AUBURN ELEMENTARY SCHOOL

HANDBOOK

2025 - 2026

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A Note from the Principal

Dear Families,

With heartfelt enthusiasm, I welcome all of you to the beginning of the 2025-2026 school year at Auburn Elementary. It is my pleasure to extend an especially warm welcome to our new Tiger families. This will be my third year leading Auburn Elementary, and I am honored to serve as principal.

At Auburn Elementary School, our school's mission is to provide children with a safe and positive educational environment in order that they may become successful and contributing citizens in our society. We believe educational success is the result of the cooperative effort of the home, school, and community. Our outstanding faculty and staff are excited to make Auburn Elementary the very best it can be for all students. We look forward to partnering with families to ensure students have a positive and productive year!

Thank you for all you do to support your child's learning. Please feel free to contact me at (770) 963-7887 or lauren.carter@barrow.k12.ga.us.

Here's to a wonderful year at Auburn Elementary School!

Sincerely,

Dr. Lauren Carter

Principal

General School Information

Administration / Office Staff

Principal	Dr. Lauren Carter
Assistant Principal	Laurie Gray
Literacy Support Coach	Athena Roberts
Receptionist	Jenna Hill
Registrar / Data Clerk	Kathleen Solis
Bookkeeper / Secretary	Christa Minak
Counselors	Heather Desimpelaere / Dani Ardeleanu
Nurse	Katie Castro

