

Audubon Elementary School

Student Handbook

2009-2010



Table of Contents

<u>Attendance/Absences</u>	16	<u>Parent Teacher Organization (PTO)</u>	30
<u>Behavior Expectations</u>	17	<u>Personal Belongings</u>	30
<u>Bicycling to School</u>	21	<u>Pets</u>	30
<u>Bus Policy</u>	21	<u>Pictures</u>	31
<u>Clothing</u>	23	<u>Principal’s Welcome</u>	16
<u>Communication with Families</u>	23	<u>Progress Reports</u>	35
<u>Crisis Plan</u>	23	<u>Records</u>	36
<u>Crosswalk</u>	23	<u>Reporting Concerns</u>	36
<u>Directory Information</u>	24	<u>Rights and Responsibilities</u>	36
<u>District Calendar</u>	41	<u>Safe Schools Hotline</u>	37
<u>Elevator</u>	25	<u>Schedule</u>	37
<u>EPA Asbestos Management Plan</u>	25	<u>School Supplies</u>	37
<u>Evening Events</u>	25	<u>Self-Manager’s Tickets</u>	37
<u>Extra-Curricular Programs</u>	25	<u>Skateboards, Scooters, Rollerblades</u>	37
<u>First Aid</u>	26	<u>Snow Expectations</u>	38
<u>Fundraising</u>	26	<u>Supervision</u>	38
<u>Hall Passes</u>	26	<u>Tardy Policy</u>	38
<u>Harassment</u>	27	<u>Technology</u>	38
<u>Head Lice</u>	27	<u>Telephone Numbers and Addresses</u>	16
<u>Helmets</u>	27	<u>Telephone Use</u>	39
<u>Home Address and Telephone Number</u>	27	<u>Tobacco-Free Environment</u>	39
<u>Immunization</u>	28	<u>Vision/Hearing Screening</u>	39
<u>Lost and Found</u>	28	<u>Visitors</u>	39
<u>Lunch and Breakfast Program</u>	28	<u>Volunteers</u>	39
<u>Medication</u>	28	<u>Weapons</u>	40
<u>Mission Statement</u>	16	<u>Weather</u>	40
<u>Nursing Services</u>	29	<u>Withdrawal From School</u>	40
<u>Parent Teacher Conferences</u>	29		

Telephone Numbers and Addresses

Main Line	354-2140
Absence Line	354-2199
Fax	354-2141

Audubon Elementary School
2020 West Carlisle Avenue
Spokane, WA 99205

Audubon Website Address:
<http://spokaneschools.org/audubon>

Spokane Public Schools Website Address:
<http://spokaneschools.org/>

Audubon Mission Statement

We will provide opportunities for every student at Audubon to develop to his/her full potential socially and academically, verified by a variety of assessments in order to become a life long learner.

Principal's Welcome

Dear Parents,

Welcome to Audubon Elementary and the beginning of a new school year! I hope that your child's school experiences will be pleasurable, rigorous and worthwhile. To that end, I would like to invite you to join us in a partnership in educating your child. Children excel when parents and schools work together to support learning and provide a supportive and caring environment for growth. The Audubon staff is highly trained and committed to providing educational excellence for all students and is excited to work with you to meet the individual needs of your child(ren).

This calendar and student handbook has been prepared in an effort to keep you informed and involved. Feel free to

contact me if you have any questions or concerns regarding its contents or other issues involving the school.

Let the learning begin!

Sincerely,



*Brent Perdue
Principal*

Attendance/Absences

Regular attendance is essential for learning and is a very necessary habit toward a productive adult life. For this reason, Washington State has a Compulsory Attendance Law that requires parents or guardians to keep students in regular attendance. However, if your child is ill, he or she should stay at home since the first stage of many illnesses is dangerous for your child, as well as others. If your child will be out of school for longer than three days, please inform the classroom teacher so that a plan for keeping schoolwork up-to-date can be devised.

It is felt that a student who is too ill to participate in recess is too ill to be in school. Special consideration is allowed in exceptional cases, but this must be worked out through the principal, classroom teacher and the school nurse.

Parents are asked to call the school attendance line at **354-2199** by 9:00 a.m. if their child is ill and going to be absent. Contacting the school using the attendance line assures us of your child's safety and decreases the number of calls to a busy office at the most hectic time of day. The attendance line telephone number is conveniently listed at the bottom of every page of this calendar and in the top header of each issue of the Wednesday Eagle Eye newsletter.

