



## Sherwood Heights Elementary School

32 Sherwood Drive  
Auburn, ME  
04210

**Office Hours:** 7:30 - 3:30 Monday – Friday  
(Summer Hours by Appointment)

**Phone:** (207) 783-8526

**School Mascot:** Superstars

**School Colors:** Blue & Yellow

### **Auburn School Department Core Values:**

Respect Responsibility Fairness Compassion Honesty Courage

### **Sherwood Heights Elementary School Website:**

<http://sherwood.auburnschl.edu>

### **Sherwood Heights School Facebook Page:**

Sherwood Heights School @AuburnSherwood OR [fb.me/AuburnSherwood](https://www.facebook.com/AuburnSherwood)

**Sherwood Heights on Remind App:** @Sherwood23

**Sherwood Heights School Twitter:** @AuburnSherwood

**Auburn School Department Website:** <http://www.auburnschl.edu>

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# Principal's Message

Dear Parents/Guardians and Students,

Whether you are a returning family or a newcomer to Sherwood Heights Elementary School, I welcome you and offer this booklet as a means of communicating our procedures and expectations. Through these procedures and expectations we maintain a climate that ensures the physical, social, emotional and academic safety of all of our children.

This handbook contains information about our school that will be useful to you throughout the school year, so please keep it in a handy location. It is your reference for routine, factual questions and other helpful information. If you do not find the answers to your questions please feel free to call me at school. The handbook is one step in creating our partnership in your child's education. Family members play an important role in a child's education and I hope this handbook will help you as we work together to make a real difference in your child's life each day.

The staff and I are looking forward to welcoming students and parents/guardians to a school year filled with learning and excitement. We are proud of the programs and activities we offer at Sherwood Heights Elementary School and encourage you to take an active role in your child's education. Students and families who get the most out of the educational experience are those who actively participate.

Our school is always open to you. If you have a question or a concern, please call or schedule a visit. Open communication is the key to a happy school community and an involved parent is an informed parent.

Our caring staff provides quality education to all students in an environment conducive to learning. We invite you to be our partner in this rewarding journey!

Yours in partnership,  
Mr. Michael Davis  
Principal

# Vision 2030



## Auburn School Department – **Vision 2030**

“Empowering life-long learners to succeed in an ever changing world.”

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### **Our students:**

- Communicate, collaborate, think critically and flexibly.
- Apply their knowledge to real-life situations.
- Demonstrate the core values of compassion, courage, fairness, honesty, respect and responsibility.
- Recognize learning as an ongoing process.
- Appreciate diversity.

### **Our educational program:**

- Serves the whole child.
- Focuses on student interest, goals and career exploration.
- Is student-centered within a standards-based approach.
- Provides independent, collaborative and community-based learning.
- Is flexible and personalized to maximize every student’s growth.

### **Our staff members:**

- Are model learners and collaborative educational leaders.
- Create safe environments for learning.
- Have high expectations, motivating students to be their best.
- Value reflection and creative thinking.
- Encourage active learning and innovation.

### **Our community members:**

- Actively share the responsibility for students to be career and/or college ready.
- Partner with staff to ensure student success.
- Demonstrate mutual respect.
- Support safe, flexible and appropriate facilities for learning.
- Provide learning opportunities for students outside the school walls.

**All Auburn students are supported to graduate with high aspirations, hope for the future, a passion for learning and the capacities to accomplish their dreams.**

## **General Information**

### **Address & Phone**

32 Sherwood Drive  
Auburn, Maine 04210  
(207) 783-8526 Fax: (207) 784-1574  
Website: <https://sherwood.auburnschl.edu/>

### **Regular School Hours**

8:25 AM to 3:00 PM

Students may arrive on school grounds only after 8:00 a.m.

Early Release Wednesdays: 8:25 a.m. to 1:00 PM.

**\*\*** When a holiday or workshop day shortens our school week, Wednesday will be a full day with regular school hours.

See the *school calendar* for specific Wednesdays.

### **Office Hours**

The office is open 7:30 AM to 3:30 PM weekdays during the school year. The office is closed during holidays and vacations. Summer hours vary.

### **Parent Teacher Organization (PTO)**

The Parent Teacher Organization concentrates its energy on providing enriching, educational experiences for students. As a parent or guardian of a child in our school, you are already a member of this organization. Sherwood's PTO is called Friends of Sherwood Heights, F.O.S.H. The F.O.S.H. meets each month at our school. Watch for flyers to be sent home from school with details about meeting dates and times. We encourage all parents and guardians to participate in F.O.S.H. activities.