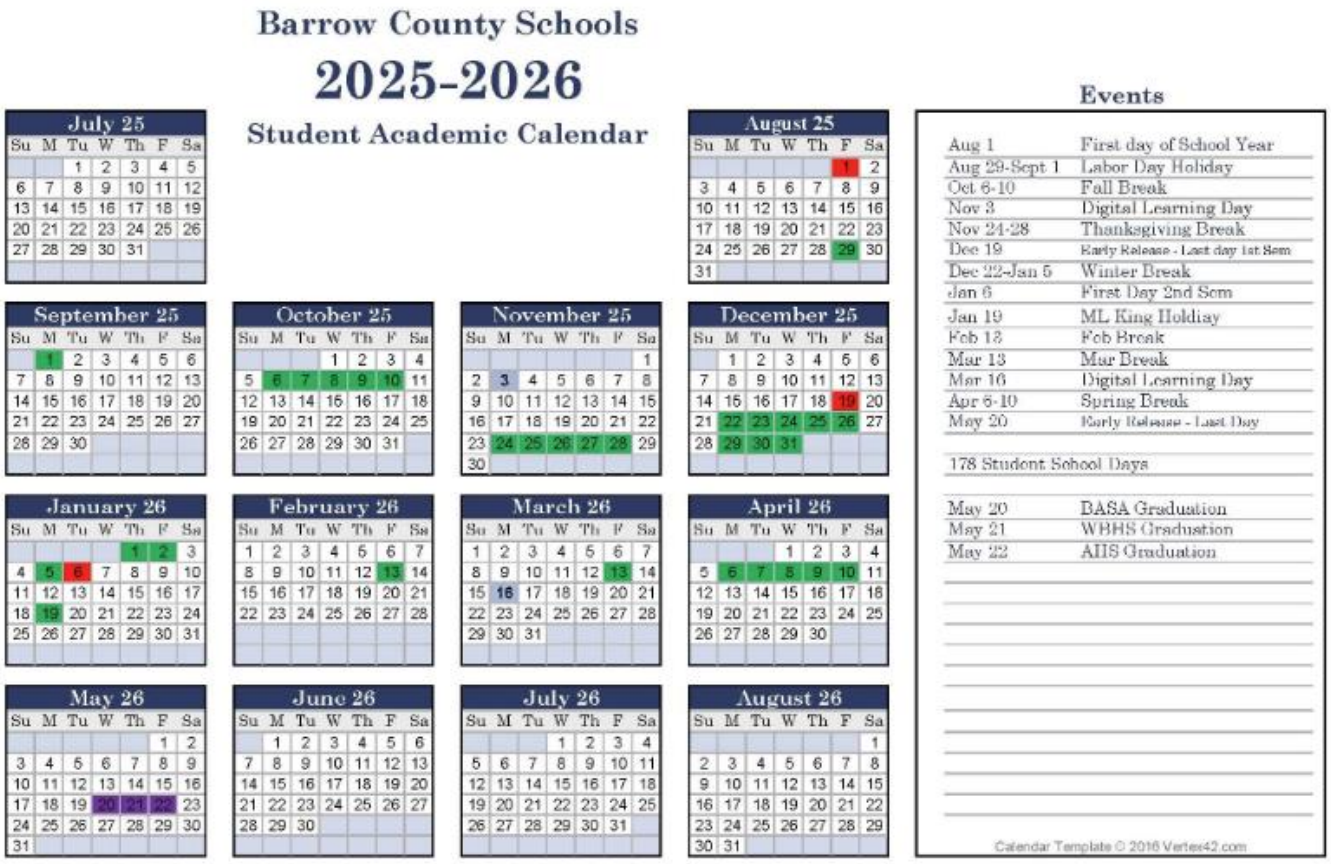
Contact Information

Address: 1334 6th Ave
Auburn, GA 30011
Phone: (770) 963-7887
Fax: (770) 963-2923
Website: Auburn Elementary School Website

School Hours

Elementary school hours are 7:30AM to 2:00PM. No students may be dropped off before 7:00AM.

Auburn Elementary School offers a Before Care and After School Program (ASP). Spaces are limited, and all students must be registered to attend. For more information, please contact the ASP coordinators, Mrs. Kathleen Solis and Ms. Brittany Gitzen.



Academic Calendar

This calendar, and other important information, can be found on the Barrow County Schools website at www.barrow.k12.ga.us.

Barrow County Schools District Handbook

The district handbook can be accessed by visiting the district's website: https://www.barrow.k12.ga.us/families/students/student-handbook

Student Code of Conduct

Parents should review the Barrow County Schools Code of Conduct with their children for students to understand expectations for behavior. The Barrow County Student Code of Conduct is based on the philosophy that discipline is a tool that is used to teach students to become responsible for their own behavior. Since our students live in a society in which citizens are expected to obey laws and abide by commonly accepted standards of behavior, we must teach them to be self-disciplined. This Student Code of Conduct is built upon those commonly accepted standards of behavior sometimes called character traits. These character traits include citizenship, cheerfulness, cleanliness, compassion, cooperation, courage, courtesy, creativity, diligence, fairness, generosity, honesty, kindness, loyalty, patience, patriotism, perseverance, punctuality, respect for the creator, respect for the environment, sportsmanship, school pride, self-respect, self-control, tolerance, and virtue.

To educate students to become productive citizens as adults, we must create a safe, non-threatening and orderly school environment that enables teachers to teach and students to learn. We expect students to "behave themselves in such a way so as to facilitate a learning environment for themselves and others, respect each other and school district employees, obey student behavior policies adopted by the local board of education, and obey student behavior rules established by individual schools (O.C.G.A. 20-2-735)." This Code of Conduct establishes expectations for the maintenance of a positive learning environment at school.

The Student Code of Conduct is effective during the following times and in the following places:

1. At school or on school property at any time.
2. Off the school grounds at any school-related or school-sponsored activity, function or event and while traveling to and from such events.
3. On vehicles provided for student transportation by the school system and school bus stops where groups of students gather for the purpose of getting on or off the school bus.
4. Off school property provided a student's behavior poses a threat to the safety of students, staff or visitors at school or has the potential to disrupt the safe and orderly operation of a school.

Please see the Student Code of Conduct on the school or district website. You may also request a copy of the Student of Conduct from your student's school.

Positive Behavior Intervention & Support (PBIS)

Positive Behavior Intervention & Support (PBIS) is a framework used by Barrow County Schools to reduce disciplinary incidents, increase safety, and improve academic outcomes. More information is included under the Student Code of Conduct in the Barrow County Schools Handbook.

Auburn Elementary School has implemented Positive Behavior Intervention Support or PBIS. This program promotes school wide behavior expectations that are taught and reinforced in a positive manner. While good behavior is rewarded, the Code of Conduct is still enforced.

Corresponding with Teachers and Administrators

Communication is key to the success of your student. Teachers and administrators welcome your phone calls and emails. Please note that during the school day, instruction is the top priority. Teachers and administrators will make every effort to respond within twenty-hour (24) hours.