Students may be excused for medical or dental appointments during school hours. If a parent or designated adult needs to pick up a student during the school day, the parent or designated adult must come into the school and sign the student out at the office. Students will only be released to individuals parents have identified in their student's records.

Band & Strings

Music education in Spokane Public Schools is an integral part of basic education. It is our goal that each and every student receives the opportunity to participate and to experience success resulting from the study of music and the arts.



Highlights:

- Classes meet during regular school hours.
- No additional cost for classes
- Method books are to be purchased by students.
- Beginning classes- Grade 5
- Intermediate classes- Grade 6

To ensure success in the band and string program, it is essential that every student makes a commitment to home practice and attend all lessons and performances with instrument and materials.

By signing up for Band or Strings, the student makes a one-year commitment. This will enable the student to thoroughly explore the program in order to make an informed decision about continuing to play a musical instrument.

Behavior Expectations

Staff and students at Audubon Elementary School work in unison to provide a safe and caring learning environment. Everyone is treated with respect and dignity. Any behavior

or action that helps someone grow and mature will be encouraged. Our goal is to create a positive atmosphere where minimal discipline is needed. However, for students who choose not to follow the expectations, our policy will assist us in maintaining a safe and respectful atmosphere.



Audubon has only one school-wide rule:

No one has the right to interfere with the learning or safety of others.

Students who choose to disrupt the learning environment or fail to follow school expectations may receive a Self-Manager's Ticket, which informs the home of the incident and actions taken. Please see the Self-Manager's Ticket section of this student handbook.

Along with this one rule, there are a number of expectations for each common area of the school. Students will have instruction on each of the specific areas listed. It is the responsibility of the student to make appropriate choices in each area of the school.

Assemblies

- Use inside voices while waiting for assembly to begin.
- Give attention to speaker immediately when asked for.
- Place eyes on speaker.
- Voices should be off
- Keep hands and feet to self.
- Sit on your pockets.

- Appropriate applause is expected. Avoid yelling or “whooping” when appropriate applause is called for.
- To gain the audience’s attention, a hand will be raised by an adult. Students should raise their hands and turn off their voices.

Hallway

At all Times:

- Travel silently. Noise in the hallway interrupts learning in classrooms. A classroom should never need to close the door due to hallway noise.
- Walk on the right hand side
- Keep hands and feet to self.
- Avoid jumping and touching signs or ceilings.
- Keep hands away from walls and hall displays
- On Stairs:
 - Use handrail
 - Touch every step
 - Use silent feet

When traveling as a class:

- Eagle SQS
 - Single File
 - Quiet
 - Spacing: Face forward with even spacing (with elbow to stomach and hand extended, fingers should not touch person in front of you).



- Line leaders stop at designated stopping points. Only line leader looks back to teacher for non-verbal signal to move to the next stopping point. Line leaders

should also carefully look back to ensure the line has proper spacing and is not too spread out.

- On stairs, line leader stops on last step (not landing) until teacher gives non-verbal signal to move to next designated stop.



- The teacher will walk near the back of the line for supervision purposes. Classrooms should stop at all corners, allowing teacher to move to the corner to be able to see down both hallways. Classes should also stop at the top of stairways so that the teacher can move into position to see all students.
- Classes traveling back hallway should only exit the doors by room 137 at lunchtime. At all other times of the day, they should exit under the overhang.
- Classrooms are encouraged to have a designated door holder to reduce the noise made by each child having to hit the crash bar to open the door.

When traveling alone or with a small group (unsupervised):

- Have a hall pass (See Hall Pass section of this document)
- Follow exact guidelines as if traveling as a class.



Lunchroom

- Place cold lunches in classroom's lunch basket. Lunches are not allowed on the playground.
- While in lunchline, avoid blocking pathway to office.



- Speak softly and use kind words.
- Raise hand to speak to an adult (avoid yelling out his/her name)
- Talk only with students at your own table.
- Keep hands, feet and objects to self.
- Eat only your own food. Food sharing or trading is prohibited.
- Remain seated, unless given permission to get up from table.
- Include everyone, saving places is not allowed.
- Eat everything you serve yourself from the salad bar. Raise two fingers (the "peace" sign) if everything on your tray has been eaten and you would like seconds.
- To gain the attention of students, an adult will raise his/her hand. Students should raise a hand, stop talking and look toward the speaker.
- When ready to be dismissed:
 - Wait for supervisor to dismiss table.