### **Visiting School**

Upon entering the school all visitors and volunteers must report to the office, sign in and pick up a visitor tag. Volunteers **MUST** complete the Volunteer Registration form and receive prior approval before volunteering. This practice is for the safety of all and also to ensure that learning in each classroom is not interrupted. Volunteer registration forms may be requested through the front office.

## **Volunteers**

The success of our school is dependent upon our strong community/school partnerships. The cooperative efforts of staff and families working together helps to provide a learning community where students feel physically, socially, emotionally and academically safe. We hope you will consider volunteering at our school and will help us to promote our core values. A volunteer registration form must be completed and returned to school in order to volunteer in any capacity while at school. Volunteer registration forms may be requested through the front office.

## **Emergency Contacts**

It is extremely important that school personnel have current and accurate contact information. If you should move, change phone numbers or employment, please contact the school office and provide updated information. If your emergency contacts change during the school year please notify us. We will only release students to those people named as emergency contacts .

## **Outdoor Recess**

When cold weather comes, be sure your child dresses accordingly. Warm mittens, a hat, boots and a coat with a zipper or buttons are necessary for all students. Students will go outside unless it is raining or the windchill is below a safe level. Students will not go outside if the temperature is below the “feels like” temperature of 10 degrees with windchill. A written statement from a physician is required in cases of extended exclusions from outside recess.

## **Safety Drills**

- 10 Fire Drills will be conducted each year to ensure that students and staff are aware of emergency procedures.
- Evacuation Drills are combined with fire drills and will be used if students and staff need to be further away from the school.
- 2 Lock Down Drills will be conducted with students. A Lockdown is used if students and staff need to remain in the building because it is not safe to evacuate.

## **Student Drop-off and Pick-up**

Sometimes it is necessary for parents to drop off and/or pick up their children from school. Please know that automobiles are not allowed in the bus loop near the main entrance between 8:00-8:30 AM and 2:15-3:20 PM, as per Auburn Fire Department regulations. This is to ensure the safety of the youngsters leaving the building and access of emergency vehicles. Parents can pick up students in the dismissal line in the lower parking lot. If you are picking your child up in a vehicle please remain in your vehicle and follow the traffic line. A staff member will greet you to find out who you are picking up. That student will be notified you are here to pick up.

## **Field Trips**

Each time your child is to participate in a field trip, you will be informed through writing. As documentation of your understanding of the event and risks involved, a parent/ guardian's signature on the field trip permission slip is necessary for your child to travel off-grounds. Once permission is granted, students are expected to ride the bus or travel with their class to and from the event. Chaperones are expected to do the same, unless this has been pre-arranged. We count on chaperones for supervision during transport. If a case arises where separate transportation is needed, a child may only be transported by their parent.

## **Lost & Found**

During the course of the year, numerous items are found and placed in the “Lost and Found” containers that are located in the common space near your child’s classroom. Any items of value (i.e., wallets, jewelry, cash) are kept in the office. If your child has lost any items of clothing, please have them check the lost and found bin. At the end of each trimester and when school closes in June, the clothes are sent to Goodwill.

## **Out-of-School Parties**

Children are not allowed to distribute party invitations in school. Although unintentional, children not included may feel excluded.

## **Lockers/Cubbies**

Each student in grades K-6 will be assigned a locker in which to keep backpacks, coats, jackets, boots, etc. Every student is responsible for keeping his/her locker clean. Food should not be left in lockers overnight.

## **Meals – School Breakfast & Lunch Program**

Universal breakfast and universal lunch are served daily in the cafeteria. Meals are available to all students at no cost. If children bring lunch from home, they may select a beverage at no cost (orange juice, white milk or chocolate milk). For additional information please visit the Food Services website at: <http://www.auburnschl.edu/district-departments/food-services>

## **Security Cameras**

For the safety of students, staff and the community, all of Auburn’s schools, grounds and Auburn school buses have been equipped with a 24-hour surveillance security monitoring system. For more information see Auburn School Policy AUB-ECA School Safety & Security Video Cameras.



## **Tobacco & Drug Free Zone**

All schools are tobacco and drug free zones. State law prohibits smoking on school grounds (at any time of the day/night), which include the playground, curbside, and fields.

## **Child Abuse Reporting**

School staff are mandated reporters. Title 22, Subchapter II, Section 4011 of the Maine compiled School Laws states: *Persons mandated to report suspected abuse or neglect: Reasonable cause to suspect. When, while acting in his/her professional capacity, a ... teacher, school counselor, social worker, school official, or nurse knows or has reasonable cause to suspect that a child has been or is likely to be abused or neglected, call immediately to report or cause a report to be made to the Department of Human Services.*

## **Custody Agreements**

Parents with shared custody are able to pick up students or have them dismissed. If there is a change in custody, please bring in copies of all legal documents to the office. Step-parents do not have legal rights for a child unless documented permission is given by a custodial parent.

