

FAITH • KNOWLEDGE • SERVICE



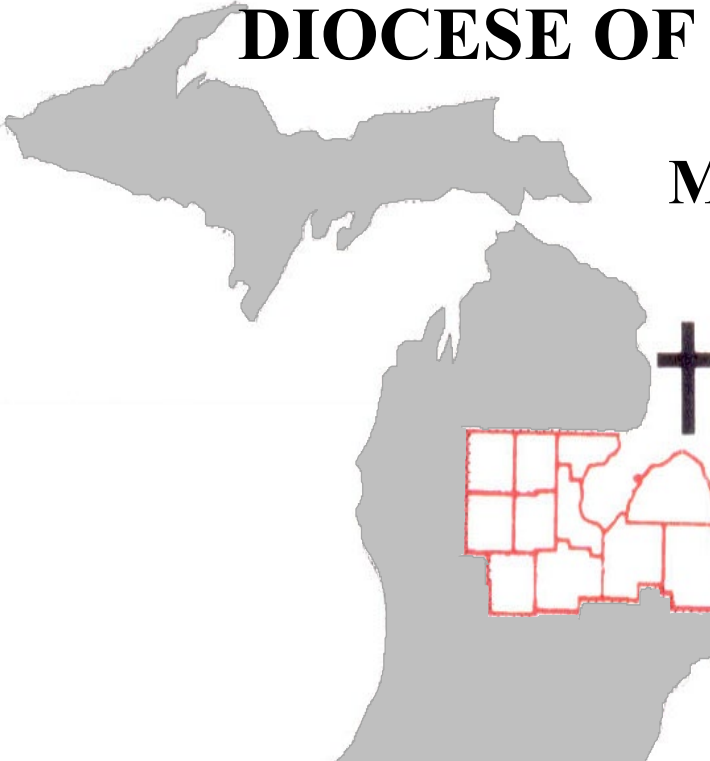
***PRESCHOOL - 5TH GRADE
Handbook
2023-2024***

Auburn Area Catholic School, with our parishes and families as partners,
empowers each student along their academic journey to develop their
God-given talents and to become a lifelong disciple of Christ.

88 W. Midland Rd., Auburn, MI 48611 989-662-6431 www.auburnacschool.org

DIOCESE OF SAGINAW

Mission Statement for Catholic Schools



The Mission of Catholic schools is to form disciples of Jesus Christ in partnership with the family and the whole Church. Catholic schools immerse each student in a unique Christ-centered environment for the purpose of developing the whole person to live the Gospel.

Vision Statements for Catholic Schools

- Catholic schools *belong* to the entire church.
- Catholic schools *facilitate* a knowledge of and commitment to the scriptural, sacramental, doctrinal, moral, and social teachings of the Church.
- Catholic schools *promote* excellence in academic achievement and positive, productive behavior.
- Catholic schools *create* a partnership between families and personnel.
- Catholic schools *offer* a curriculum in which the Catholic faith is woven into every class.
- Catholic schools *collaborate* with other Catholic schools.
- Catholic schools *strive to serve* families of academic, economic, and ethnic diversity.
- Catholic schools *help* families make Sunday Eucharist a priority.
- Catholic schools *form* students to be people of prayer and service.
- Catholic schools *teach* stewardship as a way of life.
- Catholic schools *recruit* and form principals and teachers willing to commit to Catholic school ministry.

MISSION STATEMENT

Auburn Area Catholic School, with our parishes and families as partners empowers each student along their academic journey to develop their God-given talents and build a Catholic foundation to become a lifelong disciple of Christ.

Vision Statement

Auburn Area Catholic School students will represent Christian behavior in the greater community by daily living out the values of the Catholic faith. Auburn Area Catholic School will exemplify academic excellence, spiritual growth, and community spirit at all levels and will be the school of choice for families of our parish.

Value Statements

Our Values...

Auburn Area Catholic School will...

- Strive to maintain a student to teacher ratio that creates an exceptional learning environment.
- Promote living as a disciple of Christ by providing an environment that models Christian values.
- Offer strong academic programs that will prepare each student to reach their fullest potential.
- Encourage each students' critical thinking, self-discipline, and leadership skills.
- Nurture a safe family environment while developing caring and compassionate students.
- Instill traditional Catholic beliefs in our students to help them each develop a strong spiritual foundation that they can rely on for the rest of their lives.

Title IX

Diocese of Saginaw Catholic Schools has a Title IX Coordinator. The Title IX Coordinator is responsible for coordinating compliance with Title IX of the Education Amendments of 1972 which prohibits sex discrimination including, but not limited to, sexual harassment, and sexual assault or violence that denies or limits a student's ability to participate in or benefit from Dioceses of Saginaw Catholic Schools' education programs, and activities.

The Diocese of Saginaw Catholic Schools does not discriminate on the basis of sex against students, and will respond to reported violations of Title IX promptly, and appropriately. In the event that an allegation includes behavior that is under review by law-enforcement authorities, the Diocese of Saginaw Catholic Schools will assess the timing of any investigation or action it may take so that it does not compromise the criminal investigation.

If you have been sexually assaulted, you should immediately contact the local law-enforcement authority, and seek medical attention. You may also contact the Diocese of Saginaw Catholic Schools Title IX Coordinator.

For concerns or complaints of sex discrimination, sexual misconduct or other gender-based issues, you should contact, as soon as possible, the Diocese of Saginaw Catholic Schools Title IX Coordinator, Cormac Lynn, Superintendent, 5800 Weiss Street, Saginaw, MI, 48603, 989.797.6651, clynn@diosag.org. In the event that the Title IX Coordinator is unavailable, please contact the Assistant Title IX Coordinator, Sister Mary Judith O'Brien, RSM, Chancellor, 5800 Weiss Street, Saginaw, MI, 48603, 989.797.6620, mobrien@diosag.org.

ADMISSION POLICY

Auburn Area Catholic School does not discriminate based on sex, race, or national origin in its admission policies or its employment practices.

In accordance with the state law, students entering 3 year old preschool, 4 year old preschool or Kindergarten must be at the required age by the date designated by the State of Michigan. A child must be 5 years old by September 1st to enter Kindergarten. A child must be 5 years old by December 1st to enter Jr. Kindergarten. All Jr. K students will need to have a Young 5's waiver form filled out when they are enrolled. The State also requires a copy of a birth certificate, a recent health form, and an up-to-date immunization record. All necessary forms and requirements are included in the registration packet.

Auburn Area Catholic School gives preference in admission first to Catholic students from the St. Gabriel Parish. Second preference is given to students from other parishes. Students from outside the Catholic faith are also admitted as space allows.

Students with learning differences are admitted as long as their needs can be met with reasonable accommodations on the part of the school. Students that are admitted are on probationary status for a period of three months, thus allowing school officials time to determine whether the school can meet the students' needs.

Registration is held during the second semester through the school office. If a student transfers from another district, the parents need to sign a release from that school.

Auburn Area Catholic School may refuse enrollment to a student for violation of the following rules:

1. A student who has been expelled at any time during his/her educational career.
2. A student who has been suspended for five days or more during the last two academic years.
3. A student who has dropped out of school or has attended school for less than seventy-five percent of the regularly scheduled days in the past two academic school years.
4. A student who has been suspended for one to four days in the past two academic years, may be refused enrollment depending on the issues and conditions for his/her suspension. The student and parent will be required to have an interview with the principal and or pastor prior to final determination of enrollment.
5. Tuition is not kept current. (See financial and fee policies)

Meeting Children's Developmental Needs

Children who have an Individual Family Service Plan (IFSP) or an Individual Education Plan (IEP) are able to receive services at AACCS through their service provider. The Preschool does not have qualified service providers (speech pathologists, occupational therapists, etc.) on staff, but we work collaboratively with Bay Arenac ISD and Bay City Schools to be sure that your child's goals are met. Your child's teacher and the building administrator become part of the child's team, along with the service providers, and offer information, data, suggestions for writing of ISFP and IEP goals, and act as an advocate for the child.

Teachers at the Preschool are highly trained in the development of young children and complete informal and formal assessments on each child as part of our curriculum and program planning process. If we become concerned about a child's development, we will document our concerns and share these with the family. We will work with the family and connect them with the appropriate programs that will complete formal assessments and observations to make a definitive determination. We will work collaboratively with such programs during this time and act as an advocate for the child.

ACADEMIC POLICY

Curriculum

Auburn Area Catholic School adheres to the Diocesan Curriculum. Subjects include Religion, Math, Science, Social Studies, Language Arts, (Reading/Phonics, English/Writing, Spelling and Handwriting). We also offer Art, Spanish, Physical Education, Music, and Technology through a shared teacher program with Carrollton Public Schools. The students receive singing and liturgical practice from our parish Music Director and Director of Religious Education.

Students are expected to perform to the best of their ability and to use their God given talents. Students should come to school ready to learn and to help their classmates learn by creating an atmosphere conducive to learning.

Homework

It is expected students will complete homework assignments on time. Parents are asked to assist in the learning process by checking to make sure students are completing their assignments. Homework time should be given at home. A general rule of thumb states 10 minutes of work per night based upon grade ... second grade = 20 minutes, fourth grade = 40 minutes, fifth grade = 50 minutes. If you do not see your child having homework or if the child is spending too much time completing assignments, please talk with your child's teacher.

Once a quarter is completed, all work for that quarter is expected to be turned in to the teacher. If work is still missing after the printing of report cards, the student is encouraged to turn in their missing work, but said work is not able to be put into the grade book for previous quarters.