- Clean up your area.
- Hold tray with two hands.
- Avoid blocking gym door.



Playground

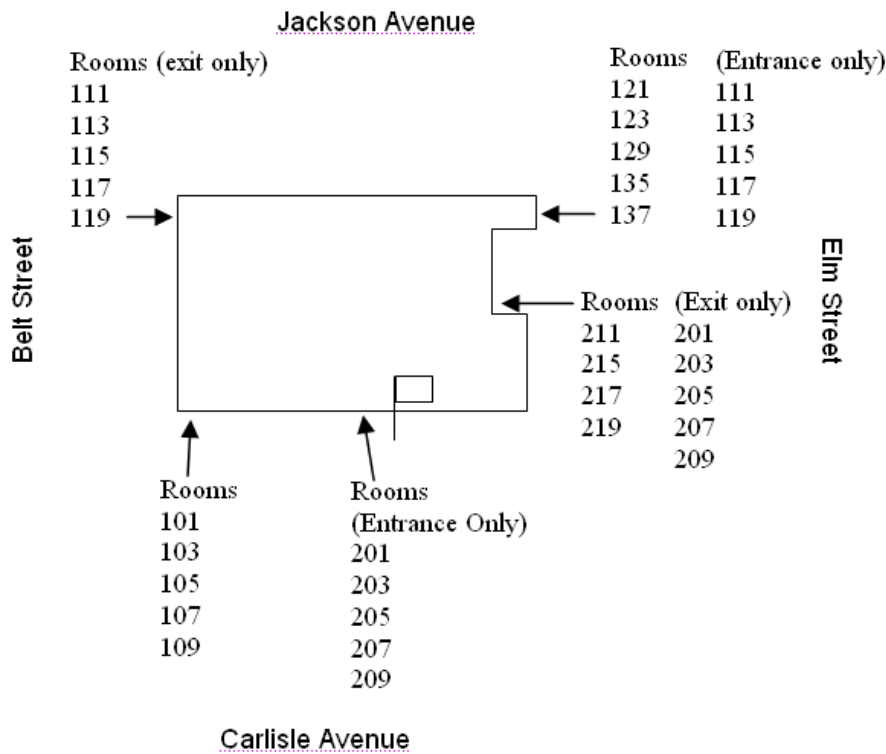
See Playground Expectations section

Restrooms

- Use designated signal/procedure to alert teacher or staff member that you need to use the restroom.
- Only one student will be allowed to use the restroom at a time (except for emergencies)
- Use restroom, wash hands and exit quickly.
- Take pride in our school by being sure restrooms remain clean and all paper is off the floor.

Before School Entry/After School Exit

- Line up at designated location for your classroom no earlier than 8:45 (9:15 Thursdays)



- Walk directly to school, home or bus stop.
- Treat students and community members with respect.
- Walk on sidewalks, staying out of the street and school parking lot. Students who cross Northwest Blvd., Ash and/or Maple streets are required to cross at intersections monitored by adult crossing guards.
- Follow directions of bus drivers, safety patrol and adult staff.
- Arrive at school between 8:45 and 8:55 (9:15 and 9:25 on Thursdays) and line up in your classroom's designated line up spot. Students coming for breakfast may arrive at school after 8:30 (or 9:00 on Thursdays).

Progressive Discipline:

Our discipline plan at Audubon is designed to reinforce, or to teach, appropriate behaviors. Classroom teachers address most instances of misbehavior, referring only a small percentage to the office. Parents/guardians will be contacted when incidents are severe enough that the principal becomes involved. Consequences range from a simple Recovery (time out) & problem solving session with the teacher to suspension or expulsion from school, depending upon the infraction. Please contact your child's teacher or the office if you have any behavioral concerns. See the Self-Manager's Ticket section of this document for more information on communication with the home on behavioral concerns.

School-Wide Behavior Plan: Audubon's school-wide behavior plan is based on the tenets of the Love and Logic Philosophy. Audubon uses a Recovery (time-out) process with some progressive steps to help students regulate their own behavior. Read on for a summary of that process.

- Students may not enter the building or go to any location in the school without a written pass for early entry.
- At the end of the day, all students must exit designated doors with their classroom unless a pass is written.
- Families should choose a designated spot outside the school for siblings to meet, as older siblings are not allowed to travel hallways unsupervised to pick up younger ones.

To/From School

It is important to note that the school can/will enforce rules and consequences for misbehavior on the way to school or on the way home.