## **Homeless Education**

Homeless students face multiple challenges and barriers to success in school. The Education for Homeless Children and Youth Program provides resources and technical assistance to ensure homeless students are enrolled in school and have the supports and resources necessary for success:


A homeless individual is someone who lacks a fixed, regular and adequate nighttime residence. This includes anyone, due to a lack of housing, who lives:

- A. In emergency or transitional shelters;
- B. In motels, hotels, trailer parks, campgrounds, abandoned in hospitals, awaiting foster care;
- C. In cars, parks, public places, bus or train stations, abandoned buildings;
- D. Doubled up with relatives or friends; and/or
- E. Migratory children living in these conditions.

**Please contact the school for more information.**

**[Staff Directory Link](#)**

# School Calendar

 <b>Auburn School Department</b> <b>2023-2024 Calendar</b>	
<b>August 24, 2023</b>	<b>Teacher Workshop Day (PreK-12)</b>
<b>August 28 &amp; 29, 2023</b>	<b>Teacher Workshop Days (PreK-12)</b>
<b>August 30, 2023</b>	<b>First Day of School for students (K-7)</b>
<b>August 31, 2023</b>	<b>Orientation for grades 9-10</b>
<b>September 1, 2023</b>	<b>First Day of School for students (8-12)</b>
<b>September 4, 2023</b>	<b>Labor Day</b>
<b>September 5, 2023</b>	<b>First Day of School for Pre-K students</b>
<b>October 6, 2023</b>	<b>Teacher Workshop Day (PreK-12)</b>
<b>October 9, 2023</b>	<b>Indigenous Peoples Day Observation</b>
<b>November 10, 2023</b>	<b>Veterans' Day Observed</b>
<b>November 22, 23 &amp; 24, 2023</b>	<b>Thanksgiving Recess</b>
<b>December 22 - January 1, 2024</b>	<b>Winter Vacation</b>
<b>January</b>	<b>Mid Term Exams</b>
<b>January 15, 2024</b>	<b>Martin Luther King, Jr., Day</b>
<b>January 22, 2024</b>	<b>Teacher Workshop Day (PreK-12)</b>
<b>February 19-23, 2024</b>	<b>Vacation</b>
<b>March 15, 2024</b>	<b>Teacher Workshop Day (PreK-12)</b>
<b>April 15-19, 2024</b>	<b>Spring Vacation</b>
<b>May 27, 2024</b>	<b>Memorial Day</b>
<b>June 7, 2024</b>	<b>Last Day of School for Students (if no storm days are used)</b>
<b>June 1, 2024</b>	<b>ELHS Graduation</b>
<b>June 13, 2024</b>	<b>Last Day of School for Students (if 3 storm days used)</b>
<b>Trimesters</b> First Trimester ends November 21, 2023 Second Trimester ends March 8, 2024 Third Trimester ends June 10, 2024* *Subject to change due to storm days	<b>Religious Holidays</b> Religious holidays that may require students to miss school are excused absences. Families should send notes to verify that the students are going to miss or have missed school because of a religious commitment. Some holidays do not impact school attendance.
<b>Quarters</b> First Quarter Ends November 3, 2023 Second Quarter Ends January 19, 2024 Semester 1 Ends January 19, 2024	Third Quarter Ends March 29, 2024 Fourth Quarter Ends June 10, 2024* *Subject to change due to storm days Semester 2 Ends June 10, 2024 *Subject to change due to storm days
<b>Note:</b> A delayed start may be necessary due to inclement weather. <b>Early dismissal Wednesdays – K-6</b> dismissed at 1:00 on Wednesdays <b>whenever there is a full week of school.</b> Grades 7-12 dismissed at 12:00 on the days indicated. <b>NOTE: No Pre-K Classes on Wed.</b> <b>TRANSPORTATION: 207-333-6658 ext. 1</b>	

<b>August 2023</b> <table> <tr><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>Days</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td><td>For Month 2+3</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td></td><td></td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td></td><td>For Year 2+3</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td></td><td></td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>							M	T	W	T	F	S	Days		1	2	3	4		For Month 2+3	7	8	9	10	11			14	15	16	17	18		For Year 2+3	21	22	23	24	25			28	29	30	31										
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<b>Calendar Provides for:</b> 175 Instructional Days 7 In-Service Workshop Days * 3 Storm Make-up Days June																																																							
 No School Day  Teacher Workshop Day PreK-12  Early Dismissal - Grades K-6  Early Dismissal - Grades K-12 K-6 Dismissed at 1:00 and 7-12 at 12:00																																																							

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Pre K classes on Mon., Tues. Thur. & Fridays ONLY ELHS Graduation – Saturday, June 1 June 13* - Last day for students if 3 storm days used Revised 7/14/2023 cas																																																							

## Auburn School Department Child Care

A before and after-school care for school-age children is available at Sherwood Heights School. The Childcare program has a full-time director and part-time aides. The program is licensed by the State of Maine.