Participation in Sports

Students are required to be up-to-date in their classwork and have a grade of C or above in order to participate in sports.

Report Cards

Student progress reports are distributed four times during the school year. These reports are to provide the parents with a comprehensive appraisal of the child's progress based on his/her ability to perform work that quarter.

Parents may check their students' progress at any time by logging into Digital Academy and checking the progress of work assigned and work received.

Grading scales are as follows:

Kindergarten

S – Satisfactory, meets skill level

I – Improving, beginning to understand concept but has not yet mastered

H – Help needed, needs extra guidance to meet skill level

N – Not yet evaluated

Grades 1 and 2

Very Good – 90-100%

Satisfactory – 80-89%

Needs Improvement – less than 80%

Grades 3, 4 and 5

A	90-100%
B	80-89%
C	70-79%
D	60-69%

Academic Awards

Beginning in fourth grade, recognition for academics will be given to our students. A student will receive an award for the following grades:

- All A's
- All A's & B's
- All B's

Each teacher, preschool – fifth grade, may recognize a student that has earned a special mention for achieving a goal or task during a given marking period.

Standardized Testing

Grades K-5 are given the NWEA (Northwest Evaluation Association), tests 3 times a year, (fall, winter, spring). The faculty uses the results of these tests to evaluate and strengthen the educational outcomes for each grade level and the individual student.

Promotion/Retention

Conferences are mandatory following the completion of the first marking period, **and by invitation/request for the third marking period.** During the conference time, parents will meet individually with their child's teacher to discuss strengths and needs at that time. Should there be a concern involving student progress in mastery of grade level curricula, additional conferences may be necessary throughout the year and requested by parent, teacher, or principal. Parents will be informed at the beginning of the fourth marking period if there is concern a student should not be promoted to the next grade level.

Ancillary School Services

Bay City Public School District provides a speech, occupational and physical therapist, a psychologist, a social worker, and a teacher consultant for all qualifying students. Requests for these services may be made by the parent, or either the teacher or principal with the consent of the parent.

The Public Health Department provides hearing, vision and dental screening. This is provided at no cost to the family and no insurance is billed for these services.

Official Files

The following information will be kept in the student CA-60 file; academic transcripts, academic testing, health records, and an emergency sheet. These records will be forwarded to a new school upon completion of fifth grade or transfer. Parents wishing to access their child's record are asked to make a request in writing and submit it to the school office 24 hours in advance. **CA-60's are only allowed out of the office if another school submits a request for transfer.**

ATTENDANCE

Students are expected to be in class on the scheduled days of instruction. In the event of illness (see health policy) parents are required to phone/email the school office and report the child absent by 9:00 A.M. in order to excuse the absence. The school office will contact the family through email or phone call if a call/email is not received from the parent. After 3 consecutive sick day absences, a doctor's note is required in order to excuse the absence.

Illness When a child, staff member or volunteer is sick (fever, diarrhea, vomiting, etc.), they should remain at home and may not return until 24 hours past their last instance of sickness. When a communicable disease is exposed in the classroom, a note from the office is sent home regarding the exposure and actions that need to be taken.

Making Up Missed Work

It is the responsibility of the student to check with the teacher(s) to determine what work has been missed during the absence. The student will have one day make up time for each day they were absent unless their teachers have made other arrangements. If work is not made up, no credit will be given.

Medical Appointments

Medical appointments should be made for after school hours if possible. However, some difficulties and emergencies do arise so if a student is pre-excused or dismissed earlier than scheduled, the procedure is as follows:

- A written request (text/email accepted) from the parent or guardian, stating the reason for absence from school or early dismissal, must be submitted to the teacher and school office with as much advance notice as possible. Only in extreme emergencies will telephone calls or emails be honored regarding excuses for school dismissal.
- Any parent/guardian requesting their child to leave the building during the course of the day must come into the office and sign the student out.
- Anyone missing a total of 1½ hours in the academic morning or academic afternoon will be counted absent ½ day.

Punctuality

Students are expected to be in their seats and ready for work when the school day begins. (This is barring late buses or hazardous conditions.) If a student is habitually tardy the principal will arrange a conference with the parents. A student is considered tardy when the student arrives more than 15 minutes after the school start time, which is 8:30 A.M.

Vacations/Pre-Planned Time Off

Every effort should be made to schedule family vacations on non-school days. It is impossible to repeat the experiences and interaction that happen within the classroom. It is not always appropriate or possible to assign work prior to instruction. It is the parent and student's responsibility to make arrangements with the teacher for obtaining and submitting makeup work.

If a student is absent from school, excused or not, he or she is automatically excluded from participating in sports activities that same day. Students must be present for a minimum half-day to be able to take part in any after school activity. Students absent on Friday are not able to participate in activities over the weekend.

If a student has 5 unexcused absences within a quarter, parents will need to meet with the principal to develop a plan for attendance. If the student reaches 10 unexcused absences within a semester, a meeting will be required with the pastor/parochial administrator, principal, parents and student. Additional action may be required for any further absences.

Students leaving school grounds

For the protection of all, students are not permitted to leave the school grounds or building during school hours without written request from parent or guardian. Records are maintained in the school office concerning how a child arrives and leaves school and with whom. If other arrangements are necessary, the school must be notified of these changes and records updated accordingly.

Emergency closing of school

Bus transportation is provided by the Bay City Public Schools, however our closing of Auburn Area Catholic may not always follow Bay City Public school closings. When the weather becomes severe, or other problems arise, please listen for announcements that will be given on TV stations WNEM and WEYI, our school will be listed separate from Bay City Public Schools. Parents can sign up for closing notifications by text message. All evening activities are cancelled when school has been cancelled.

School Delays

If the Bay City Public School buses are delayed due to weather, our school will start at the delayed time. For example: Normal starting time is 8:30 A.M. a two hour delay means our school day will start at 10:30 A.M.

BEHAVIOR EXPECTATIONS

Purpose

To help students develop ownership and responsibility for their actions, while promoting feelings of self-worth through mutual respect within an environment in which children and young people can experience and know that God loves them. The Catholic Schools of the Saginaw Diocese adopted the behaviors that are expected of each student, whether they are in the classroom, lunchroom, in church, on a field trip or on the playground. Using these Christian behaviors we developed our Positive behavioral Interventions and Supports, PBIS Matrix.

Positive Behavioral Interventions and Supports: PBIS

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn.

The foundation of PBIS at Auburn Area Catholic School is the four building-wide expectations:

- Show Respect
- Own Behavior
- Act Safe
- Responsible Actions

In addition to our behavior expectations, PBIS has four other components:

- 1) a behavior matrix which explains behavior expectations in each school setting
- 2) direct teaching of the expectations
- 3) Consequences
- 4) PBIS recognition

Positive Behavior Awards

Each month students will nominate a classmate based on the school's positive behavior expectations. Those students will receive school wide recognition.

Behavior Matrix

The behavior matrix is a detailed description of expected behavior in each setting of the school. For example, in the cafeteria it is respectful to say "please" and "thank you." It is responsible to clean your space. The matrix will be posted in classrooms, around school and sent home.

Teaching Expectations

Throughout the school year, students will be taught how to behave according to the four expectations. Teachers will help students learn what the expectations "look" and "sound" like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year and become a regular part of our instructional program.

Consequences

Students have been taught the school expectations for classroom and non-classroom settings. If a student does not follow one of the expectations, the following procedure is followed:

- Students will be asked a series of questions to help them think about their choice.
 1. What are you doing?
 2. What are the expectations?
 3. What are you going to do next time?

The lower grade classrooms may provide a general verbal reminder before moving into the questions.

- If the behavior continues, students will go to a designated area in the classroom to complete a behavior sheet. This sheet will be sent home for your signature.
- If the behavior still continues, students will be sent to the office, to complete an office referral. This will also be sent home for signature. A phone call home may also accompany this.

The series of consequences are for 1 day's behavior. Each day the students will start fresh, unless a chronic behavior is being addressed.

PBIS Recognition

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. Students will earn soar tickets and receive monthly recognition during morning prayer.

Parents and PBIS

To be successful, our behavior program needs to be a partnership between home and school. Throughout the school year we will send updates and information about the PBIS program at AACCS. We invite your comments, concerns and ideas to make PBIS work at our school.

Please support PBIS at AACCS by:

- Reviewing behavior expectations with your child
- Using the four expectations at home (Show Respect, Own Behavior, Act Safe and Responsible Actions)
- Providing positive reinforcement (rewarding good choices with compliments or quality time) at home
- Sharing comments with or asking questions of the AACCS staff
- Joining our PTO to learn more about AACCS

Voice Levels

0 = No Voice

1 = Whisper

2 = Table Talk

3 = Strong Speaker

4 = Outside

BULLYING POLICY

Expected Behavior in the Catholic Schools of the Diocese of Saginaw

Rationale

Bullying is sinful, cruel, unchristian behavior that is a serious violation of the Christian Behavior Expectations, as well as a violation of the law. Bullying is not acceptable in Catholic Schools because it is completely opposed to the teachings of Jesus Christ; it destroys the dignity of students; undermines the Christian atmosphere in school; and deprives students of a safe learning environment.

What is Bullying?

Bullying is a form of aggression when a person willfully subjects another person (victim) to intentional, unwanted and unprovoked hurtful verbal, written, or physical actions that may result in the victim feeling oppressed, intimidated, and/or threatened. Bullying involves a pattern of behavior repeated over time and an imbalance of power or strength, making it difficult for the victim to defend him or herself.

