

THE

Scratching Post

09/30/22

Auburn Elementary – 810 N Commercial St – Auburn, KS 66402

(785) 339-4400 www.usd437.net

Melinda Patterson, Principal

From the Principal's Desk



MARK YOUR CALENDARS

October

- 3 Last Day for PTO Fund Raiser
- 4 2nd Grade Field Trip
Two at the Zoo 9:15am – 2pm
- 13 AE Picture Day 9am – 3pm
- 14 NO SCHOOL – Staff Work Day
- 19 Parent Teacher Conferences
4pm – 8pm
- 20 Parent Teacher Conferences
8am – 8pm
NO SCHOOL
- 21 NO SCHOOL
- 26 EARLY RELEASE – 3pm
- 31 Halloween Parade 2pm
Classroom Parties
2:45pm – 3:30pm

November

- 9 EARLY RELEASE
- 10 WRMS Choir Visit TBD
- 11 Veterans Day Assembly
9am – 10am
- 17 Thanksgiving Luncheon
- 23 Thanksgiving Break
NO SCHOOL
- 24 Thanksgiving Break
NO SCHOOL
- 25 Thanksgiving Break
NO SCHOOL
- 29 Make Up/Retake Picture Day
9am – 11am



Don't forget to like us on Facebook. Make sure you look for the Auburn Elementary Icon to "Like" the school. Stay informed of activities and events happening throughout the school year.

NEW/REPLACEMENT BUS CARDS

Complete the [New or Replacement Student Bus Cards Form](#) to order a new or replacement bus card. After the first new or replacement card requested, a fee may apply.

***Kindergarten students do not need to order their first card.**

<https://docs.google.com/forms/d/e/1FAIpQLSfxZlJYhexiU9e6Yx3pstmzfAGPMiyQljny6YudLPrE1wKBWA/viewform>

In order to improve access and efficiency, The Scratching Post will be posted to our school website and emailed through campus portal for future viewing (<https://usd437.net/schools/auburn/>).

LUNCH PRICES

Guest Breakfast: \$1.65

Guest Lunch: \$3.65

Extra Milk: \$0.50

To purchase a school lunch for yourself, you will need to contact the front office by 9:30am. Please bring exact currency for a guest lunch.

HELPFUL LINKS

Calendar

<https://usd437.net/calendars/auburn.html>

Breakfast and Lunch Menu

<https://www.schoolcafe.com/auburnwashburnusd437/menu>

TRANSPORTATION REMINDERS:

Items **not** allowed on the bus:

- Balloons of any kind
- Large stuffed toys
- Skateboards
- Glass containers
- Animals, bugs, snakes
- Firearms, explosives, or other dangerous objects
- Skates of any kinds must be inside a bag and only then can they be transported on the bus.

Students are not allowed to ride home with other students.

LIBRARY NEWS

This fall a new reading challenge for kindergarten through second grade will be offered by the library in celebration of the Bill Martin Jr Picture Book award of the Kansas Reading Association. Ten books are nominated for the award each year, but only one will win. The winner will be announced in 2023. Students will be asked to read all ten books by May 1st and asked to vote on which book they think should win. The books may be read to them as well. A celebration of the students' success in completing the challenge will be in May. Letters will be sent home soon for more details.

Happy Reading

Rachel Dial, Librarian

Auburn Elementary School



AE PTO MEETING DATES for 2022-2023

September 13th

October 11th

November 15th

No Meeting in December

January 10th

No Meeting in February

March 7th

April 11th

May 9th

AUBURN COMMUNITY TRUNK OR TREAT

Friday October 28th

6:00-9:00 PM



There will be multiple Trunk or Treat stops throughout town. Hope you can all make it!!

AUBURN COMMUNITY

TRUNK OR TREAT

Friday October 28th - 6:00-9:00 PM

Join us for the 2nd Annual Auburn Community Trunk or Treat.

Set up your Trunk or Treat at your business or reserve a spot at the civic center or ball field parking area for a more central location.

Businesses, churches, community organizations and individuals are all welcome to participate. Spaces are limited so reserve early.

Call or text Sharon Hester at (785) 230-0796 or Rhonda Holthuas at (785) 633-7933 for more information or to reserve your space.

There will be a community Trunk or Treat location set up for those unable to host a spot. If you would like to participate contact Sharon or Rhonda.

Participating donors' names will be posted at the table.

Be prepared for lots of kids. Last year there were approximately 500 trunk or treaters!! Hope to see you there!!