The hours are as follows:

School days: 6:30 AM - 8:15 AM and 3:00 - 5:45 PM.

On the afternoon of early-release Wednesdays, the program is open from 1:00 PM to 5:45 PM.

It is also open on workshop days, snow days and February and April vacations (Tues. - Fri.), if there is adequate interest. For more information and fees, please call Sarah Levine, Director at 784-6431 Ext. 1308.

# **Routines and Procedures**

## **Arrival & Departure Information**

- Students should not arrive at school before 8:00. Staff supervision for arrival does not begin until 8:00 when students will be allowed to enter the building and head to class or to breakfast.
- Students who arrive later than 8:25 are tardy. They will need to report to the school office before going to their classroom. If a student is tardy 5 times in a trimester, a meeting may be scheduled with staff to discuss concerns.
- If there is a change in your child's after school arrangements, please notify the school in writing. Without a written notice, students will be dismissed in their usual way. Emergency changes should be made by calling the school secretary before 2:00.
- Students will be dismissed from school at 3:00 on full days and 1:00 on early release days.

## **No School & Late Start**

The determination to close Auburn Schools will be made jointly by the Superintendent of Schools and the Transportation/Maintenance Supervisor after consultation with Road Commissioners, the Auburn Police Department and other appropriate agencies. In general, the decision to close school will be based on the partial considerations of the safe transportation of students and accessibility to the schools. The decision will be announced on local radio and TV stations in the early morning. Automated phone calls may be made to families with accurate phone information in our system. The first three SNOW DAYS will be treated as traditional snow days and any other cancellations will be REMOTE days.

Once in session, schools will remain open the entire day except under circumstances where the Superintendent deems it safer for students to be dismissed early. This is a very rare situation, but one that needs to be planned for. Should an extreme situation cause the Superintendent to dismiss schools early, announcements will be made on local radio and TV stations. Parents are expected to make early dismissal arrangements for their children regarding where they should go in such an emergency if a parent is not at home and provide us with that information on the emergency dismissal information form. Please alert your child about what to do in case of emergency early release.

## **Delayed Start due to Inclement Weather**

If there is a delayed start, the start of school will be delayed two hours, and morning Pre-K classes will be canceled. On early release Wednesdays, there will not be a delayed start.

Your child's bus pick-up time will be delayed two hours. For example, if the bus usually picks up your child at 7:45 a.m., the pickup time will be 9:45 a.m. for a delayed start.

The morning schedule for a delayed start is as follows:

- 10:05 – 10:25 Student Arrival - Students should not arrive before 10:10.
- 10:05 – 10:25 Breakfast
- 10:25 Students report to classrooms. The remainder of the day follows our regular schedule.

## **Wednesdays & Early Release**

Most Wednesdays during a full week of school are early release days for students so teachers can plan and train for effective student programming. Students are released at 1:00 p.m.. Please refer to your school calendar to note specific dates of early release Wednesdays.

## **Attendance**

There is a strong relationship between the amount of time students are available for instruction and the amount of progress they make. Our school year in Maine lasts only 175 days. We urge parents to make every effort to have their child attend school regularly so that we may fulfill our collective responsibility and provide them with the best formal education possible. Absences impact the absent child *and* the progress of the classroom as a whole.

It is a parent's responsibility to call the office at 333-6657 if a child will not be attending school that day. This will help ensure the safety and whereabouts of your child. Please call the office before 8:30 a.m. if your child is going to be absent. For an extended absence, you should ensure the principal, office, and the teacher receives prior notification.

Excusable absences are as follows:

- ☐ Personal illness; appointments with health professionals that cannot be made outside of the regular school day;
- ☐ Observance of recognized religious holidays when observance is required during a regular school day;
- ☐ Emergency family situations;
- ☐ Planned absences for personal or educational purposes that have been approved by the principal in advance.

A written or phoned-in excuse for all absences and tardiness is required.

If a student is absent for reasons other than those listed, the absence will be treated as unexcused, and the child will be regarded as truant.

Teachers will be contacting parents periodically when a child misses school (excused or unexcused) to connect with families and offer support.

Students will be allowed to make up work missed due to either an excused or unexcused absence at the convenience of the teacher.