Types of Bullying

Forms of bullying may include, but are not limited to:

- Physical bullying – punching, shoving, kicking, strangling, hair pulling, beating, biting, excessive tickling, tripping and pinching.
- Verbal/Written bullying - hurtful name calling, racial slurs, threats, taunts, insults, teasing and gossip.
- Emotional (psychological) bullying—rejecting, terrorizing, extorting, humiliating, intimidating, defaming, black mailing, manipulating friendships, deliberate exclusion, and peer pressure.
- Sexual bullying - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving cross gender harassment, actual physical contact and sexual assault.
- Cyber bullying –tormenting, threatening, taunting, degrading, humiliating or otherwise targeting students or staff members or impersonating, using the Internet, interactive and digital technologies, or inviting others to join in these acts.

Consequences

The school authorities will act upon such events that may take place outside of the school when they pose a threat to a student or staff member or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities.

Consequences for bullying will vary depending on the severity of the offense, the age of the student, and the student's history of problem behaviors. The failure to follow Christian behavior expectations will result in the progressive consequences listed in the School Handbook under Christian Behavior Expectations.

Remedial measures shall be designed to reconcile the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

The school prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

Consequences are listed on the following pages according to grade level.

Reporting

The principal or the principal's designee will be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal. The principal will be responsible for determining whether an alleged act constitutes a violation of this policy. The principal and/or the principal's designee will conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed **within three school days** after a report or complaint is made. Students and staff must be made aware of this time frame.

The school shall document instances of bullying and/or harassment using the diocesan Incident Report Form. A copy of the report will be filed in the Principal's office, and depending on the severity of the incident, a copy will be sent to the Superintendent of Catholic Schools.

The parents of each student involved shall receive notice about their child from the school administrator on the outcome of the investigation. Confidentiality will be maintained by the school for all parties involved.

Harassment/Behavior Rubric for Preschool/Kindergarten					
Levels	Behavior	First Time	Second Time	Third Time	Fourth Time
Level 1 Disrespect towards others and teasing	<ul style="list-style-type: none"> Unkind gestures or looks Name Calling Insulting Excluding others Behaviors that hurt feelings Swearing 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Discuss an alternate action to mean behavior Opportunity for apology 5 minute loss of privileged time 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Discuss/practice an alternate action to mean behavior Opportunity for apology 10 minute loss of privileged time Behavior Report – draw or write during time out 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Discuss/practice an alternate action to mean behavior Parent Notification by chart mark Opportunity for apology Behavior Report – draw or write during time out Loss of privileged time 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Loss of 1 privileged time Discussion with Principal Parent Notification through phone call Opportunity for apology Behavior Report – draw or write during time out
Level 2 Physical Contact	<ul style="list-style-type: none"> Pushing Shoving Hitting Grabbing Pinching Hair Pulling Throwing objects 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Discuss an alternate action to mean behavior Opportunity for apology 5 minute loss of privileged time 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Discuss/practice an alternate action to mean behavior Opportunity for apology 10 minute loss of privileged time Behavior Report – draw or write during time out 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Discuss/practice an alternate action to mean behavior Parent Notification by chart mark Opportunity for apology Behavior Report – draw or write during time out Loss of privileged time 	<ul style="list-style-type: none"> 15 second intervention Restate definition of hurtful behavior Loss of 1 privileged time Discussion with Principal Parent Notification through phone call Opportunity for apology Behavior Report – draw or write during time out

Level 3 Severe Physical Contact	<ul style="list-style-type: none"> Punching Biting Spitting Kicking 	<ul style="list-style-type: none"> 15 second intervention Restate definition of mean/hurtful behavior Loss of 1 privileged time Discuss/practice an alternative action to mean behavior Discuss with principal Opportunity for apology Behavior Report 	<ul style="list-style-type: none"> 15 second intervention Restate definition of mean/hurtful behavior Discuss/practice an alternative action to mean behavior Loss of 2 privileged times Discuss with principal Parent Conference Opportunity for apology Behavior Report 	<ul style="list-style-type: none"> 15 second intervention Restate definition of mean/hurtful behavior Discuss/practice an alternative action to mean behavior Loss of 3 privileged times Discuss with principal Parent Conference Opportunity for apology Possible 90 minute in-school suspension at principal's discretion Behavior Report 	<ul style="list-style-type: none"> 1 day in-school or out of school suspension at principal's discretion Behavior Report
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School Harassment/Behavior Rubrics for First, Second, and Third Grade

Level	Behavior	First Time	Second Time	Third Time	Fourth Time
Level 1 Teasing	<ul style="list-style-type: none"> Name calling Insulting Other behavior that hurts the feelings of others 	<ul style="list-style-type: none"> Warning Record on chart 	<ul style="list-style-type: none"> One lost recess Record on chart 	<ul style="list-style-type: none"> 2 lost recesses Record on chart Student calls parent RTS 	<ul style="list-style-type: none"> 2 lost recesses Record on chart RTS PPTS
Level 2 Social Exclusion	<ul style="list-style-type: none"> Prohibiting others from joining a group Rumors or gossip Malicious notes 	<ul style="list-style-type: none"> Warning Record on chart 	<ul style="list-style-type: none"> 1 lost recess Record on chart 	<ul style="list-style-type: none"> 2 lost recesses Student calls parent Record on chart RTS 	<ul style="list-style-type: none"> 2 lost recesses Record on chart RTS PPTS
Level 3 Intimidation	<ul style="list-style-type: none"> Threats of emotional or physical aggression 	<ul style="list-style-type: none"> Warning Record on chart 	<ul style="list-style-type: none"> 1 lost recess Record on chart RTS 	<ul style="list-style-type: none"> 2 lost recesses Student calls parent Record on chart RTS 	<ul style="list-style-type: none"> 1 day in-school suspension Record on chart RTS PPTS
Level 3 Mild Physical Contact	<ul style="list-style-type: none"> Hitting, pushing, or grabbing, kicking, etc Throwing objects Rough play 	<ul style="list-style-type: none"> Warning Record on chart 	<ul style="list-style-type: none"> 1 lost recess Record on chart RTS 	<ul style="list-style-type: none"> 2 lost recesses Student calls parent Record on chart RTS 	<ul style="list-style-type: none"> PPTS ½ day in-school suspension with loss of recess Record on chart RTS
Level 4 Harassment	<ul style="list-style-type: none"> Racial, ethnic, or sexual name calling Other severe forms of harassment 	<ul style="list-style-type: none"> Warning Record on chart Student calls parent 1 lost recess RTS 	<ul style="list-style-type: none"> Student calls parent 2 lost recesses Record on chart RTS 	<ul style="list-style-type: none"> 1 day suspension Student calls parent Meeting with principal RTS Record on chart 	<ul style="list-style-type: none"> PPTS 2 day in-school suspension Record on chart RTS
Level 5 Severe Physical Contact	<ul style="list-style-type: none"> Punching Kicking Behaviors that may injure others Fighting, etc. 	<ul style="list-style-type: none"> 3 lost recess Record on chart Talk with principal RTS 	<ul style="list-style-type: none"> RTS Record on chart 5 lost recesses PPTS 	<ul style="list-style-type: none"> Record on chart RTS 1 day in-school suspension PPTS 	<ul style="list-style-type: none"> RTS Record on chart PPTS 3 day in-school suspension