Weekly Communication Folder



Every student at Auburn Elementary School will be provided with a weekly communication folder. These are to be used as tools to communicate with the school and the teacher. Please check this folder weekly. If sending in a note, a transportation change, or any other documentation, please place them securely in the appropriate place. Encourage students to take responsibility to ensure items are turned in quickly.

Remind App

All AES teachers and staff use an app called Remind to communicate with families. Remind is a free, safe messaging app that keeps families up to date with what's happening in the classroom. Students and parents can receive Remind messages from AES teachers and staff by text, email, and push notifications in the app. Join the AES Remind Group HERE.

Visits to School by Parents



We love to have parents involved at AES! Volunteer opportunities will be communicated via Remind and social media. Parents may eat lunch with their students on Fridays.

If you would like to meet with your child's teacher, please send them a message via email or Remind to schedule an appointment with them.

Attendance

Attendance is an important factor in a student's classroom success. Please try to keep absences to a minimum by scheduling appointments for non-school days and after school hours when possible. If you must schedule an appointment during the school day, your student will be marked tardy or absent depending on the amount of time missed for the day. Parents/Guardians

must submit a note from a physician or a parent note to the school for the absence to be considered "excused." Only five (5) parent notes per semester can be accepted.

Student absences may be excused for the following reasons:

1. Personal illness and when attendance in school would endanger their health or the health of others.
2. A serious illness or death in the immediate family that necessitates absences from school.
3. Absences mandated by other governmental agencies, including pre-induction physical examinations for service in the armed forces or court ordered.
4. Observing a religious holiday that necessitates an absence from school.
5. Conditions that render attendance impossible or hazardous to their health or safety.
6. Registering to vote or voting for a period not to exceed one day.
7. A maximum of five (5) school days per school year may be excused for students whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard in order for the student to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment overseas to a combat zone or combat support posting or during the parent's or guardian's leave from such a deployment. *(Note: Students serving as pages for the Georgia General Assembly are counted present on the days serving in the Assembly. In addition, students who are present for at least one-half of the instructional day shall be counted present partial attendance).*

Full-day school attendance is very important to student success. Students who arrive late or leave early miss important segments of classroom instruction.

Tardies and Early Check-Out Procedures

Students must be on time for class to minimize disruptions of the instructional day. Tardy is defined as arriving at school or class after the designated start time or leaving school or class before the designated end time. If a child arrives at school at 7:30AM or later, he / she must be brought to the front door by a family member and must be checked in by the office staff. When checking in after 7:30AM, the student will be counted as tardy. Students must be in the classroom by 7:30AM to be considered "on time" for school. Parents will be contacted if tardies become frequent. Any student checked out before 2:00PM will also be considered tardy. Students who arrive late on buses will not be marked as tardy as this is due to circumstances beyond their control. Students may be counted present for the day if at least one half of the instructional day is spent in school.

Students who need to leave early must have a parent or guardian sign them out at the front door by office staff (No students will be allowed to check out between 1:30PM and 2:00PM unless for a doctor's appointment or an emergency). Parents can expect the staff to ask to see an appointment card from the doctor when asking to check students out after 1:30PM. Please make appointments (doctor, dental, etc.) for after school hours, or as late in the day as possible, to minimize lost instructional time.

Make Up Work

Make up work for students absent for three (3) or more consecutive days may be requested by contacting the teacher. It can take up to twenty-four (24) hours to gather and prepare the materials. Students absent less than three consecutive days will receive the necessary make up work upon their return.

Student Records

Student records include a copy of the birth certificate, all health records / immunization records, test scores, attendance, and grades. All information is kept in a digital format. This information is important when used to determine needs for special services and to record the student's progress. The documents should be kept up to date and if additional documentation is requested it should be provided as quickly as possible. Records may be reviewed by a parent / guardian upon request.



Student contact information is highly important. If there is an emergency, the most current information should be kept on record. If, at any time, you have a phone number or address change, please update that information here. If you have questions about your student's records please contact the Registrar / Data Clerk, Mrs. Kathleen Solis.