AUBURN ELEMENTARY SCHOOL
810 N. COMMERCIAL STREET
AUBURN, KANSAS 66402
PHONE: 785-339-4400
FAX: 785-339-4425
EMAIL: pattemel@usd437.net
SCHOOL OFFICE HOURS: M-F 7:30am-4:30pm

MISSION STATEMENT: “To deliver an exemplary education for all students, instilling in them the knowledge, skills and character required to be responsible and productive citizens.”

DISTRICT HANDBOOK: Auburn Elementary students will observe the guidelines set forth in the District Student Handbook. The handbook is available for viewing at usd437.net/downloads/handbooks/elementary-student-handbook.pdf.

SECURITY: The main entrance on the East side has two sets of doors. The inside doors will remain locked and all visitors will enter the office through a locked door on the north side of the office. Visitors will need to be buzzed into the office by an AE staff member. All other exterior doors will be locked.

PARKING: When attending activities at Auburn Elementary, please observe the NO PARKING signs on Milton Street and 9th Street, honor the HANDICAP parking spaces on the east side of the building and be careful not to block private driveways. DO NOT park in the bus loading zone between 8:00am and 4:00pm.

FIRE LANE: Visitors are requested to observe the NO PARKING in fire lanes and handicap parking lanes without a permit. Please do not park in crosswalks and make sure you stop for pedestrians and observe school speed zones as posted.

ARRIVAL: School will begin at 8:45am. Pupils should not arrive on the school grounds prior to twenty-five (25) minutes before the start of the school day (**8:20am**). Student supervision will begin at 8:25am, when the doors are opened at 8:25am. Students eating breakfast will pick up their breakfast upon arrival, eat in the cafeteria, then report to their classroom. Students not eating breakfast will go directly to their classroom.

ATTENDANCE: Parents should contact the school office **by 9:00am** when a student will be absent from school, tardy due to an appointment, etc. Phone calls are preferred rather than emails. Calls about tardy arrivals should also include information about the student’s lunch choice for lunch count purposes. If the office is not notified of a student’s absence, an office staff person will call the responsible persons listed on the enrollment form for verification of the absence. If the absence cannot be verified, it will be shown as unexcused on the student’s record. If children are absent due to illness, they should **NOT** attend any school activities that day/evening. If requesting homework for your child, please call the office **BEFORE 9:00** to do so.

LATE ARRIVAL / EARLY DEPARTURE: When dropping off or picking up your child during the school day for any reason, please report to the school office. Your child will be called to the office for early dismissal **only upon arrival of the parent/guardian** in order to maximize learning time for the student. You will be asked to sign your child in/out of the office. If someone other than those listed on the enrollment forms will be picking up your student, please notify the

office prior to the change. No one will be allowed to remove your student without your authorization.

SCHOOL WORK: All students are expected to arrive at school with the materials required for the day's classroom assignments. Orchestra, band, vocal music and PE schedules will be provided to the students so they may plan accordingly.

DISMISSAL: School dismisses at 3:45pm. All bus students will board the buses on the WEST side of the building. Walkers will be dismissed on the east side of the building, as soon as the buses and cars leave. If you are picking students up in private vehicles, please pick them up on the EAST side of the building and follow the carpool lane guidelines. Students should be off school grounds ten (10) minutes after dismissal.

TRANSPORTATION: If for any reason there is a change in your student's usual means of transportation, either before or after school, please notify the district transportation department at 785-339-4050. The school office also needs to be notified of any change regarding after school transportation. A written note from the parents indicating the date and change is preferred. If calling the office, please do so early in the day. Any changes made AFTER 3:00pm could result in the student NOT receiving the notification in time. If the office has not been informed of transportation changes, the student will be required to follow their normal transportation routine.

BICYCLES: Bicycles are to be **walked** on and off school grounds. All bicycles are to be parked in the bicycle racks. Students are to park their bicycles immediately upon arriving on the school grounds. Locking bicycles is encouraged as a means of minimizing potential problems. No loitering is allowed near the bicycle racks. **SKATEBOARDS, ROLLER SKATES (INCLUDING SHOES WITH BUILT-IN ROLLER SKATES), ROLLER BLADES OR SCOOTERS WILL NOT BE ALLOWED AT SCHOOL OR ON SCHOOL GROUNDS.**

VISITORS: The school office is open from 7:30am until 4:30pm. A conference with a teacher/staff member must be planned in advance. Teachers and students work on a planned schedule and program. For the protection of the students and security in the school, it is necessary that any person entering the building during the school day come directly to the office. A visitor badge and sign in/sign out sheet will be provided for your use. No student will be permitted to leave the building with a visitor, unless this has been cleared through the school office. Teachers should not be asked to leave their classroom during instructional time, except in the case of an emergency. Should you need to contact a teacher during the school day, teachers have a telephone in their classroom. You may leave a voice mail for them and they will return your call as soon as possible. You may also leave your name and number with the office and we will make sure they get your message.