Harassment/Behavior Rubrics for Grades Four and Five

Level	Behavior	First Time	Second Time	Third Time	Fourth Time
Level 1 Teasing	<ul style="list-style-type: none"> Insulting, name calling Rough Play Where there is intent to hurt or control 	<ul style="list-style-type: none"> 15 second intervention Record on chart 	<ul style="list-style-type: none"> 15 second intervention Record on chart <ul style="list-style-type: none"> One SSR TTF 	<ul style="list-style-type: none"> 15 second intervention Record on chart <ul style="list-style-type: none"> 3 SSRs Supervised call to parents\ Behavior Plan 	<ul style="list-style-type: none"> Meeting with Principal Record on chart <ul style="list-style-type: none"> TTF ISS
Level 2 Social Exclusion	<ul style="list-style-type: none"> Prohibiting others from joining a group Rumors and gossip Malicious notes Graffiti against another student 	<ul style="list-style-type: none"> 15 second intervention Record on chart Opportunity to apologize/make it right 	<ul style="list-style-type: none"> 15 second intervention Record on chart <ul style="list-style-type: none"> 1 SSR TTF Opportunity to apologize/make it right 	<ul style="list-style-type: none"> 15 second intervention Record on chart <ul style="list-style-type: none"> one week SSR Supervised call to parents Behavior Plan Opportunity to apologize/make it right 	<ul style="list-style-type: none"> Meeting with Principal Record on chart <ul style="list-style-type: none"> ISS Opportunity to apologize/make it right
Level 3 Moderate Physical Contact	<ul style="list-style-type: none"> Pushing Shoving Tripping Poking Grabbing Hair pulling 	<ul style="list-style-type: none"> 15 second intervention Record on chart Opportunity to apologize/make it right 	<ul style="list-style-type: none"> 15 second intervention Record on chart <ul style="list-style-type: none"> 2 SSR TTF Supervised call to parents 	<ul style="list-style-type: none"> 15 second intervention Record on chart <ul style="list-style-type: none"> One week SSR TTF Supervised call to parents Parent Conference 	<ul style="list-style-type: none"> Meeting with principal Parent Conference <ul style="list-style-type: none"> OSS
Level 3 Moderate Intimidation	<ul style="list-style-type: none"> Shoving Planned exclusion <ul style="list-style-type: none"> Silent Treatment Social alienation Emotional blackmail Stealing, damaging property of others Expressions/ge stures 	<ul style="list-style-type: none"> 15 second intervention Record on chart Opportunity to apologize/make it right 	<ul style="list-style-type: none"> 15 second intervention Record on chart <ul style="list-style-type: none"> 2 SSR TTF Supervised call to parents 	<ul style="list-style-type: none"> 15 second intervention Record on chart <ul style="list-style-type: none"> One week SSR TTF Supervised call to parents Parent Conference 	<ul style="list-style-type: none"> Meeting with principal Parent Conference <ul style="list-style-type: none"> OSS
Level 4 Severe Physical Contact/ Intimidation/ or Harassment	<ul style="list-style-type: none"> Punching Slapping Kicking Fighting Spitting at others Threats Racial, ethnic, sexual, or other forms of severe harassment, intimidation stalking 	<ul style="list-style-type: none"> 15 second intervention Record on chart <ul style="list-style-type: none"> One SSR TTF 	<ul style="list-style-type: none"> 15 second intervention Record on chart <ul style="list-style-type: none"> Two SSRs TTF Supervised call to parents 	<ul style="list-style-type: none"> 15 second intervention Record on chart <ul style="list-style-type: none"> One week SSR TTF Supervised call to parents Parent Conference 	<ul style="list-style-type: none"> Meeting with Principal <ul style="list-style-type: none"> OSS Parent Conference <ul style="list-style-type: none"> Mandatory Professional Intervention
Level 5 Possession of dangerous items	<ul style="list-style-type: none"> Bomb Threat Arson Gang Activity Explosives 	<ul style="list-style-type: none"> Student sent to office Referral to principal Student calls parent 1-10 day suspension up to and including expulsion <ul style="list-style-type: none"> Parent Meeting <ul style="list-style-type: none"> Think Form Notification to Police 	<ul style="list-style-type: none"> Student sent to office Referral to principal Student calls parent 5-10 day suspension up to and including expulsion <ul style="list-style-type: none"> Parent Meeting <ul style="list-style-type: none"> Think Form Notification to Police 	<ul style="list-style-type: none"> Student sent to office Referral to principal Student calls parent 10 day suspension up to and including expulsion <ul style="list-style-type: none"> Parent Meeting <ul style="list-style-type: none"> Think Form Notification to Police 	<ul style="list-style-type: none"> Student sent to office Referral to principal Student calls parent 10 day suspension up to and including expulsion <ul style="list-style-type: none"> Parent Meeting <ul style="list-style-type: none"> Think Form Notification to Police

RTS = Responsibility Think Sheet

PPTS = Principal, Parent, Student, Teacher Conference

SSR – Silent Supervised Recess TTF – Time to Think Form ISS – In-school Suspension OSS – Out of School Suspension
Consequences assigned may be more severe in any category based on the seriousness of the action.

CALENDARS & SCHEDULES

School is in session from 8:30 A.M. to 3:20 P.M.

The doors open to students 15 minutes before school begins and remain open for 15 minutes after dismissal. There is no supervision of students before or after these times.

A yearly calendar is provided as well as a monthly hot lunch calendar. Weekly announcements are given in the Weekly Newsletter. Parents are encouraged to look at the yearly and monthly calendars to schedule doctor, dentist, and other necessary appointments for their children. Please check the school link at www.auburnacschool.org.

The students will be participating in a variety of prayer and liturgical experiences throughout the year. Each month, the school will celebrate one to two Masses depending on that particular month's calendar. It is expected that the children will dress in Church appropriate clothes (no jeans or t-shirts) for these Wednesday activities.

School spirit day is observed every Thursday. Students and faculty are encouraged to wear their school shirts or wear school colors (blue and white) these days. Go Eagles!

COMMUNICATION

Auburn Area Catholic School and Preschool places a high value on school-home communications. We want very much to share with you what we are doing in the classroom and how your child is progressing. We do this in a number of formal and informal ways.

Publications

Monthly calendars, weekly newsletters, and memos are sent home via email. School wide printed material will be sent home with the oldest member of each family. School activities are also published in the parish bulletins and on the school web page www.auburnacschool.org.

COMMUNICATION - Concerns

Requiring persons to attempt to work out their difficulties mutually is certainly consistent with the demands of the Gospel. Parents are encouraged to contact their child's teacher whenever necessary via a note sent to school, a phone call, or e-mail. Appointments will be made at the convenience of both parties. If there is a special concern or a misunderstanding that needs clarification the procedure should be as follows:

1. First arrange a conference with the teacher.
2. If concerns are still present, arrange a conference that includes the principal, teacher, parent, and student.
3. If still unresolved, the pastor will be invited to the third conference.

Child Custody Issues

The school shall recognize custodial parents and legal guardians as the primary decision makers for their children. Legal documentation regarding custody and visitation shall be provided to the school by the custodial parent(s) or legal guardian(s) at the time of registration. The school shall be notified immediately regarding any changes to custodial provisions.

Non-custodial parents shall have access to school records, conferences, and information unless otherwise restricted by court order. Non-custodial parents may not use the school for the purpose of

circumventing custody orders or visitation rights. It is the obligation of parents to properly inform the school of limitations of access to children, records or other information.

Parent/Teacher Conference

Auburn Area Catholic School & Preschool will have conference times available in November and May for parents to have the opportunity to confer with the teacher about their child's/children's progress. However, a conference will take place anytime if the teacher feels a student is having difficulty in certain areas of their education.

DRESS CODE

School is a place of learning. Students are to come dressed in a modest, appropriate fashion and ready to work. Students look and behave better when clothing fits properly. Clothes should have no holes or disrepair. No oversized clothing is to be worn. No head coverings are to be worn in the classrooms.

Common items that have questions about them:

- No spaghetti straps or strapless tops are permitted.
- Tank tops must be 3 fingers wide.
- Skirts or shorts should be at the tips of fingers when arms are extended to side.
- No bicycle shorts, spandex shorts, short shorts, short skirts, or low-cut jeans are permitted.
- Leggings (cotton) are only allowed if a longer top (one that covers the bottom) or dress is worn.
- No crop tops or shirts that show the midriff. Students should be able raise their hand for class without showing their midriff.
- No make-up.
- No acrylic or press-on nails.
- No unnatural hair color (except for crazy hair day when wash-out colors can be used.)
- Per our insurance provider, shoes must be closed toed and have a back. Clogs, Shoes without a back or with a strap only, and flip-flops are not allowed.

Shorts may be worn from August to the end of October and from the first of April to June. However, shorts and/or jeans are not permitted during mass days unless designated by the main office that they are allowed (i.e., excessive heat days). The students will not be permitted to change clothes after Mass.

Students will be warned the first time regarding appropriate clothing. The second time, the parents will be called and asked to bring appropriate clothing. Further incidents will be handled on an individual basis.

Students should come dressed to play outside during recess breaks. Boots, hats, snow pants and gloves are to be worn during inclement weather. Students will wear their gym shoes in case they forget and only have boots to wear.

- Note: We do not allow the students outside when the temperature or wind chill factor is below 10 degrees.
- Students may stay in only if there is a documented note from a medical professional.
- Students must always have gym shoes at school. This will ensure that they are ready for gym class each week and will help when they wear boots to school and forget their shoes.

DRUGS, ALCOHOL, TOBACCO AND WEAPONS POLICY FOR FAMILIES AND STUDENTS

The use or possession of illegal drugs, tobacco, alcohol, weapons, fireworks, or explosives is prohibited within the school premises, during school functions or school fieldtrips for both students and adults. Permanent suspension will be automatic with a student's first offense. Auburn Area Catholic School is a drug-free school zone, therefore adults are not allowed to smoke anywhere on school grounds. It is the policy of our school that no alcohol be served at any school events where school-aged children are present. If alcohol is to be served at any functions, the pastor, principal and the school committee must give permission. If individuals fail to comply with this regulation, they will be asked to leave the premises. Adults in charge of students during fieldtrips are to observe this policy and the chaperone policy.

Any student discovered to be or suspected of carrying or possessing a weapon, shall be excluded from classes/events pending investigation.

A search can be conducted to verify the possession of a weapon. The search may occur without prior warning, and would include an inspection of the student, and pockets (the student empties his/her own pockets), book bags, purses, lunch container, locker or vehicle. A law enforcement officer may conduct a body search.

Questioning may also occur regarding possible possession of weapons.

If the student refuses to cooperate or interferes with the search, the refusal to cooperate or interfere without legitimate reasons may result in disciplinary action, up to and including expulsion.

If a weapon is found or if there is suspicion that a student possesses a weapon, the police department is to be notified immediately and, if possible, the student is to be detained. Persons who possess weapons are subject to disciplinary action, up to permanent suspension on a student's first offense.

EMERGENCY PROCEDURES

CRISIS PLAN

A Crisis Plan has been developed and will be activated when necessary. The expectation is for all parents and children to comply with the crisis plan.