Recovery

Classrooms are for learning. Every student deserves to enjoy all that a learning environment provides.

Students will be allowed to remain in the learning environment as long as their behavior does not interfere with the learning or safety of others.

It is believed that students are capable of solving their own problems, and will be provided with time to do so when needed. When a student needs some time to get back on track, the following steps to Recovery will be followed:

Steps to Recovery

Within a half day:

1. Recovery in Classroom
 - First opportunity
 - Second Opportunity
2. Recovery in Different Classroom
 - First Time: Home contacted
 - Second Time: Self-Manager's Ticket (minimum of one lunch detention)
3. Recovery in Office (next steps and additional consequences to be determined)

Notes:

- Students who argue or refuse to comply will earn additional consequences for not handling the problem appropriately.
- Severe behaviors warranting immediate action will not follow this progression.

Bicycling to School

At times, when weather permits, students enjoy bicycling to school. For the safety of all students, please abide by the following expectations:



- The District Safety Officer recommends that only students in grades three and above ride bikes to school.
- All bikes must be parked in the racks provided and locked. The school cannot accept responsibility for damaged or stolen items.
- Bicycles must be walked while on school grounds and across patrolled crossings.
- All students must wear helmets in accordance with city ordinance. Please see additional information on helmets later in this handbook.

Bus Policy



Durham Transportation provides transportation for eligible students to Audubon during the school year. Audubon wishes to work in partnership with parents and Durham to provide safe, efficient transportation to and from school.

Due to liability concerns, no student may ride a bus unless he/she has been determined to be eligible. To determine eligibility, please visit:

<http://spokanerp.nationalexpresscorp.com/elinkrp/Students/BasicTransBoundarySearch.aspx>. In addition, students are not allowed to ride the bus to a friend's house or an activity occurring at another location.

Bus Behavior Expectations

Durham and Spokane Public Schools have been working together to address concerns about student behavior on the buses that can effect student safety. Together we have

established some expectations for student behavior that we believe will improve the safety of all students who ride school buses.

First, a reminder that riding a bus to school is a privilege and not a right, and that privilege can be lost if students repeatedly refuse to follow bus riding expectations. In addition, Washington State Law, RCW. 392.145, makes certain behaviors on the school bus a crime. Lastly, student behaviors that require the driver to divert his/her attention from the road place all students' safety at risk and will not be tolerated.

Expectations:

- Loading: Leave home early enough to arrive at the bus stop before the bus is due, but no earlier than five minutes before the scheduled pickup time. Students are expected to respect the people and property in and around the bus stop. Do not stand or play in the roadway or across the street while waiting for the bus. When the bus approaches, stand 10 feet from the bus and wait for the driver's signal to load. After school, line up at designated spot on the school blacktop. When instructed, walk in a single file line, remaining on the sidewalk.
- Entering/Exiting: When entering or exiting the bus, proceed in an orderly fashion and be in view of the driver. Board and exit at your assigned stop. Always cross in front of the bus, waiting for the driver's signal to cross.
- Personal Belongings: Each student must see that his/her backpack, band instrument, etc. is kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
- While on the bus, students are required to:
 - Sit in their assigned seats.

- Follow all directions of the driver and comply the first time asked.
- Show respect for the driver and other riders.
- Remain seated.
- Keep all parts of their bodies inside the bus.
- Speak in a "classroom" voice level and show appropriate "classroom" behavior.

Progressive Bus Discipline

Drivers will make every effort to work with students to remind them of appropriate conduct, review rules/expectations, create and enforce a seating chart, change seats, make home contact, prior to issuing a citation.

There will be four progressive steps for citations written by drivers:

- 1. Warning, parent contact from school (letter sent home with copy of citation and rules)**
- 2. Loss of riding privileges for 5 school days**
- 3. Loss of privileges for 20 school days**
- 4. Loss of privileges for the remainder of the school year.**

Note: Any behavior which is determined to be exceptionally dangerous, defiant, or disrespectful may result in immediate loss of riding privileges for a time to be determined by building administrators and Durham supervisors. Parents have the right to appeal any loss of privileges to the building administration and Durham.

For safety reasons, and to assist in handling discipline related issues, all buses have security cameras mounted in the front and rear of the bus.

If you have any transportation related questions, please call the district transportation office at 354-7320.

Clothing

Please place your child's name on each piece of clothing.