PHONE NUMBERS: If you have a change of home phone number, work phone number or emergency contacts, please notify the office immediately. Students **ARE NOT** permitted to use cell phones on the bus or during school hours, unless they have permission from a staff member.

USE OF TELEPHONE: Students are discouraged from using the telephone, unless it is absolutely necessary. Students will not be called from class to the telephone, except in the case of an emergency.

LUNCH / BREAKFAST: Lunch and breakfast are available for students at Auburn Elementary. Each meal includes one milk. Extra milks are available for students to purchase at cost of \$.50 each. The cost of breakfasts and lunches is determined by the district. Families may apply for

free or reduced-price meals through the Child Nutrition Program. Families who qualify for free meals may also qualify for free text books. A separate form must be completed to qualify. These forms are available at the school or district office. Families who qualify for reduced price meals will pay a reduced price for the meals, but will pay the full amount for textbook fees. The cost of extra meals or milks purchased separately from a school meal is not covered by the Child Nutrition Program. Students requesting milks other than the milk that comes with their meal, will be charged \$.50 regardless of their status. Food service payments may be made at the school office or via the online Campus Portal. Payments made to the school office may be cash or check. Please send money to the school in a sealed envelope with the child's name and the amount written on the envelope. Payments may include lunch, breakfast and milk amounts. Payments may also include multiple siblings. Simply indicate the names of the siblings and the amount you wish to apply to each account. Any questions about food service accounts may be directed to either office secretary.

Lunch Guests: Parents are invited to eat lunch with their child. In order to have sufficient lunches prepared for students, it is necessary for visitors to call in to request a lunch by **9:30am**. Parents are asked to report to the office to purchase a guest lunch ticket. Exact change is appreciated, as the office does not always have change. If you are unable to call by 9:45am, you are most welcome to bring a lunch or sit and visit with your child during lunchtime.

RECESS: All children are expected to go outside during recess periods. We believe that, ordinarily, children should spend a part of each day outside, and we ask that they come dressed appropriately for that portion of the day. If the temperature (or wind chill factor) is 20 degrees or higher and the weather is not inclement, students will ordinarily go outside for recess. A written note from parents is necessary in order for a child to remain inside at recess due to health issues.

MEDICATION: If a student will need to receive medication (over-the-counter or prescription) during the school day, the medication must be in the original labeled container. For over-the-counter medications, a permission note from the parent must accompany the medication. This note needs to indicate the time the medication needs to be given and the dosage to be given. For prescription medications, the pharmacy label indicating the patient's name, physician's name and dosage to be given is required. A note indicating the parent's permission to give the medication will also be required.

PARENT-TEACHER CONFERENCES: Parent-Teacher Conferences are held in October and February. Parent's have the option of in-person or virtual conferences.

PARTIES AND BIRTHDAYS: Children may bring a small treat to celebrate their birthday with the class. Please do not send punch or Kool-Aid that has RED coloring. The red dye is very difficult to remove from the carpet. Please check with your child's teacher about bringing treats ahead of time. Please do not send party invitations to school for home delivery, unless the ENTIRE class is invited. Classroom parties will be held three times during the year and will last no longer than 1½ hours. DO NOT park in the bus loading zone between 8:00am and 4:00pm.

GUM / CANDY / TREATS: Candy and other treats are allowed only for birthdays or other special occasions when arrangements have been made previously with the teacher.

FIELD TRIPS: Field trips are an extension of the academic plan. There may be admission fees ranging from \$1.00 - \$15.00, depending on the activity involved. Field trip fees will be collected at the time of the field trip.

LOST AND FOUND: As the school year progresses, we have children who forget or lose articles of clothing. When we cannot locate the owner of the clothing, it is put in the lost and

found. We urge you to ask your children to check the “lost and found.” Parents are welcome to check for items also. Marking your child’s clothing helps us return lost items when found. At the end of the year unclaimed clothing is donated to a local charity.

The Auburn-Washburn School District, USD #437, does not discriminate against any applicant, employee, or student in the admission or access to educational programs, activities, or employment on the basis of race, color, religion, creed, national origin, marital status, veteran status, gender, age, or the presence of a non-job-related medical condition or disability.

Revised: August 1, 2022