## **Truancy**

Maine School Law requires school districts to track student attendance and report students that have habitual truancy. According to Maine School of Law, a person is habitually truant if:

- A. The person has completed grade 6 and has the equivalent of 10 full days of unexcused absences or 7 consecutive school days of unexcused absences during the school year; or
- B. The person is at least 7 years of age and has not completed grade 6 and has the equivalent of 7 full days of unexcused absences or 5 consecutive school days of unexcused absences during a school year.

Once a student has 7 unexcused absences, parents will be contacted and the proper authorities will be informed.

## **Health Office**

### **Health Protocol**

In order to ensure school remains a safe and healthy environment, this health protocol has been developed by the Auburn School Department.

I. In order to limit the risk of possible infection to other students, children will be sent home if he/she becomes ill at school. If your child has developed any of the following symptoms during the previous 24 hours, he/she should remain at home the next school day.

- fever greater than 100 degrees F. The temperature should be normal for 24 hours before returning to school.
- congestive cough
- Vomiting
- Diarrhea
- discharge that is other than clear from nose, eyes, mouth, ears or any other areas.
- skin rash

II. If a student arrives at school or develops any of the previously listed symptoms, you will be notified and expected to take your child home. If you cannot be reached, the available contact on the emergency card will be called. (If you have not provided the school with emergency contacts, please do so immediately.) Students sometimes are not able to specify what is wrong or how they feel. Thus, staff must use their own judgment to determine if the student can benefit from an educational setting at that time. When, in the judgment of the student's teacher, principal, secretary and/or school nurse, a student shows signs of being in ill health or of suffering from infections or a contagious disease, the parent shall be notified and said student will be excused from school.

A student should not be in school and will be sent home if the following condition(s) are present:

- The student has a fever of 100 degrees F or higher. The temperature should be normal for 24 hours before returning to school.

- The student is unable to function/participate in the school activities due to observed health status.
- The student wants to sleep during the day and appears listless.
- The student has a discharge which is other than clear from nose, mouth, eyes, ears or any other areas.
- The student is vomiting.
- The student has diarrhea.
- The student has a congestive cough, which prevents him or her from meaningful involvement in the educational process.
- The student has an open, draining sore and will not keep the bandage on.
- The student had a previously controllable medical condition and that condition has become unmanageable (e.g., asthma, seizures).
- The student exhibits unusual pallor or a flushed face.
- The student has an unknown skin rash.
- The student has a strong offensive body odor suggestive of urine/fecal soiling or hygiene concerns.

III. Universal precautions is the practice of following certain safety measures when a school employee or student may be exposed to blood or certain other body fluids. In general, students whose clothing becomes bloodied should change into clean clothing. Exposure control is the practice of reducing the risk of infection with bloodborne pathogens. If it has been determined that a student has an exposure incident, the parent will be notified. The student's physician should then evaluate the situation in terms of prophylaxis as recommended by the Center for Disease Control. IV. The Auburn School Department Readmission Policy for sick children is as follows:

Every student returning to school following an absence will be required to present a note of explanation from the parent, guardian, or family physician to the teacher. Said note shall include the dates of absence and the reason.

- The student should be on prescribed antibiotics for at least 24 hours prior to readmission to school.
- When it is appropriate a student may return to school yet continue to take medication.

IV. Parents who fail to comply with this protocol will be required to meet with the school principal. If you have any questions, please do not hesitate to contact the principal or school nurse. We are asking for your cooperation in the implementation of this protocol to protect your children

## **Immunizations**

All students who enroll in the school department schools are required by Maine law to present a certificate of immunization or evidence of immunization or immunity against poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, rubella and varicella (chicken pox, as required by law on a graduated basis). One dose of quadrivalent meningococcal conjugate vaccine (MCV4) is required for children entering grade seven. Any child entering

grade twelve is required to have received two doses of MCV4.

Non-immunized students shall not be permitted to attend school unless one of the following conditions are met:

- The parents/guardians provide to the school written assurance that the child will be immunized within 90 days of enrolling in school or his/her first attendance in classes, whichever date is earlier. This option is available only once to each student during their school career; or
- The parents/guardians provide a physician's written statement each year that immunization against one or more diseases may be medically inadvisable (as defined by law/regulation).

Please contact the school nurse with any questions.

## **Medications**

If a student is required to take prescription or over the counter medication while at school, parents must bring the medication in its original container to school and fill out a permission form. All medications must be kept in the health office unless the school nurse and/or principal have granted special permission. For more information about this, please refer to the Auburn School Department policy. For further questions, contact the school nurse.

## **School Expectations**

### **Code of Conduct**

The Code of Conduct defines our expectations for student behavior and provides the framework for an environment that is safe physically, socially, emotionally and academically, and that is orderly and respectful.