Students are expected to wear clothing that is appropriate for the weather and school environment. At no time are students to wear clothing that is low cut/revealing, or exposes underwear or midriff areas. Words and/or pictures on clothing are not to depict violence or contain messages promoting drugs, alcohol, or tobacco. Clothing should not be disruptive to the educational setting, call undue attention to the individual, or cause students to be unsafe. Students wearing hooded sweatshirts are asked to avoid wearing the hood while inside the building. Items considered gang related will not be allowed.



If students come to school in inappropriate clothing, parents will be called to bring a change of clothes to school or we will provide alternative clothing for the students to wear for the day.

Due to their unsafe nature, Heely's (shoes with wheels in the heel) are not allowed on school grounds.

Students are asked to refrain from wearing hats and sunglasses while in the building. They may wear hats while at recess, but must remove them when entering the building. This policy supports the no-hat rule in place at the local Middle Schools.

Communication with Families

The Eagle Eye Newsletter

Each Wednesday, students receive a copy of the Audubon Eagle Eye. This weekly newsletter provides families with important information and upcoming dates at school. Families are encouraged to read the

Eagle Eye together each week and discuss the topics included.

The Eagle Eye is also added to the school's website each week for on-line viewing. Those who would like to receive an electronic copy of the Eagle Eye each week via email, may contact our school office or email Mrs. Webster, our Office Manager at debbiew@spokaneschools.org.

All Call Family Communication System

In partnership with the Audubon PTO, and as part of Audubon's Title I Parent Involvement Plan, an all call system has been created to notify families via recorded telephone message of important school events and other information.

Crisis Plan

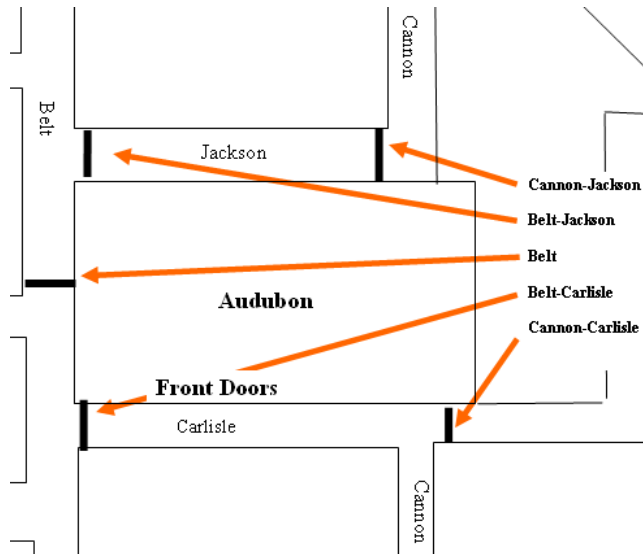
Audubon has a well developed plan in place in case a school emergency was to present itself. The plan includes preparations for evacuating the school or locking it down depending on the situation. In concert with local emergency responders, Audubon's Crisis Plan utilizes Rapid Responder technology which provides detailed information about the school to officials who would respond to Audubon in case of an emergency.

In addition to the plan, the school conducts a minimum of six evacuation (fire) drills and two lock-down drills each school year.

Crosswalks/Patrol

All students who walk to school are required to cross at designated crossings. Parents are encouraged to create a "walking map" for students to follow when walking to and from school. Adult monitored crossings exist at Northwest Boulevard (adjacent to the school playground) and on York

Street crossing both Ash and Maple. Student monitored crosswalks are in place at the corners shown on the map below.



Student patrols are on duty at crossings from 8:20-8:55 (8:50-9:25 Thursdays) in the morning and from 3:00-3:15 after school each day. The adult patrol will be at the Ash/York and Maple/York crossings from 8:10-9:00 (8:40-9:30 Thursdays). Adult patrols at the Northwest Boulevard Crossing are on duty from 8:20-9:00 (8:50-9:30 Thursdays). All adult patrols are on duty after school from 3:00-3:30 each day.



Only students coming for breakfast will be allowed to cross before 8:45 (9:15 on Thursdays). Students crossing patrol-supervised streets are expected to cross only with the patrols and during the times when patrols are on duty.

Students are not allowed to stop at area businesses on their way to or home from school, even with a parent note.

Students riding bicycles are required to walk them across crosswalks.

We urge your full cooperation in encouraging your child to always obey the school patrols and be continually alert at crossings. Parents are reminded to send their children to school at a time that will allow them to cross while the patrols are on duty.