EMERGENCY PROCEDURES

Each child care center should develop a plan to be implemented in the event of a crisis. The plan should be approved by the Director, Pastor/Administrator and Principal and must be communicated to staff and relevant groups. Components of the plan include:

- A. Clearly stated responsibilities of all staff;
- B. Plans for special needs (disabled child, non English speaking child, very young child);
- C. The naming of a crisis team, with an identified coordinator, substitute coordinator and members;
- D. A plan for evacuating and safely moving children to a relocation site.
- E. A method for contacting parents and reuniting families.
- F. A calling-tree, with a list of those to be called, written guidelines for its use, dissemination, and annual review;
- G. A resource directory made up of counselors, certified first-aid and CPR assistants, fire and EMT phone numbers, and pastor/administrator phone numbers;
- H. Maintenance of equipment and other resources including first-aid kits, student records, cell phones, staff directory, floor plan that shows all exits and locations of telephones, fire extinguishers, local street map, and a summary of information that can be made public during an emergency;
- I. An annual in-service on the building crisis plan with crisis procedures regularly performed;
- J. An annual review and update as needed.

FIRE, TORNADO or OTHER DRILLS

All child care centers are to conduct a minimum of one (1) quarterly fire drill, two (2) tornado drills, and two (2) "Shelter-in Place" drills per academic year. The drills should be scheduled throughout the academic year. One tornado drill be scheduled in late fall and one in early spring.

"Shelter-in-Place" (sometimes referred to as a "school lockdown") drills are defined as those in which the occupants are restricted to the interior of the building and the building is secured. These drills shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of an armed individual on or near the premises. This drill shall be conducted with coordination of the local emergency management coordinator.

The child care center must maintain records of all drills. Dates, times, and number of persons involved are to be recorded and kept in the center's administrative files.

Pesticide/Asbestos Policy

As part of Auburn Area Catholic School's pest management program, pesticides are occasionally applied. You have the right to be informed of any pesticide application made to the school grounds or buildings. All families will be sent a notice prior to any applications that will occur when children will be in the premises within 48 hours of application. Attempts will be made to apply pesticides when students are not present, preferably on weekends.

We also need to inform you that all Asbestos Containing Material (ACM) has been removed or encapsulated in the classroom and restroom areas of the school. The only ACM remaining in the building(s) are in areas inaccessible to student and school personnel.

A government required inspection found our building(s) meet current asbestos management criteria. There are no plans for asbestos removal or building remodeling at this time.

A copy of the "Management Plan" for control of ACM is available for your review in the school office and at the Diocesan Center in the business office located at 5800 Weiss Street in Saginaw Michigan. Please contact the office should you have any questions regarding this program.

EXTRA-CURRICULAR ACTIVITIES

The following sports activities are offered based on student interest:

Coed soccer (2nd & 3rd grade and 4th & 5th grade)

Intramural soccer (4 yr. PS, K & 1st grade)

Intramural basketball (K & 1st grade and 2nd & 3rd grade)

Coed basketball (4th grade)

Basketball, girls (5th grade)

Basketball, boys (5th grade)

Coed Volleyball, (4th, 5th grade)

Cheerleading (3rd, 4th & 5th grade)

Sixth grade alumni are invited to play volleyball and basketball if needed to complete a 5th grade AACCS team.

FIELD TRIP POLICIES & FORMS

Class visits to places of cultural, educational, or religious significance enrich the lessons of the classroom. The written consent of parents must be obtained for every student to participate in each field trip. When a class is planning a field trip, parents/guardians will receive information about the trip regarding transportation and other details. Students need to report to school at normal time before leaving on a field trip. Students will be asked to wear either a school shirt or a shirt with the school colors blue or white when attending a field trip to identify our students with the school. No student may participate in a field trip away from school property unless we have received this permission from the parents. Field trips are privileges afforded to a student; no student has an absolute right to a field trip. Parents will be notified if participation is denied based on academic or behavioral requirements.

Emergency Medical Form

The emergency medical release form as required by Michigan Statute MCL 7005103, must be on file in the school office and taken on each field trip. (See appendix)

FINANCIAL AND FEE POLICIES

Tuition amounts are set by the pastor, administrator, and Finance Committee. Tuition can be paid in full at the beginning of the school year. Payments for tuition can also be made for ten months, August through May. These payments are to be made by the 15th of each month. Contact the office if financial assistance is necessary. Late tuition notification process will be:

- If payment is one week late, a gentle reminder note will be emailed or sent home.
- If payment is two weeks late, a letter signed by the principal will be emailed or, mailed home.
- If payment is one month behind, a letter will be signed by the pastor and principal indicating that your tuition is past due and full payment (2 months) needs to be made by the end of the month. A child's enrollment is suspended beginning the 1st of the next month until full payment to date is received in the school office.
- If there are extenuating circumstances causing delay in payments, please call and make an appointment with the pastor and principal.

Spread the Spirit Fund Spread the Spirit was created with the idea any child should be able to receive the benefits of a Catholic education. Through generous donations the Spread the Spirit Fund can provide families assistance with the expense of sending their child(ren) to AACCS. **This fund is available for families with K-5 students.** Please contact the school principal for more information.

A book/supplies fee is required for each student. The administrator and Finance Committee determine this amount. This fee is non-refundable.

Each student is required to have the necessary supplies needed to perform his/her work in the classroom. Supply lists will be given to the student in June and posted on the website for the following school year's materials.

Additional money may be required for field trips.

The parish will pay a percentage of the tuition for any current 6th grader wishing to continue their Catholic education for middle school and high school. Please speak to the pastor about this policy.

Withdrawal Policy

If for one reason or another, your child is withdrawn from school, tuition will be paid through the date of withdrawal. Any advance payments will be refunded after the date of withdrawal.

FOOD ALLERGY MANAGEMENT

AACS recognizes that food allergies, in some instances, may be severe and even occasionally life-threatening. The foods most likely to cause allergic reactions are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. Although most food allergies produce symptoms that are uncomfortable, persons with allergies to the above listed foods can suffer more serious consequences. Our goal is to provide an environment where the risk of exposure is reduced. The school cannot achieve this goal alone and student and family involvement are critical. Ultimately the primary responsibility for reducing the risks associated with food allergies rests with the student and his parents AACS cannot guarantee that a student will never experience an allergy-related event while at school. AACS is committed to student safety, and therefore has created this policy to reduce the risk that children with allergies will have an allergy-related event.

A. Parent/Family Responsibilities

1. Notify the school of the child's allergies.
2. Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan.
3. Provide clearly labeled medications per doctor's orders and in accordance with AACS medication policy. Replace medications after use or upon expiration.
4. Provide emergency contact information and update as needed.
5. Review the lunch menu and contact the food service director for ingredient listings as needed.
6. Provide meals or treats for their student if uncertain about possible exposure to allergy-causing foods.
7. Plan with teacher for unexpected food (treats).
8. May request information about student's allergy be provided to and sent home with classmates.
9. Educate the child in the self-management of their food allergy including:
 - a. Safe and unsafe foods
 - b. Symptoms for allergic reactions
 - c. How and when to tell an adult they may be having an allergy-related problem
 - d. How to read food labels (age appropriate)

B. School Responsibilities

1. Review health records submitted by parents and physicians and identify students with allergies.
2. Share information pertaining to a student's allergies with the appropriate faculty and staff that have contact with the student, but otherwise will be kept as confidential as possible.
3. Provide emergency training to staff annually and as needed, including, but not limited to administrator, teacher and food service personnel.
4. Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
5. Ensure a trained person attends all functions where the student is present, i.e. field trips.
6. Foods that specifically list nut or peanut products on the ingredient label will not be offered on the main serving line in our cafeterias. (Parents and students may obtain lists of ingredients for any food served by contacting the school office.)
7. Food Services will provide food that all students may enjoy. In the case of a student with multiple or unusual allergies, AACS may require the student/family to provide lunch and snacks to ensure the student's safety.
8. Provide instruction to faculty and staff on how to recognize symptoms of an allergic reaction and to respond appropriately.
9. Provide seating accommodations at meal times as needed, i.e. designate a table in the cafeteria "peanut free" and/or "allergy aware", allow student to eat meals in office.

10. Ensure that cafeteria tables are cleaned appropriately between meals.
11. AACCS will attempt to avoid serving food with nuts but cannot guarantee that products with nuts will never be present on campus or at school events. Likewise, AACCS cannot monitor products sold at athletic events or special student sales, products brought for celebrations, or served on off campus trips. Therefore, persons with severe food allergies must carefully monitor their food in these situations.

C. Student Responsibilities

1. Should not trade or share food with others.
2. Should not eat anything with unknown ingredients or known to contain any allergen.
3. Should be proactive in the care and management of their food allergies based on their developmental level.
4. Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic or if allergy symptoms appear.
5. Know what you are allergic to and avoid allergens.
6. Understand the symptoms of an allergic reaction.
7. Wash hands before and after eating.
8. Report teasing or harassment.
9. May carry and self-administer epinephrine if appropriate in accordance with AACCS medication policy

HEALTH CARE POLICIES AND PROCEDURES

HANDWASHING PROCEDURES

In preschool, children will wash their hands after using the bathroom, before eating snacks and when hands are soiled or dirty. The classroom has a series of pictures posted by the sink describing how to wash hands. The following procedure is as follows:

- 1) Turn water to a comfortable temperature between 60 degrees to 120 degrees.
- 2) Moisten hands with water and apply soap.
- 3) Rub hands together until a soapy lather appears and continue for at least 10 seconds.
- 4) Rub areas between fingers, around nail-beds, under fingernails, and the back of hands.
- 5) Rinse hands under running water until hands are free of soap and dirt.
- 6) Dry hands with a clean, disposable paper. Turn tap off with a disposable paper.
- 7) Dispose towel in a lined trash container.