### **General Behavior Expectations and Discipline Policies**

The following expectations for student behavior are fundamental to a safe, orderly and respectful environment in our schools. Each student is expected to:

1. Be courteous to fellow students, staff and visitors.
2. Respect the rights and privileges of other students and school staff.
3. Obey all School Committee policies and school rules governing student conduct.
4. Follow directions from school staff.
5. Cooperate with staff in maintaining school safety, order and discipline.
6. Attend school regularly.
7. Meet school standards for grooming and dress.
8. Respect the property of others, including school property and facilities.
9. Refrain from cheating or plagiarizing the work of others.

10. Refrain from vulgarity, profanity, obscenity, lewdness, and indecency.

Violations of the Code of Conduct may result in disciplinary action. Disciplinary consequences depend upon the seriousness of the violation and the student's prior disciplinary record.

Consequences will range from a verbal warning for minor violations up to and including expulsion for the most serious offenses. Behavior that also violates the law may be referred to law enforcement authorities.

Students are expected to follow school and classroom rules so we can all feel safe and comfortable while at school. Classroom expectations are developed and adopted by each classroom at the beginning of the school year and communicated to parents. Because it is the mission of the school to assist in emotional and social development of children, behavior outside the expectations will be addressed consistently and in a way that is developmentally appropriate.

All classroom rules follow behavior expectations for common areas such as the playground, hallways, and the cafeteria. Students are expected to be *Safe, Respectful and Responsible* at all times.

Please refer to the Auburn School Department Policy [AUB-JIC Student Code of Conduct](#) for additional information.

## **Bullying and Harassment**

The Auburn School Department does not condone bullying or harassment of any kind. If there is an issue of bullying or harassment, all students involved will be addressed. Parent contact will be made in these circumstances and school staff will work alongside parents to address the issues appropriately and adequately. Repeated offenses will result in further loss of privilege: half or full day in-school suspension, out-of-school suspension, involvement of our school resource officer or referral to outside agencies. We have found when school and home work together, and provide consistent and firm responses, harassment and bullying no longer continue. Please work with us to maintain a safe social and emotional environment for all our students.

*Should you need to report an incident of bullying or harassment, please contact the school administrator or complete our reporting form online:*

*Michael Davis (Principal): [mdavis@auburnschl.edu](mailto:mdavis@auburnschl.edu)*

*Online Form: <https://rb.gy/f9zus>*

## **Bus Expectations/Consequences**

The Auburn School Department's transportation policy indicates eligibility to ride buses to and from school as well as a disciplinary code for all students who ride buses. Copies of this policy are available on line on the Auburn School Department website. Students are expected to ride their assigned buses to and from school. It is possible to grant permission for bus transfers for



bus students provided there is a written note from parents and the requested bus is not filled to capacity. Bus students will not be allowed to walk home unless the parent has given written permission to the child's teacher.

Students may not ride a bus unless they are regular passengers on the bus. Many buses are already full to capacity. For safety reasons, we also keep a database of students “assigned” to each bus. Special situations may be cleared through the principal's office.

#### Meeting the Bus

- All students must be on time.
- Students walking on the street to a bus stop should always walk on the shoulder of the road or sidewalk, facing traffic.
- When crossing the street, students should walk, not run at a designated crosswalk area. Students should never run alongside the bus when it is moving.

#### On the Bus

- Students should obey the driver who has full charge for safety on and around the bus. Students should not extend arms, legs, or head out of the bus windows.
- Students should go to their seats, in an orderly manner, remain seated and facing forward at all times.

Students should refrain from talking with the driver while in motion except in an emergency. This is to avoid distraction from the driver's #1 responsibility, safe driving. Students must not tamper with the emergency door or any other part of the bus equipment.

Vandalism is a crime. The student(s) must pay for damage done to seats or other equipment. Students should not open windows unless directed to do so by the driver when necessary.

Students should not place lunch boxes or other objects in the aisle of the bus. If applicable, when exiting at home students should wait until the bus driver directs them to cross the street.

Students are not allowed to take bottles or glass containers onto the bus, except when they receive special permission from the driver to do so.

#### IF A STUDENT CHOOSES TO BREAK A RULE, THE FOLLOWING CONSEQUENCES ARE APPLIED:

- 1st offense: Bus misconduct form is sent home to parents/guardians alerting them of the behavior. The form must be signed by parent and student and returned to the bus driver for the next scheduled school day.
- 2nd offense: Bus privileges are suspended for two (2) days. Bus misconduct form is sent home. The form must be signed by the parent/guardian and student and returned to the bus driver prior to restoring bus privileges.
- 3rd offense: Bus privileges are suspended for one (1) week; parents/guardian are notified

- 4th offense: Bus privileges are suspended for two (2) weeks; parents/guardians are notified.
- 5th offense: Bus privileges are suspended for the remainder of the school year; parents/guardians are notified and requested a meeting.