Directory Information

Federal law allows a school district to identify certain information as “directory information” that may be publicly released without permission of parents/guardians.

What is it?

Spokane Public Schools identifies this information as: name, address, listed telephone number(s), date and place of birth, major field of study, photograph or video/audio tape, participation in officially recognized activities and/or sports, weight/height of members of athletic teams, dates of attendance, awards received, most recent previous school attended, or other similar information that would not generally be considered harmful or an invasion of privacy if disclosed.

Who gets it?

Spokane Public Schools does not deliberately give directory information to solicitors who want the information for commercial purposes. Directory information may be released to anyone else, including other parents, the media, colleges and universities, (and names, addresses and telephone listings may be released to military recruiters), unless a student’s parent or guardian lets the school office staff know, in writing, that they do not want this information released. The school registration form contains a box parents or guardians can check, or they can simply submit a written request at any time during the school year. Parents and

guardians reserve the right to ask a school to withhold or not withhold directory information as they wish.

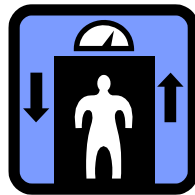
What happens if I decide to withhold it?

The decision to have directory information withheld has a wide-ranging effect. It means schools will not add a student's name to a printed athletic roster. The student will not appear on a posted class list, honor roll list or in the yearbook. They won't be included in the band/orchestra/choir/drama performance program. His/her name will not be announced at graduation. Generally, students' names cannot be listed anywhere that would allow them to be viewed by the public.

Elevator

Due to safety, liability and supervision concerns, students are not allowed to use the elevator unless health reasons require it. In these cases, a parent must complete an Elevator Permission Form in the office. Once this form is completed, the student will be issued a pass allowing him/her to use the elevator for a specified amount of time.

Other students are not allowed to accompany the student with a pass as a helper. If the student using the elevator needs help carrying materials, a helper may wait for him or her at the elevator, but must use the stairs to go up and down.



Students moving the Computer on Wheels (COW) should roll the cart into the elevator, push the floor button that the elevator should travel to, and then use the stairs to retrieve it.

EPA Asbestos Management Plan

The U.S. Environmental Protection Agency (EPA) requires that all buildings containing asbestos materials receive regular inspection and maintenance. In the Spokane School

District, facilities which have asbestos-containing materials are either in non-public places or are well encapsulated and maintained to prevent the release of fibers into the air. Schools containing these materials receive regular surveillance and must have a management plan on file.

A copy of the asbestos management plan for Audubon is located in the custodial office and may be examined by staff, parents and building workers upon request. The plan describes the location of the materials and the maintenance plan for those materials. The specifics of each previous inspection are also kept in the plan file.

Extra-Curricular Programs

Each elementary in Spokane Public Schools is allotted a pre-determined amount of funds to offer extra-curricular experiences for students in kindergarten through 6th grade. At Audubon, we work hard to provide an array of activities to pique the interest of many different students. Our belief being that active, well-rounded students enhance the Audubon student body and surrounding community. Look for information coming home throughout the year on various activities that your student(s) can be involved in.

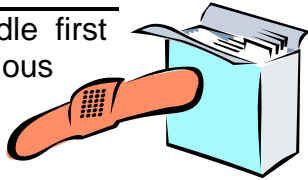
It is important to note that due to supervision concerns, siblings of students involved in extra-curricular activities are not allowed to wait at school for the other sibling to get done.

Evening Events

There are many evening events during the school year for families to attend. These events are family focused, so it is our expectation that all students who attend an evening event be accompanied by an adult chaperone.

First Aid

School personnel are trained to handle first aid for minor injuries. In case of serious injury or illness, parents will be contacted immediately and 911 called if warranted. It is imperative that we have multiple emergency phone numbers on file in the event that a parent cannot be reached.



Fundraising

Funds raised by the Parent Teacher Organization (PTO) are used to enhance and improve student experiences at Audubon Elementary School. The fundraising opportunities at Audubon include:

Campbells Soup Labels

Audubon Elementary participates in the Labels for Education program sponsored by the Campbell Soup Company. This program allows our school to obtain audiovisual and athletic equipment, reference books and teaching aids. Please remove the labels, cut the UPC Code and send the code to school. For more information visit www.labelsforeducation.com

Box Tops for Education

Box Tops for Education offers ways to earn cash for the school through everyday activities. Simply clip the Box Top from General Mills products and send them to school. Each Box Top is worth 10¢. For more information about the program or to find out more about which products carry Box Tops, visit www.boxtops4education.com.