BODILY FLUIDS

When handling bodily fluids the Occupational Safety and Health Administration model exposure plan will be applied. At a minimum, workers should wear disposable gloves.

SANITATION

Tables and any surface area used in the classroom will be washed daily before and after class. Any article used in the classroom will be washed and sanitized regularly. The procedure is as follows:

- 1) Wash the surface or article with warm water and detergent.
- 2) Rinse the surface with clean water.
- 3) Submerge, wipe or spray the surface or article with a sanitizing solution.
- 4) Let the article or surface air dry.

Sanitation is done by the following method:

- 1) Immersion at least 30 seconds in clean, hot water of 170 degrees Fahrenheit.
- 2) Immersion for 1 minute in a chlorine solution containing 1 teaspoon bleach per gallon of water.

MINOR INJURIES

Minor injuries are handled by washing the bruise or cut and bandaging it with a band-aid. Depending on the severity of the injury parents will be notified by note, email or phone call. Bumps should be carefully examined and the size should be monitored. Ice needs to be applied. Larger bumps need to be examined by a doctor, and a parent or guardian will be called to pick up their child.

SERIOUS INJURIES

Serious injuries are defined as broken bones, concussions or any injury that needs medical attention. Serious injuries are handled by calling emergency personnel and the parent or guardian. The procedure is as follows:

- 1) Teacher's aide will notify the office of a medical emergency.
 - a) The office will call 911 and the parents.
 - b) If the office is unavailable, the teacher's aide will call 911 and the parents.
- 2) The teacher will remain with the injured/ill child until emergency medical personnel or the parents arrive.
 - a) If capable of being moved the child will be taken to the office.
 - b) If unable to be moved the teacher will stay with the child at site of injury.
- 3) The teacher's aid will continue the regular schedule with the class.
 - a) They will return to the classroom or to another part of the building, where the injured/ill child is not.

LUNCH

Hot lunch will have a cost of _____ for the school year. Please only send money in if your child intends on ordering milk separately. Milk is supplied at no cost with the meal, or can be purchased separately for \$.75. Preschoolers who are scheduled for a half a day will not receive a lunch.

The hot lunch program follows the National School Lunch Program and The Healthy, Hunger-Free Kids Act of 2010.

During lunch period we encourage healthy choices, please keep that in mind when bringing in a “special” lunch for your child.

Snacks

Food brought into the classroom should not be a replacement and/or interfere with the lunch hour. Please consult your child’s teacher regarding time-of-day treats will be served and what you are planning to provide as a snack.

PARENTS

Parent's Role in Education

We, at Auburn Area Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life - physically, mentally, spiritually, emotionally, and psychologically. Your choice of Catholic schools involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Parents as Partners

As partners in the educational process at Auburn Area Catholic School, we ask parents to set rules, times and limits so that your family:

- Support the religious and educational goals of the school, including weekly attendance at mass
- Support and cooperate with the discipline policy of the school
- Treat teachers with respect and courtesy in discussing student problems
- Get to bed early on school nights
- Arrive at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Complete assignments on time
- Has lunch money or nutritional sack lunch every day
- Actively participate in school activities such as Parent-Teacher Conferences

- See that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- Notify the school with written note when the student has been absent or tardy
- Notify the school office of any changes of address or important phone numbers
- Meet all financial obligations of the school
- Inform the school of any special situations regarding the student's well-being, safety, and health
- Complete and return to school any requested information promptly
- Read school notes and newsletters and show interest in the student's total education
- Volunteer a minimum of 10 hours throughout the school year

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

SACRAMENTAL PREPARATION

Sacramental preparation is done through the Faith Formation Office of your home parish.

SAFETY & MEDICATION AUTHORIZATION

Accidents

Serious accidents occurring during the school day, especially those needing medical attention will be reported to the parents immediately. If parents cannot be reached, the alternate name appearing on the emergency card will be contacted. For less serious concerns such as ice applied to bumps and Band-Aids to scratches, these will be noted in the emergency book in the school office and available to parents upon request.

Administering Medications to Students

(Note: Public Act 157 of 1971 adds compiled Law Section 340.378 ((Section 378 of Act No. 269 of the Public Acts of 1955-The School Code) provides that the school administrator or teacher may not be held liable in a criminal action or civil suit, except in cases of gross negligence or willful misconduct, for administering medication to a student. It provides that medication shall be administered in the presence of another adult and only upon written permission of the student's parent/guardian, and in compliance with the instructions of a physician. Medications may be administered to students at school when the doctor's prescription specifically requests that dosages must be given during school hours. Public Act 10 adds sections to the Revised School Code that allow students to possess and use a metered dose inhaler or dry powder inhaler for the relief of asthma symptoms while at school or on school sponsored activities. All medication, **prescription and over the counter** (cough drops, aspirin, sunscreen, etc.), must have signed permission forms from parent and physician and must follow dispensing regulations.

The complete Auburn Area Catholic School Health Policy Manual is on file in the school office.

PROCEDURE FOR IDENTIFYING and REPORTING SUSPECTED CHILD ABUSE and NEGLECT

All staff members are mandated reporters. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child he/she must file a report with the Department of Social Services.

The following procedure will be followed:

1. A staff member who suspects abuse or neglect must document their observations including the child's name, date, time, child's injuries, child's behavior, and any other pertinent information. The staff member will discuss this information with the Program Director.
2. The Program Director or the staff member with the assistance of the Program Director will immediately make a verbal report to DSS, to be followed by a required written report within 72 hours of the verbal report.
3. If a staff member feels that an incident should be reported to DSS, and the Program Director disagrees, the staff member may report to DSS directly.
4. All concerns of suspected abuse and neglect that are reported to DSS will be communicated to the parents by the Program Director unless such a report is contra-indicted.

Department of Social Services Telephone 855-444-3911

WELLNESS POLICY

A wellness policy has been developed. It is the intent through implementation of this policy that the school includes: Nutrition Education, Physical Activity, and other school based activities. It is expected that the staff, parents, and students actively support this policy. A copy of the policy is available in the school office for examination.

Health Issues

The following is a guideline for school attendance. We ask that you be particularly alert to the beginning signs of illness in your child. Keeping him/her home during an illness until he/she is completely well will help prevent the spread of illness to others at school.

Should your child have any of the following, he/she should stay home. Be sure to notify the school at or before 9:00 A.M. of the absence/illness.

1. If the illness results in a greater care need than the school staff can provide without compromising the health and safety of the other children.
2. If the child has any of the following that could indicate an illness:
 - Fever – any temperature over 100.4 degrees F. **(The child should be fever-free for at least 24 hours without the use of fever reducing medication.)**
 - Cough – that is constant or productive (bringing up mucus) or a hard cough that requires a lot of the child's energy.
 - Runny Nose – when the discharge is thick yellow or green. This usually indicates an infection, which usually requires an antibiotic.
 - Difficulty breathing
 - Diarrhea – frequent stools that are loose or watery. May not return to school for 48 hours from the last incident.
 - Vomiting – two or more times in the previous 24 hours. The child should be taking fluids and food without problems for at least 24 hours before returning to school. May not return to school for 24 hours from the last incident.
 - Rash – with fever or behavior change, until a physician has determined the illness not to be communicable disease. Fifth's disease, measles, scarlet fever, and strep throat are a few things that may manifest a rash.
 - Chicken Pox – may return to school when all the lesions are dry and scabbed over.
 - Head lice – the child must be nit-free with no evidence of live lice. School staff will screen the child on the first day of return and up to 10 days after.
 - Conjunctivitis/pink eye – pink or reddened white area of eye with drainage, eye pain and itching, and redness of the eye area. A physician must see the child.
 - **Antibiotics – the child must be kept home for 24 hours after the first dose of an antibiotic for an infectious process.**

If your child has any of these symptoms at school, you will be contacted and will be expected to make arrangements to pick him/her up from school as soon as possible.

Should your child be exposed to an infectious disease, you will be notified from the office via a note.

MEDICATION AND STORAGE OF MEDICATIONS

Prescription Medication & Non-prescription Medication

Prescription medication must be brought to school in its original container and include the child's name, name of the medication, the dosage, the number of times per and the number of days the medication is to be administered. Prescription medication will be given only with the written consent of the child's physician. The statement will be valid for one year from the date it was signed

Non-prescription medication will be given only with the written consent of the child's physician. The statement will be valid for one year from the date it was signed.

All Medications:

1. The first dosage must be administered by the parent at home in case of an allergic reaction.
2. All medications must be given to the school office by the parent.
3. All medications will be stored in the school office out of the reach of children.
4. The school office staff will be responsible for the administration of all medications.
5. The school office will maintain a written record of the administration of any medication (excluding topical creams, cough drops) which will include the child's name, the time and date of each administration, the dosage, and the name of the staff member administering the medication. This completed record will become part of the child's file.
6. All unused medication will be returned to the parent.

ADDITIONAL INFORMATION

Care of School Property

School Chromebooks/notebooks will be assigned to the students. The condition of the technology will be noted before distribution. Any damage to or loss of technology or other supplies belonging to the school will require parents to cover the cost of that item up to replacement. In addition, students are required to use school bags, so books are protected to and from school. Chromebook and notebook cost per unit = \$300

Internet use

The Internet is available. Policy on safety and use is on file in the office as well as posted near the computer. Students and staff sign the policy

Library

Each class has a weekly library period. The library may be used at other times with the permission of the class teacher and if there is an adult in the library to supervise and the room is available. Library books are school property and will be replaced if they are damaged or lost.