Response To Intervention (RTI) / Student Support Team (SST)

Students needing additional support may be referred to the Student Support Team. The RTI / SST team is a group of professionals identified for the specific purpose of reviewing student performance and providing support for the student who is having difficulty. Parents are urged to be active participants in this process. This is a process to be used when a student is not learning through differentiated instructional strategies presented in the classroom. It involves defining the problem, planning for an intervention, implementing the intervention, and evaluating the student's progress.

Areas of difficulty may include behavior, learning, speech, or vision / hearing difficulties among other concerns. The group review may, or may not, lead to a request for further assessment, classroom observations, or a recommendation for referral for the school psychologist to assess for possible eligibility for special education programs. If such a referral is made, the Student Support Team will inform the parents and request formal written permission before proceeding with such referrals. Special services are only available if the child is found to be eligible.

Student Enrollments / Transfer/Withdrawals



Georgia State law requires that a child must be five (5) years old on or before September 1st to enter Kindergarten or six (6) years old on or before September 1st to enter First Grade. Under certain provisions, an exception can be made for students who move from another state and have documentation that they had previously been attending school at an age earlier than allowed in Georgia.

Students are enrolled online and at the Professional Development Center (PDC). To enroll a student in a Georgia public school, a birth certificate, social security card, Georgia immunization certificate, and proof of residency must be presented. Current immunization records can be obtained from the Barrow County Health Department or from a private physician. They are required for all students and must certify immunization against whooping cough, tetanus, diphtheria,

mumps, chicken pox, measles, polio, and hepatitis B.

Student Withdrawal/Transfer Procedures

A student **withdrawal form must be completed** for any student transferring to another Barrow County School or school system. Parents will be issued a copy of the birth certificate and immunization record if the receiving school requires these records before the student can be enrolled. Children must attend school in their identified attendance zone unless they are given permission by the Superintendent of the Barrow County School System to attend a school outside of their attendance zone. This request is made in writing to the superintendent through the principal's office.

Transportation

At the beginning of each school year, transportation choices are made for students. Transportation options are Walker (with adult), Car Rider, or Bus Rider. Once selected, the mode of transportation can only be changed with written notification from the parent or guardian of the student.

Any transportation change request should be turned into the front office prior to 10:00AM on the morning of the change. If you send a note with your student, please communicate with them the importance of notifying their teacher and turning in the proper documentation. Phone calls and emails from the parent will not be allowed.

Car Riders

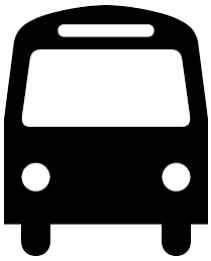


Our Car Rider line is on the side of the school and can be accessed from the entrance off Sixth Avenue. For safety reasons, we ask that students are not dropped off at any other location, including the parking lot and bus loop.

Staff will be present to assist with both the arrival and dismissal of students in the car rider line. In the mornings, students will be greeted and allowed to enter the school beginning at 7:00AM. It is important to remember that students are considered tardy if not in their classrooms prior to 7:30AM. Once the doors are closed, students must be brought to the front and accompanied inside by an adult to be checked in.

Please remember that safety is our number one priority. We ask that all parents abide by the speed limits when entering and leaving the property. Please refrain from talking on your cell phone during this process to allow clear communication with those working the car rider line. Following the instructions of those working car rider lines is extremely important.

Bus Riders



All students should abide by the same rules while on the bus that are required when in the school building. It is important that students stay seated, talk in a quiet voice, and always listen to instructions from the bus driver while on the bus.

Transportation can be reached by calling (770) 867-2783. For more information on Barrow County Schools Bus Requirements and Discipline, please see the Bus Discipline section of the Barrow County Schools Handbook.

Dress Code



Auburn Elementary School promotes an environment for learning where students feel safe and free of distractions. Students should dress in appropriate ways to encourage learning, good behavior, and respect.

The dress code regulations that follow are not designed to inhibit personal taste but to encourage learning, good behavior, and safety.