Sally Foster Fundraiser

The Sally Foster gift sale is another PTO sponsored fundraiser for the school.

For more information about fundraising activities at Audubon, please contact Mrs. Nesmith, the PTO's fundraising coordinator, at 354-2140.

Gum

Audubon is a gum-free school. Due to its difficulty to remove from carpets and other surfaces, students and adults are to avoid chewing gum while on the school campus at all times.



Hall Passes

It is our duty to know where students are at all times and to ensure their safety. For this reason, students are expected to have a hall pass anytime they are traveling in the hallway without direct adult supervision.

- All students traveling by themselves should wear the hall pass on a lanyard around their necks.
- If a lanyard is not available, or a student is moving to another classroom for Recovery, the pass must be carried in hand so that it can easily be shown to adults passing by.
- When two or more students are traveling unassisted (patrol, band/strings, lunch servers, etc.), they will travel in a quiet, single file line, with the person at the front of the line carrying the designated pass.
- Students are expected to connect with the teacher before leaving the room for any reason.
- Students are not allowed to stop at the bathroom on their way to or from other destinations. **All students using bathrooms must be wearing bathroom passes.**



Harassment

Spokane Public Schools has a harassment/sexual harassment policy. According to this policy, harassment is the deliberate choice to say or do something to hurt another person (either physically or emotionally) because of their race, religion, color, sex/gender, national origin, disability or use of sexually degrading words toward an individual. It also means to say or do (words or actions) something of a demeaning, derogatory, or intimidating nature that negatively affects a student's learning environment (such as obscenities, defamatory statements, teasing about physical differences, etc.) Audubon values each and every one of its students and it is important that we maintain an environment that is safe for learning. We expect that all students and staff will be treated with respect at all times.

Head Lice

There are many myths that exist when thinking about head lice. Here are a few facts to help dispel some of these myths:

- Anyone with clean or dirty hair can get head lice.
- They spread from person to person, but do not spread disease.
- They are a nuisance, but not considered a health risk.
- Head lice need human blood to live. They'll die within 48 hours if they can't get it.
- They are dependent on a person's body temperature and moisture.
- Lice don't jump or fly, but they are fast crawlers.
- They only live on humans. Pets do not carry human head lice.
- They are almost always transmitted by head-to-head contact.
- It can be hard work to get rid of them.
- An itchy scalp is the most common symptom of having head lice and may continue for awhile after treatment.

Families are encouraged to contact Audubon's School Nurse, Mrs. Spiger, for resources or information.

Helmets

City ordinance requires all people to wear a helmet when riding their bikes, skateboards, scooters, etc. on streets, sidewalks and other public property. Students attending schools located within the city must therefore wear a helmet when riding their bikes, skateboards or scooters to and from school.

Many children in the Spokane area are treated each year for bicycle-related injuries that are sometimes critical or cause life-long brain damage. The goal of the city ordinance is to help reduce the number of head injuries among young people by requiring helmet use.



The Spokane Regional Health District's website at <http://www.nhtsa.dot.gov/people/injury/pedbimot/bike/KidsandBikeSafetyWeb/index.htm> has excellent information about helmet safety and the appropriate types of helmets to use. Mrs. Goodey sometimes has extra helmets that she can provide for students in need. See her if you are not able to get a helmet on your own.

Home Address and Telephone Number

It is very important that the school be kept informed at all times of the home address and telephone number and emergency telephone numbers where a parent can be reached. Please notify us if there are any changes so that we may have authorization and information as to what we are to do in case of an emergency with your child.

Immunization

Washington State law requires that each child attending school be adequately immunized according to a schedule determined by the Washington State Department of Health. . Parents are asked to fill out a Certificate of Immunization Status (CIS) form when they register their children for school. Parents must provide the month, day and year for required immunizations. Please remember to update your child's immunizations as they are received. Registration and attendance are contingent upon adequate. The law allows exemption from any or all immunizations as the only exception to adequate immunization



New immunization requirement for all 6th graders: A Tdap (Tetanus, diphtheria and Pertussis booster) vaccination is required when a child turns 11 years old AND it has been more than five years since the child's last tetanus containing vaccine.

Lost and Found

The Lost and Found for clothing and larger items is located in the multi-purpose room. We ask that families place names on all items and check the lost and found frequently for lost items. Each month, items that remain in the Lost and Found are donated to a local charity. Small items (glasses, keys, etc.), or those of higher value, are kept in the school office.