#### Severe Disruption:

The following inappropriate behaviors will result in an automatic suspension of transportation privileges (up to 5 days).

#### Examples of Severe Disruption:

Physical harm or threat to students, physical harm or threat to driver, property damage and/or the possession or use of alcohol, drugs, or smoking.

Any time parents have a concern about the disciplinary action(s) they may request a meeting with a school administrator and the Director of Transportation. The students will have the opportunity to explain their behavior before disciplinary action is taken.

If you have a question concerning transportation, please call the transportation department at 333-6658.

## **Bicycles, Skateboards, Scooters & Roller Blades**

We highly recommend that students wear helmets when using bicycles, skateboards, scooters, and rollerblades. Students are responsible for the care and protection of their own bicycles, skateboards, scooters and rollerblades. For safety reasons, students must walk, not ride, while on the school grounds. Students must store their bicycles in the racks provided at the school. Scooters, skateboards and rollerblades may be stored in lockers or cubbies, space permitting.

## **Dress Code**

It is expected students will dress appropriately for the weather and for school. For younger children, parent involvement will be necessary to assist students in making appropriate choices based on weather and daily specials, i.e. physical education, art, field trips, etc. Older students may require support and reminders as needed. To help you assist your child this year, please consider the weather. All students will participate in outdoor recess on days when the temperature and wind chill factor are above 10 degrees. Please send your child to school dressed appropriately. Warm jackets, snow pants, hats, mittens, scarves and boots are necessary during our cold, snowy months.

Students are encouraged to use sound judgment and reflect respect for themselves and others in dress and grooming. In keeping with the goals of the School Committee to provide a safe, healthy, and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced.

- A. Articles of clothing that promote the use of tobacco, alcohol or other drugs may not be worn on school grounds (when school is in session) or at school functions.
- B. Clothing, footwear, insignia or accessories that are intended to identify the wearer as a member of a particular gang are prohibited.
- C. Articles of clothing with displays that are sexual, vulgar, lewd or indecent or include insulting words (e.g., racial/ethnic slurs) are not permitted.
- D. Clothing that is destructive of school property (e.g., cleats, pants with metal inserts that scratch furniture) is not permitted.
- E. Others as determined by administration.

School administrators or teachers may require special clothing for health and safety reasons for students participating in physical education, certain extracurricular activities, work with or around machines or other activities. However, no particular brand may be required.

## **Items from Home**

Toys, electronic devices, and handheld game systems, etc. should remain at home unless a teacher has given permission for students to bring such items to school for a special event.

Students who carry cell phones at a parent's request are expected to turn them off once in school. Cell phones should be kept in backpacks, lockers, in the teacher's desk, or in the office during school hours. If a cell phone is used during school hours, the phone will be held at the office until parents are contacted at the end of school day.

If students bring items from home and the items are lost, broken or stolen, it is not the school's responsibility to replace such items.

## **Care of School Materials/Books/Technology**

Help us maintain our school materials and technology by returning all borrowed materials in a timely manner. Also, please provide your child with protective covering (plastic bag, backpack) for these materials as they are transported to and from school. If your child is in need of a backpack, contact the office, as we often have donations. Students may be required to replace or pay for materials that are not returned, damaged or damaged beyond normal use.

## **Curriculum**

### **Curriculum and Programs**

Illustrative Math and My View/My Perspectives curricula are used to support the Maine State Standards in math and literacy. These are district-adopted programs and practices designed to

meet the academic needs of students. Science and social studies kits and lessons are provided by the Auburn School Department.

All children will have weekly instruction in art, music, physical education and library. Guidance lessons occur throughout the year and are scheduled as needed depending on grade level and topic. The classroom teacher will inform you of your child's schedule and required items for these activities.

## **Academic Interventions**

Interventions are supplemental services provided to students based on academic needs. Special Education, Title One, and Gifted & Talented staff provide extra support and/or acceleration in reading, writing, math and content areas, when appropriate. Interventions may occur in the regular classroom setting or in a "pull-out" setting.

## **Extra Curricular Activities**

Our school offers the following after school programs/activities:

- Chorus allows students in grades 4-6 to expand their talents outside of weekly music class. Rehearsals take place once a week after school and students have numerous opportunities to perform throughout the year.
- Yearbook Club is a group of students who take pictures throughout the year capturing special events and programs. They format the pictures electronically and put together a yearbook that is sold to students and staff at the end of the year.
- Civil Rights Team-is a school-based proactive program that promotes peace and tolerance in our school. Students learn intervention techniques and strategies that will help to support the climate of the school.
- Community Learning Center is an after school program funded by a specific grant. CLC offers students in grades 3-6 after school activities including homework help followed by approximately 1 hour of enrichment activities.