Lockers

Lockers are school property and may be inspected at any time. Locks are not allowed. Students are responsible for maintaining neat and clean lockers. There will be no personal stickers or posters affixed to the inside or outside of the lockers.

Lost and Not Recovered

The school will not be responsible for stolen or lost articles. Check the lost and found box located in the school office as soon as you notice you misplaced any item. Items may be claimed in the office. Items not claimed are given to charity.

Media Accessibility to Students

Schools/parishes must have a signed consent form from parents allowing their children to be photographed, videotaped and/or voice taped for any public promotion of the school/parish programs, including Facebook or for in-school/parish purposes only.

Not Allowed on School Grounds

Hard baseballs, pocketknives, skateboards, roller blades, explosives, matches, guns, student laser pointers, personal electronic devices, cell phones, gum, or anything else that may constitute a safety hazard or anything that would interfere with the learning environment. Cell phone exceptions are considered by the principal through written request.

Playground

General playground rules are posted in the school office. Student expectations are taught via PBIS. The playground is only for school activities from 8:30-3:30 and during AfterCare from 3:30-5:00PM.

Safety Drills

Fire, lockdown, and tornado drills occur throughout the year, as required by law. Fire and tornado routes are posted in the classrooms.

SOLICITATION

Non-related school groups or individuals will not be allowed to sell any items on school property.

Telephone

The telephone is for emergency use only. Messages will be taken to the student on incoming calls of importance. Students will not be allowed to leave class for a phone call. Phone calls by students may be made at the discretion of the principal or a teacher.

Transportation

Bus service is provided by the Bay City Public Schools. Forms requesting bus service are available in the school office. Parking lot route for drop-off and pick-up of students is found in the appendix.

Visitors

A camera and door lock system has been installed on the door to enter school. It will be operational after all the students have arrived until the end of the school day. You will need to buzz the office from the intercom system and someone will let you in the building. Visitors, parents, and guests must sign-in the school office and let us know their purpose in the building.

VOLUNTEER OPPORTUNITIES AND ORGANIZATIONS

Athletic Association

The Auburn Area Catholic Athletic Association organized in November 1980 for fostering and promoting athletic activities at Auburn Area Catholic School. Auburn Area Catholic School Athletic Association reports monthly to the School Committee.

The Association provides league entrance fees, uniforms, equipment, and awards for the athletes at the Spring Sports Banquet.

PTO

The PTO is an organization made up of parents, teachers, and principal. Each family is encouraged to attend the Association meetings. This is a great opportunity for parents to come together and share their wonderful ideas. The viewpoints and input of each family is needed and welcome. The PTO reports monthly to the School Committee.

Annually the PTO funds the Auburn Area Catholic School library, school picnic, 5th grade Camp Timbers retreat and other special projects as needed. It also provides refreshments for special events.

The PTO (of which all families are immediate members upon enrollment) requires ten hours of volunteer service by families during the school year, including attending at least one PTO meeting throughout the year. A list of opportunities to serve is given at the beginning of each school year. Every time you are volunteering, please record your name, date and event in the book provided in the school office.

School Committee

Recognizing that the authority and responsibility for Catholic education within the parish rests with the pastor, the purpose of the School Committee shall be to serve as advisors to the pastor and principal in the development and definition of policies which shall govern the operation of Auburn Area Catholic School. By-laws of this committee are available in the school office.

Fundraisers: Euchre Tournament, Eaglepalooza, and the Corn Fest have all been utilized in the past.

School Volunteers

All staff working at AACS have gone through a rigorous screening process which includes Virtus Training, background checks, fingerprinting, PSOR, child abuse, and neglect screening. Parent volunteers are encouraged to help in the room, but they will not be in the direct supervision of any child or children participating in any of the Auburn Area Catholic School programs.

PRESCHOOL OBJECTIVES

THE IMPORTANCE OF PRESCHOOL

Parents, doctors, and psychologists know that a child's preschool years are extremely important in preparing him/her for the years of learning ahead. Auburn Area Catholic School wants to be part of that preparation because it feels that every child is a special gift of God, is capable of learning, and deserves the best beginning and the best foundation for future learning.

Our school's goal is to have each child develop and mature with his/her peers in an environment of Christian love and understanding which will open many areas of challenge, discovery, and enjoyment and challenge his/her level of ability.

OBJECTIVES OF THE PRESCHOOL PROGRAM

The preschool aged child is a unique individual, full of love, excitement, anxiety, curiosity, and potential. Realizing that there are many different factors that effect the child's development, the preschool program addresses all its learning experiences and activities to these various components of the child as further outlined:

Emotional Development

The child will:

- Develop a positive, realistic self-concept
- Accept and express his/her emotions in God-pleasing ways
- Accept and demonstrate Christian care and concern for others
- Feel pride in his/her accomplishments
- Grow in independence
- Enjoy God's gifts of living and learning

Social Development

The child will:

- Learn to share and cooperate with others
- Show respect for others and their differences
- Grow in the understanding that he/she can learn from others
- Share the love of Christ by seeking and giving companionship
- Develop respect for others' cultural identity and heritage
- Respect the environment as a gift of God

Intellectual Development

The child will:

- Extend natural curiosity to his/her environment
- Use God's intellectual gifts in ways pleasing to God
- Develop strong foundations in language arts, which will result in reading and writing as the child becomes ready
- Develop strong foundations in math and early computation skills
- Develop appropriate problem-solving skills
- Receive wholesome models for learning.

Aesthetic Development

The child will:

- Develop sensory awareness
- Grow in imagination and creativity
- Grow in the appreciation of art and music as both fun and a means of communicating
- Develop the sense of expression through art and music
- Show love for God through art and music

Physical Development

The child will:

- Develop coordination and motor skills
- Explore movement and physical fitness
- Learn to practice good safety and health habits
- Care for the health and development of his/her body as God's gift

THE PRESCHOOL PROGRAM

The Mon-Wed-Fri four-year-old program has an 8:30 – 11:30 a.m. session, plus the option of adding an extended day 11:30 a.m. – 3:15 p.m. session.

The Tue.-Thur. three-year-old program has a morning session only and is held from 8:30 – 11:30 a.m.

Children must have the necessary bathroom habits to care for themselves.

RATIO of STUDENTS TO ADULTS

At AACCS preschool we maintain a 12 to 1 ratio of students to adult in our 4 year old program. We have a 10 to 1 ratio of students to adult in our 3 year old program.

The goal of preschool is to prepare the children for kindergarten, to help children become enthusiastic, independent, self-confident, and inquisitive learners. We do this by encouraging children to be active and creative explorers who are not afraid to try out their ideas and to learn at their own pace and in ways that are best for them. They are given opportunities to develop good habits, basic skills and positive attitudes that can be used throughout their lives. Our biggest goal is in helping children see themselves as God sees each one of us—unique individuals, full of worth and promise.

Preschool has classrooms of tiny chairs, cubbyholes, "circle time," and activity centers. Children are taught to read, write, and compute, as well as, cut, paste, skip, and share. By using manipulative objects, they will learn many math concepts.

But children will not be taught these things while sitting in rows of desks. The children will move about the classroom constantly, whether working on the floor, at tables or in the hallways. The preschool classroom is fluid and free.

A preschooler's day will include time to work alone, then come together in "circle time" for sharing and group activities; ample opportunities for outdoor play, as well as, moments of quiet, listening to music or literature, creating in the art center, or exploring movements in the gymnasium. The teachers will also spend a great deal of time building self-confidence, encouraging children that mistakes are okay and can provide a good way to learn.

The school year is divided into a number of themes and activity units are created to emphasize each theme. Themes may include activities such as colors and shapes, farms and food, nursery rhymes

and community helpers. Each activity unit includes experiences in fine and gross motor development, language arts and number readiness, art and music enjoyment, social interaction and self-esteem building.

4 Year Old Optional Afternoon Program

The optional afternoon program will include; lunch period, rest/naptime, outdoor play and group activities.

PRESCHOOL HOURS AND CLOSING PROCEDURES

Preschool sessions run Monday, through Friday from 8:30 to 11:30 with extended day 11:30 to 3:15. The preschool program will follow the holiday/vacation schedule of Auburn Area Catholic School. A school calendar will be sent home in the fall. Auburn Area Catholic may not always follow Bay City Public School closings. When weather becomes severe, or other problems arise, please listen for announcements that will be given on TV stations WNEM, ABC12, and WEYI, our school will be listed separate from Bay City Public Schools. Parents are encouraged to sign up for closing notification by text message. Evening activities are also cancelled when school has been cancelled.

DROP OFF AND PICK UP

Preschoolers should be dropped off at the classroom doors. Your children will be brought to the Church doors at the end of each school day. The children should be here no sooner than 8:15. The teacher and/or teacher's aid will greet them in the classroom. Please do not leave children alone.

TRANSPORTATION

As of the first day of school, it is very important that the teacher be notified of how, and with whom, each child will go home from school every day.

NEITHER THE TEACHER NOR THE TEACHER AIDE WILL ALLOW A CHILD TO GO HOME BY ANY OTHER WAY THAN ORIGINALLY ESTABLISHED ON THE FIRST DAY OF SCHOOL.

IF THERE IS ANY CHANGE IN THE TRANSPORTATION PLAN, THE PARENTS MUST NOTIFY THE TEACHER IN WRITING OR IN PERSON BEFORE THE CHILD WILL BE ALLOWED TO GO HOME IN ANY DIFFERENT MANNER THAN ESTABLISHED.

