Student & Parent Handbook

June 1-June 26
Monday-Friday
9:00 am -11:50 a.m.

Pick Elementary School
1320 N College St
Auburn, AL 36830
Welcome to the Auburn University Summer English School (AUSES). We are so excited about this month long program. We hope you will improve your reading and writing skills and learn to work with teachers and peers in a positive learning environment. Please read this handbook carefully. It contains important information about the program and its policies.

Schedule
Classes start at 9:00 a.m. Students should be in their classroom by 8:50 a.m. Classrooms will be opened at 8:40 a.m and classes will end at 11:50 a.m. Staff will be at the school from 8:30 am-12:20 p.m. Please do not come any earlier or later than the scheduled time of the classes.

In the event of severe weather or other emergencies, the AUSES will be canceled. If the weather is questionable please check the program website: www.auburn.edu/auses.

Materials
Go to the program website and check the materials that students need to purchase. Please get the materials ahead of time in order to be prepared for the first class session.

Transportation
Car Riders:
Students riding in cars will be dismissed at 11:50 a.m. and should wait on the sidewalk in the front of the school. Drivers are cautioned to drive slowly in front of the school and refrain from the use of cell phones and other distractions as they follow the direction of the teachers and staff. Students should watch for their rides to ensure the proper flow of traffic. Parents are requested to drive their cars up to the curb at the front entrance, on the right, to leave students in the morning and to pick them up at the end of classes. Faculty and staff will be on duty to help load/unload students. Students will only be supervised 20 minutes before school (no earlier than 8:40 a.m.) and approximately 20 minutes after school (12:10 p.m.). For the protection and safety of each student, students will not be allowed to walk across the driveway to get into a car.

NO PARKING ON THE RIGHT SIDE OF THE DRIVEWAY PLEASE.

Withdrawal
Students withdrawing from the AUSES should notify the program director at least two days in advance.

Illness
If a student has an elevated temperature (100 degrees or greater), he/she should not remain in school. Children are not to return to school until they are “fever free” for 24 hours without the use of medication. When a student becomes ill at school, the parent will be contacted. The
parent or a designated contact person must sign the student out in the AUSES office in the presence of office personnel. No student will be allowed to leave without being checked out. Notes from home will not be accepted to replace checkout procedures.

**CURRICULUM**
Students at AUSES are taught a balanced curriculum developed and reviewed regularly by teams of educators using the Auburn City Schools program objectives, Alabama State Department of Education Courses of Study for each area of learning.

**Assessments**
Students will be frequently asked to take in-class tests during the program and all students are expected to prepare for the tests and participate in them.

**Homework/ Class work**
Homework is an integral part of the instructional program. It may consist of such activities as make-up work, meaningful projects, collecting materials for classroom projects, listening to or viewing suggested radio, Internet, or television programs. Homework may be assigned in order to stimulate independent study habits, aid in developing responsibility and self-direction, and reinforce learning. Daily reading, review, and study are essential! Students are asked to study for all tests.

It is the student’s responsibility to see that homework assignments are handed in or are ready to be checked at the time requested by the teacher. Most often, homework fulfills an immediate need for reinforcement of a skill learned that day or for preparation for the next day’s lesson. **Homework assignments are not optional; they must be complete as assigned.**

Parents should check to see that their child understands and completes the assignment. Students should spend time each evening completing work, studying, and reading. Please set aside a time each day to supervise homework. Parents are an integral part of their child’s education. They are their child’s first and most important teachers. In addition to homework, every child at AUSES should read every night.

**Snacks/Fruit Break**
Your child’s teacher schedules a daily fruit break each day. Please provide healthy snacks for him/her. Fruit, nuts, peanut butter crackers, and graham crackers are good choices. (If someone in your class has a peanut allergy, please be respectful of a peanut free room. (some allergies can be life threatening to the child.) Juices need to be in boxes or plastic bottles. Carbonated drinks are not allowed. Please do not send cookies, cake, candy, or sodas for a snack.
School Discipline

It is our policy to involve parents/guardians, as often as possible, in discipline problems that may arise at school. We ask that parents assist us in emphasizing the importance of good behavior. When a problem warrants the administration’s participation, the classroom teacher completes a discipline Referral Form and sends the student to the office. The form will be sent home for a parent/guardian’s signature and returned to the office the following day. The specific response/consequences to be implemented will be determined by the director or designated personnel based on the severity of the act and the judgment of the appropriate personnel. Parents have the primary responsibility for the conduct of their children.

Vandalism

Students who intentionally commit acts of vandalism (deface or damage school equipment or property) will be required to clean and/or pay for damage done. The student may be subject to other disciplinary procedures.

Cell Phone Policy

Cell phones are not permitted on campus, and phones will be taken from students when they violate this policy. Phones will be taken to the office for a parent to pick up.

The following disciplinary action will be taken:

1st Offense: Phone given to parent/guardian one day after it is taken up.
2nd Offense: Phone kept for 10 school days and then returned to parent/guardian.
3rd Offense: Phone kept for remainder of term and then returned to parent/guardian.

Lost and Found

It is important that personal possessions be labeled so they can be returned when misplaced. Students must assume responsibility for personal belongings; textbooks and other property brought to or left at school. It is the responsibility of the student to check for missing items. Personal items such as toys, balls, electronic devices, etc. should not be brought to school. If these items do show up and then are taken, the school is not responsible. Leave all valuable items at home!