## **Homework**

We believe that homework is an integral part of student learning. It is expected that parents provide a homework space that is free of distractions. Parents should encourage their child to complete assignments thoroughly and on time. We ask that parents review their child's homework each night. If for some reason there is difficulty with an assignment, parents should make note of the difficulty on the homework page and return the assignment to school so that the child may get additional help. Support for incomplete homework will be determined on an individual basis between the teacher and student. Individual teachers may establish additional homework expectations.

### *Purpose of Homework:*

- To reinforce skills and concepts previously taught
- To extend or enrich classroom work: research, special projects or creative problem solving
- To develop responsibility, time management, and independent study skills

- To complete unfinished class work
- To make up work missed due to absences: When students are absent from school they are expected to complete the work missed within a time frame determined by the classroom teacher.

#### *Homework Guidelines:*

All students in kindergarten through sixth grade may have homework each night. The activities they will be asked to complete may be short assignments that are completed in one night, or longer assignments that take more than one night to complete. Approximate homework time expectations are as follows:

- Kindergarten: 5 -10 minutes
- Grade 1: 10-15 minutes
- Grade 2: 20-30 minutes
- Grade 3: 30-40 minutes
- Grade 4-6: 45-60 minutes

## **Student Records & Privacy**

### **Release of Information**

Throughout the school year, students have pictures taken which may appear in the local newspaper or in a school newsletter. If you do not wish for publication or release of photos of your child, please contact the office in writing by Oct. 1<sup>st</sup> or within 30 days of enrollment, whichever is later.

*Due to confidentiality and privacy laws, neither students nor parents shall record any portion of school instruction/programming.*

### **Directory Information**

In accordance with the Family Education Rights and Privacy Act of 1974, the Auburn School Department informs parents that periodically directory information will be released for publication. Directory information includes the student's name, photograph, name of school the student is attending, area of study, participation in activities, honors and awards received etc. It is the intention of the Auburn School Department that this directory information be released only for school related functions. For more information and a detailed list of directory information please refer to the Auburn School Department policy [JRA-E1 Annual Notification of Student Education Records And Information Rights](#).

### **Permission to Release Telephone & Address Information**

Public Law 93-380 is entitled the Family Educational Rights and Privacy Act (FERPA). This law places legal restraints upon school personnel providing the public with personally identifiable

information, such as phone numbers and addresses. Prior written consent from the parent or eligible student (18 years or older) is required if such information is to be released.

There are times when teachers would like to provide room parents with a list of class members, addresses and phone numbers. Such information is of great use when trying to organize special projects. A permission form for release of personally identifiable information will be used to gather this information. For further information, feel free to call the school.

## Student Records

As mandated by Title 20-A, Section 6001-B, education records must be sent to a school administrative unit to which a student applies for transfer. Section 99.31 of the Family Educational Rights and Privacy Act (FERPA) allows for the disclosure of education records to officials of another school administrative unit where the student seeks or intends to enroll. Prior consent of the parent or guardian is not required.

## Student Handbook Policies

The table below provides links to important policies related to the Student Handbook.

Student Handbook Policy Links
<a href="#">AUB-AC-R Grievance Procedure for People with Disabilities</a>
<a href="#">AUB-ACAA Harassment and Sexual Harassment of Students</a>
<a href="#">AUB-ACAD Hazing</a>
<a href="#">AUB-EBCC Bomb Threats</a>
<a href="#">AUB-ECA School Safety &amp; Security Video Cameras</a>
<a href="#">AUB-IJND-R Website Guidelines</a>
<a href="#">AUB-IJOC School Volunteers</a>
<a href="#">AUB-ILD Educational Research-Student Submission to Surveys Analyses or Evaluations</a>
<a href="#">AUB-JEA Compulsory Attendance</a>
<a href="#">AUB-JIC Student Code of Conduct</a>
<a href="#">AUB-JICA Student Dress</a>
<a href="#">AUB-JICK Bullying</a>
<a href="#">AUB-JICK-E1 Bullying Report Form</a>

<a href="#">AUB-JKAA Use of Physical Restraint and Seclusion</a>
<a href="#">AUB-JRA Student Educational Records</a>
<a href="#">AUB-JRA-E1 Annual Notice of Student Education Records and Information</a>
<a href="#">AUB-KBF Parent Involvement in Title I</a>
<a href="#">AUB-KI Visitors to the Schools</a>
<a href="#">Link to ALL District Policies</a>