1. Any clothing, hairstyle, jewelry, chains, or attire that is distracting or causes a disruption or constitutes a safety issue will not be permitted at school.
2. Shorts, skirts, dresses, and spirit wear must be of reasonable length; e.g., mid-thigh if they are to be worn at school.
3. Clothing such as skirts, pants, trousers, etc., must be worn at the waist. Clothing shall not be poorly fitted, oversized, or extremely baggy. Clothing that exposes underclothing or impedes walking will not be permitted. (Jeans, etc. with holes are not permitted.)
4. Clothing and/or jewelry, which advertises or displays any insignia of alcohol, illegal drugs, or tobacco is not permitted.
5. Clothing and/or jewelry with words or symbols which are offensive, insulting, embarrassing, sexually suggestive, obscene, gang-related, or promote violence, terrorism, or abusive behavior will not be permitted at school.
6. Clothing that distracts by exposing or accentuating the body, such as spandex pants, see-through garments, halter or tube tops, backless dresses, muscle shirts, bare midriff outfits or shirts, blouses, etc., that are tied at or may rise above the waist will not be permitted at school.
7. Sunglasses, caps, hats, and other head-coverings such as bandanas and hoods will not be worn inside the school building.
8. Appropriate shoes must be always worn at school. No flip flops or shoes with wheels will be permitted.

Further dress code requirements can be found in the Student Code of Conduct.

Physical Education (PE)

Our physical education program (PE) provides opportunities for students to build skills in

movement activities, rhythmic and dance activities, games, and sports. Students will also participate in physically challenging activities designed to improve their level of fitness. Safety practices will be always emphasized.



One of the most important ways to help your student succeed in PE is by making sure your student is dressed appropriately on PE days. This means **TENNIS SHOES** and comfortable clothing, including shorts underneath dresses or skirts.

Take an interest inyour student's fitness level and physical skills by asking about PE class and asking your student to show you what he / she learned. Encourage physical activities at home as a family. Let your student know that you value fitness and a healthy, active lifestyle.

Personal Belongings

Students are responsible for items brought to school. Auburn Elementary School is not responsible for personal items that are damaged or lost.

Items Not Permitted

Items such as toys, electronic games, trading or playing cards, etc. are not allowed at school. Any such items brought to school without prior approval from your student's teacher may be confiscated and kept by the teacher or an administrator until a parent comes to get them, and/or until the end of the year. We ask parents to please check their children's book bags, pockets, etc. to make sure that such items are not brought to school.

Any item that is, or resembles, a weapon is strictly prohibited. The possession of such items could result in disciplinary action including suspension.

Phones and/or Other Electronic Communication Devices



Students are not allowed to have cell phones or other electronic communication devices during class.

Teachers and administration may request all devices be turned off and / or collected during the school day for any reason. If a student does not obey the classroom rules, disciplinary actions may include a parent conference or confiscation of devices.

Lost and Found

Auburn Elementary School has a designated Lost and Found area for personal belongings located in the hallway near the computer lab. It is important that all personal belongings be clearly marked with your student's name. Any item placed in Lost and Found will remain there until claimed. Any items not claimed in a reasonable amount of time will be donated to a charitable organization.

Clinic Procedures

Auburn Elementary has a full-time nurse devoted to our students. During the school day if a student has an injury or illness they may be sent to the clinic. For further information, or, if you have any questions, please contact our nurse, Katie Castro.



Student Illness

Instructional time is important, and we want students to attend school whenever possible; however, if a student has a fever, or is considered contagious, it may be necessary for the student to be picked up. The nurse or other trained staff will decide and notify the guardians using the contact information on file. Please remember to update information anytime there is a change. If a student pick up is requested, a parent / guardian or another approved emergency contact should pick up the student in a timely manner.

IMPORTANT: Any student with a fever **must** be fever free for 24 hours without medication to return to school.

Medication



Medication may be administered by trained school staff if it is required during the school day. This should be limited to instances when a parent, guardian, physician, or other authorized person is unable to administer the medication. A permission form must be completed and on file in the clinic for medication to be administered.

Medication should never be sent to school with a student. All medications should be brought to the front office or clinic by a parent or guardian in the original packaging.

Head Lice Policy

The Barrow County School System and Auburn Elementary take the prevention of the spreading of head lice very seriously and ask for parent support in our efforts. Head checks may be carried out periodically and more often when a problem is found.

Students who are found to have head lice will not be allowed to attend class. A case of head lice is defined as the presence of live lice.

