change during the school year.
3. You may discuss with your physician an alternative schedule for giving the medication (e.g. outside school hours).

Inhalers for asthma: You and your child's physician should assess whether your child should be permitted to keep and self-administer a metered-dose inhaler for asthma. An additional form, along with a medication authorization, is required for this situation. Please contact the school nurse for this form if your child is to keep an inhaler in his/her possession. If your child is not to self-administer his/her inhaler, a medication authorization form must be completed by your child's physician and also by you so that assistance may be provided.

Epi-Pens: You are responsible for informing the school if your child requires an epi-pen on campus.

All medications must be delivered to the school in a pharmacy labeled container with your child's name and instructions that match the medication form. Parents must deliver all medications. Students are not allowed to transport medications to or from school. The first dose or any change in medication must be given at home.

Over-the-Counter medication (OTC): If your child should need an over-the-counter medication during school hours, the parent/guardian must fill out the medication authorization form and return it to the school accompanied by OTC medication in its original container.

Topical Medications: The school can NOT provide any topical medications. If your child needs any kind of antibiotic/anti-fungal/anti-itch medicine, a parent/guardian must provide the medication and an authorization form must be completed.

Auburn City Schools does not keep any medication (Tylenol, Advil, Antacids, etc) to give to students or staff. If you have any questions about this policy or other issues relating to the dispensing of medication, please contact your school nurse. Unused medications are to be picked up by the parent/guardian. Medications not picked up by the end of the school year will be destroyed.

Thank you for your cooperation.

AEEC School Nurse

Auburn Early Education Center
Auburn City Schools
Title One Program Notification

August 2014

Dear Families,

Auburn Early Education Center is a Statewide Title I School. Because of this we may use federal funds to support our total curriculum. The federal funds are used to supplement materials, support professional development, encourage parental involvement, and provide additional staffing throughout the school.

For the 2014-2015 school year, Carmen Anderson will serve as a Title I Academic Instructor. Mrs. Anderson will work with the students, teachers, and staff. She will provide assistance to all classrooms in the areas of reading and mathematics. Our federal funds will also provide for instructional assistance from assistants. Assistants will work with the teachers to support the academic progress of all children. Providing a quality education for all children is the goal of Auburn Early Education Center, as well as Auburn City Schools. We appreciate the opportunity to supplement our school program with the available federal funds. It is the wise use of all resources that allows us to offer the best to our students and families. If you have any questions, please feel free to contact me at the school. Further questions or concerns may be addressed to Dr. Tim Havard, Director of Federal Programs for Auburn City Schools, at 334-887-2100. Also, you may contact Deann Stone, Federal Programs Section Coordinator, at the Alabama State Department of Education, at 334-242-8199 or 888-725-9321.

Sincerely,

Dr. Shelley Aistrup

Principal

Auburn Early Education Center
Auburn City Schools
Parental Rights Notification

August 2014

Dear families,

Federal law now requires school systems that receive federal funding to notify the parents of each student of the parental rights related to teacher qualifications. Parents may request information regarding the professional qualifications of any teacher or paraprofessional that serves their child.

A goal of the Auburn City Schools is to provide your child with a quality education. This goal includes providing all students with highly qualified teachers. Auburn City Schools is proud of its teaching staff and welcomes this opportunity to share information regarding licensing, degrees, and the experience of its staff with any parent. Please forward any request for staff credentials to:

Auburn City Schools

Jason Lowe, Executive Director of Human Resources

855 East Samford Avenue

P.O. Box 3270

Auburn, Alabama 36831-3270

You may expect a reply within ten business days.

Sincerely,

Dr. Shelley Aistrup

Principal

Auburn Early Education Center
721 East University Drive
Auburn, AL 36830

PARENT SIGNATURE PAGE

The purpose of the Auburn Early Education Center Student/Parent Handbook is to present school policies and general information for students in regard to the procedure for school operation. This student/parent handbook is a supplement to the Statement of Responsibilities for School Personnel, Parents, and Students and Pupil Progression Plan (PPP) and should a discrepancy between those documents and any language in this handbook arise, district policy supersedes this handbook. Please note that many topics from those documents are not repeated in this handbook.

We believe that parental involvement and support are crucial to a child's success, not only in school, but in life. Parents and educators must work together to aid our children's mental, emotional, and physical development. We enlist your support in the education of your child.

In order to provide all children at Auburn Early Education Center with an atmosphere conducive for learning, your support is necessary. We respectfully request that you read this handbook and discuss the pertinent information with your child in order to be familiar with these policies and regulations. This form, with appropriate signatures, must be returned to the homeroom teacher.

Your signature certifies that you have read the information in this handbook and discussed it with your child.

Signature of Parent

Date

Signature of Student