PRESCHOOL DISCIPLINE POLICY

A self-guided or self-disciplined child is our goal. The teacher will manage the group through careful teaching techniques using the PBIS Matrix. The teacher will provide many learning experiences that are age appropriate to avoid frustration.

At times, direct intervention on the part of the teacher may be necessary. At those times the following methods will be used:

REDIRECTION: Directing the child to an appropriate activity while explaining the reasons why he/she may not engage in that type of behavior.

GIVING CHOICES: To help the child resolve his/her conflict by choosing a more appropriate way to act in that particular situation.

TEMPORARY ISOLATION: Removal of the child from the immediate situation for a short period of time. The child is taken to another part of the room to sit, he/she is told why they were removed, and how they need to behave to return to the group.

If the problem persists or is severe the parents will be notified. The parents will be informed of the problem, how it was handled and what will be done in the future. If the problem continues and can't be resolved, the child will be withdrawn from the program

FIRST DAY OF SCHOOL

PREPARING FOR THE FIRST DAY

There will be an open house in September, where parents and children will have an opportunity to see the preschool classrooms and facilities, meet the teacher, and introduce themselves to other parents.

Each child will need the following:

- A backpack at least 12 inches wide to carry schoolwork home.
- Their name must be written on their belongings.

It will help your child at school if he/she has learned to:

Put away toys, clothing, playthings, etc.

- Help others
- Listen to and follow directions
- Do simple household chores
- Wash his/her hands
- Go to the bathroom independently

You can help your child by:

- Establishing a routine for getting to and from school
- Seeing that he/she has a nourishing, unhurried breakfast before coming to school
- Dressing him/her suitably for school activities and for the weather
- Keeping your child home when he/she is sick

For your child's safety he/she should know and be able to tell someone:

- His/her telephone number
- His/her parent's name
- His/her first name

THE FIRST DAY OF SCHOOL

This is a very exciting day for everyone. In preparing for this day you might consider the following:

- It may be helpful for a parent to accompany their child to school on the first day. If this is done, the parent should bring the child directly to the classroom and may remain in the room with the child until the child feels comfortable to stay without the parent. Parents are encouraged to come in at anytime to visit and observe in the classroom.
- It takes a while to adjust to the routines and length of the school day. At the end of the day everyone goes home tired. An early bedtime might be in order. 😊

CLASSROOM POLICIES

SNACKS

The children will have a snack each day. Snacks will be provided on a rotational basis by parents. A snack calendar will be sent home monthly. Please try and send nutritious snacks that are individually wrapped. **Please note that Auburn Area Catholic Preschool has adopted a *peanut-free* snack policy.** Please do not bring anything to the school that contains peanuts. Check package labels very carefully to ensure that there are no peanuts listed in the ingredients. We try and reserve the cookies and cakes for birthdays and parties.

ACCEPTABLE SNACKS

Fruits and Vegetables

Bananas - Cut into quarters or halves with peel on for convenience
Apples and Pears – Sliced into wedges
Melons and Cantaloupe – Cubed or use a melon baller for fun shapes
Berries - Serve as is!
Oranges – Wedges
Grapes - Cut in quarters or halves
Plums, Peaches and Nectarines - Pitted and cut in half
Sugar Snap Peas – Serve as is!
Broccoli – Cut into small florets
Cucumbers – Sliced
Cherry tomatoes – Cut in half
Applesauce
Dried fruits - raisins, apricots, etc.

Bread and Grains

Whole Wheat Crackers or Pretzels
Whole Wheat Breads
Pita Bread
Tortillas
Fruit or Vegetable Muffins
Granola Bars
Breads – banana, zucchini (no nuts)
Cereal – Whole grain

Protein

Low fat yogurt
Cheese sticks
Slices of Cheese

ACCEPTABLE DRINKS

100% Fruit Juice: White Grape, Orange, Apple, low fat milk

NON-ACCEPTABLE SNACKS

Candy
Fruit snacks, fruit rollups, Yogo snacks
-these are not fruit -- they are fruit flavored sugar
Nuts of any sort, peanut butter snacks
Cookies

NON-ACCEPTABLE

DRINKS

NO “color” drinks (blue juice in milk jug, etc.)
NO red or grape juices
NO HI-C or Kool-Aid
NO pop

Suggested Serving Size (PER STUDENT):

Vegetable: ¼ cup
Fruit: ½ piece whole fruit
Bread and Grains: ½ slice of bread, 1 small muffin,
4 crackers, 1/3 cup dried cereal (whole grain),
Protein: ½ cup yogurt, ¾ ounce of cheese
Milk/Juice: 1 jug/container per class

Your child's birthday celebration and holiday parties are an exception of the standard snack list. Special treats can be brought in for these special days. (i.e. cupcakes for birthdays, etc.)

If you would like to bring a snack not mentioned above, please check with the teacher. It is important that we all follow the AACCS snack list.

Birthday Celebrations

The children are welcome to bring in a special snack for their Birthday. Their snack day will be scheduled as close as possible to their birthday. Children, whose birthdays occur during summer vacation, will be able to bring in a special treat for their half birthday.

Clothing

Play is the child's work. Children are encouraged to wear play clothes. Daily activities include active and sometime messy play. Clothing with child friendly buttons, snaps and zippers are highly encouraged to promote independence. We will be going outside every day until the weather is too cold, dress your child appropriately. PLEASE, LABEL ALL OF YOUR CHILD'S BELONGINGS.

Show and Tell

We will be having Show and Tell once a week, beginning in October. Each Show and Tell Day will correspond with our weekly theme. The weekly newsletters will indicate the type of show and tell to bring. Please, reserve this time to allow your child to bring toys to school. The Monday/ Wednesday, and Friday class will have Show and Tell on Fridays and the Tuesday/Thursday class will have it on Thursdays. LABEL ALL ITEMS YOUR CHILD BRINGS. We ask that you not send toys that suggest violence.

Field Trips

We will be taking at least two field trips during the year. We generally take a fall and spring trip. Due to state licensing, a parent or family member must drive your child to the field trip. You will receive a letter explaining the field trip along with a permission slip.

We also have people from the community visit the classroom to share with us.

Field trips for preschoolers are a very important part of the learning process. For the students to fully realize the value of the field trip, we ask that **only students and their parents, guardians or a family member** attend the field trip.

Holiday Parties

We will have three classroom parties: Halloween, Christmas, and Valentines.

Parent Involvement at School

When children see their parents helping at school and in the classroom, they develop pride in their parents and in themselves. Auburn Area Catholic School encourages Moms and Dads to become involved in the school day so that their children can feel their parents are a part of their schooling and consider it important and fun also. Please note; the teacher and classroom aide will be with the children in the classroom.

All staff working at AACCS have gone through a rigorous screening process which includes background checks, fingerprinting, PSOR, child abuse, and neglect screening. Parent volunteers are encouraged to help in the room, but they will not be in the direct supervision of any child or children participating in any of the Auburn Area Catholic School programs.

Here are some ways in which Moms and Dads can become involved.

- After the first month of school when classroom routines are established, volunteer your help and assistance by informing the teacher of times and talents which you are willing to schedule.
- Join the class on field trips. Before each trip a note is sent home explaining the details of the trip. If you wish to join the group for the outing, send the note back with your offer to help written on it.
- Parents can invite the class to take a trip to their work place and share with the class how the business is run.
- We have a very active PTO as well as an Athletic Association. Joint activities will be planned with our students in grades kindergarten to fifth. If you would like to be involved in these organizations, please call the school office and your name will be given to the proper association.

Transportation

Parents will be responsible for transportation to and from the childcare program. After school, Preschool-5th grade children will move into the approved childcare classroom from their regular classroom for child care.

THE BEFORE & AFTER SCHOOL PROGRAM 2023-2024

Child care will be offered Monday – Friday each week. The program will follow the school calendar for breaks, snow days, etc. **There will be no afternoon care on half-days.**

Child care will be offered in the morning beginning at 7:00 – 8:15 a.m. and then again in the afternoon beginning at 3:30 – 5:30 p.m.

7:15-8:15 am and 3:30-5:30 pm: \$4.00 per ½ hour for first child, \$2.00 per ½ hour per additional child

*7 AM drop off additional \$1.00 each child

Daily Routine

7:15 a.m. – arrival

7:15 – 8:05 a.m. – free choice

8:05 – 8:15 a.m. – clean-up

8:15 a.m. – move into their classrooms for beginning of school day

3:20 p.m. – transition from classrooms to care room

3:30 – 4:20 p.m. – homework, free choice

4:20 – 4:30 p.m. – clean-up

4:30 – 5:20 p.m. – recess, free choice

5:20 p.m. – 5:30 p.m. – clean-up

5:30 p.m. – parent pick-up

Enrollment

You may choose to enroll your child in the Before & After School Program based on your specific needs for child care.

This program is being offered for currently enrolled students in our Preschool – 5th grade classrooms.

You can enroll your child by filling out the 3-week commitment form and return it to the school office or by emailing schooloffice@auburnac.org. This form will allow you to choose the days and times that you need for child care. A separate health waiver form and a signed statement that you have read the handbook is also required for this program. All forms are located in the school office and in Digital Academy.

Enrollment will be based on a first come, first serve basis.

Please direct all questions and inquiries to the school office at schooloffice@auburnac.org.

A snack will **NOT** be provided in the afternoon program. Parents can pack a snack for their child(ren).

CONCLUSION

The principal retains the right to amend the handbook for just cause and parents will be given prompt notification if School Committee approves changes.