No student will be allowed to return to class until he or she is free of **all** live lice. Upon returning to school the student must be walked into the school by an adult to be rechecked by the nurse and should provide proof of treatment.

IMPORTANT: If a student is continuously infested with head lice and misses 3 days from school, he or she will be referred to the school social worker who will provide additional health care information.

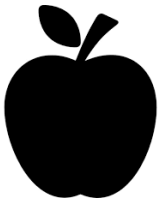
Nutrition Information

Auburn Elementary School will serve students breakfast and lunch daily. Additional information about the school nutrition program and the food menus can be found in the Barrow County School District Handbook or ONLINE. It is important, however, to note that outside food from restaurants is not allowed.

Children with health issues or allergies (including lactose intolerance) must have a letter signed by a physician stating such on file with the cafeteria manager. These letters must be updated annually.

Snacks

Snacks such as fresh fruit or something of nutritional value are permissible in classrooms. Check with your child's teacher for specific classroom snack guidelines.



Evening Events and PTO Activities

During the school year there may be events held after regular school hours. These events may include events sponsored and hosted by our Parent Teacher Organization (PTO). During such events, students are expected to maintain the same behavior requested of them during the school day.



For the safety of the students, all children should be always accompanied by an adult. Please remind students and other children that they should remain in the area the event is taking place. Roaming the building will not be permitted, including trips to classrooms that are not directly being used for the event.

AES Family Engagement Plan and Compact

Click HERE or scan the QR code below to view our school's family engagement plan.



Inclement Weather

In the event of inclement weather or other emergencies it may be necessary to close the school. If this occurs the decision will be made by the Barrow County School System Administrative Offices. Notifications will be sent out on Remind, social media pages, the school and district website, and local media outlets.

Please help us keep our lines open. Assume the school is open unless otherwise announced.

Clubs And Organizations

Clubs and organizations are available at Auburn Elementary School for student participation. The clubs and organizations will be updated on our school's website, under activities and clubs. If you **DO NOT WANT** your child to participate in one of these clubs or organizations, you must notify the principal in writing by completing the clubs and organizations form signature letter below.

School Clubs And Organizations 2025-2026

If you do **NOT** want your student to participate in a particular club or organization at school, please complete the information requested below and return it to your school. For a complete list of school clubs and organizations please visit Auburn Elementary School's website HERE.

Student Name: _____ Date: _____

My child, identified above, **may not** participate in the club or organization listed below:

_____

_____

By completing this form, I am declining permission for my child to participate in the club or organization listed above.

Parent Signature: _____ Date: _____

Student/Parent Policy Understanding Acknowledgement

The Auburn Elementary Student Handbook / Agenda includes some very important information about the upcoming school year. Please take time to read this information now and refer to it frequently. If you have questions, contact the school office at (770) 963-7887. We will be happy to talk with you.

Each school is required to document that every parent and student has been given a copy of the Student Code of Conduct along with other required information, including notification of possible consequences and penalties for truancy, and has been given a chance to ask questions about anything he or she does not understand.

A completed and signed form must be on file for all students. Parents/Guardians and students ages ten years or older by September 1st are required to sign this acknowledgement form in the space below. Please return the form to your student's teacher as soon as possible.

Students who are unable to read or fully understand this information are not required to initial or sign this document. However, parents are expected to explain the information to their children in terms that they can understand. Failure to sign and return this form will not excuse a student from the requirements of the policies. To complete this form, students and parents should each initial each item that you have read and understand and then sign the form in the space provided.

Parent	Student	
_____	_____	1. Student Code of Conduct
_____	_____	2. School Attendance and Georgia's Compulsory Education Law
_____	_____	3. School Bus Behavior Guidelines
_____	_____	4. Medical Policy
_____	_____	5. Parent's Right to Know Teacher's Training and Credentials
_____	_____	6. Barrow County School System Internet Safety, Technology Responsibility, and Acceptable Use Policy

I have read and understand the 2025-2026 Auburn Elementary Student Handbook / Agenda. **I understand that I am responsible for following the guidelines set forth in this document.**

Student Signature: _____ Date: _____

I have reviewed the student handbook with my child:

Parent Signature: _____ Date: _____