Lunch and Breakfast Program

Hot lunches are served daily. A complete menu appears on the district webpage at www.spokaneschools.org/Menus. Milk is included in the price of the meal, but may be purchased separately. Student lunches are \$2.10, including

milk. White and chocolate milk may be purchased for \$.60 per half pint. Applications for free and reduced price lunches are available in the office or on-line on the district website at <http://www.spokaneschools.org/NutritionServices/freereduced.stm> . Reduced price lunches are \$.40.

Students use a computer system just like a checking account at a bank to pay for their meals. They deposit money into their account and each time they eat a meal, SNAP deducts the price of that meal by reading their barcode ID number. Students are allowed to borrow money for one day only. Please contact the school if you are unsure how much money is left in your child's account.



Parents are invited to join their child for lunch when they can. Adult lunches are \$2.80 without milk and \$3.40 with milk. Please remember to sign in at the office and obtain a visitor's badge.

Breakfast is also served daily and is offered to everyone. Breakfast begins promptly at 8:30 AM and continues to be served until 8:50, with the exception of Thursdays when breakfast starts at 9:00 and continues to be served until 9:20 due to staff collaboration time. Student breakfasts are \$1.30 including milk. Adult breakfasts are \$2.00. Students who qualify for free or reduced priced lunch each are eligible for free breakfast.

Medication

According to state law, Spokane Public Schools may permit district personnel to dispense oral medication at school only when the following requirements are met:

1. A medication request form must be completed for each student receiving any kind of prescription or non-prescription medication at school. It must be signed by the child's parent/guardian and a health

care provider or dentist. It must be for the current school year only.

2. All medication must be in a properly labeled container:
 - a. Prescription medication must be in a container labeled by the pharmacist, and be brought to school by the child's parent/guardian. Many parents, when getting the prescription filled, ask the pharmacist for an extra properly labeled bottle for school use.
 - b. Non-prescription medication must be brought to school in its original container.

There is a new self carry policy in Spokane Public Schools. For the safety of all students, we prefer that all medications are stored securely and administered by trained school staff. A "medication request" form must be completed by the parent and health care provider for all medications administered by school staff. However, at times, parent/guardian may thoughtfully decide that their child needs to carry one dose of their medication to school. To self carry medication the student must be able to self-administer without any assistance or reminders.

The following requirements must be met if medication is to be carried by a student:

- a. Only one day's dose may be carried.
- b. The note and medication will be in a container with the following information:
 - Date(s) the student will be carrying medication
 - Name and dose of the medication
 - Parent signature and contact information
 - Dr's name and contact information

Additional requirements are mandated by state law for those students who carry and self-administer medication for asthma and severe allergies. All students who self carry this type of medication must submit a completed "medication

request" form to the school. Request form must be signed by both parent and health care provider.

It's important to remember that different school districts have different self carry requirements.

Parents must make arrangements to pick up medication at the end of the school year or when a student transfers. Medication will be disposed of if it is not picked up.

Nursing Services



School nurses are no longer assigned time in each building. However, the school nurse will be available to perform health assessments, consult with physicians, parents and students. Deb Spiger, Audubon's school nurse, can be reached directly at 354-2148.

Parent Teacher Conferences

Conferences are an integral part of the school's reporting program. They are designed to give parents an accurate and objective report on their child's progress and behavior. Parents/guardians should not hesitate to ask questions about any concerns they may have. Parents/guardians are also encouraged to share information that will help teachers and staff meet the child's individual needs.

There are two conference weeks scheduled during the school year. The first week of conferences is scheduled five (5) days prior to the Thanksgiving weekend. The second week of conferences is scheduled five (5) days prior to spring vacation.

During conference weeks, students will attend school from 9:00 AM-1:00 PM (9:30-1:00 on Thursdays).

Parent Teacher Organization (PTO)

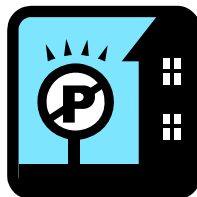
PTO stands for Parent Teacher Organization, a group of parents, teachers and staff working together to enhance educational opportunities for students. Membership in PTO is open to all Audubon parents, faculty and staff. Meetings are held on the second Thursday of each month at 6:30 PM. Parents are welcome and encouraged to attend these meetings and to become involved in PTO at any level to assist the staff at Audubon in providing high quality education and generous quantities of fun for children.

A variety of activities are sponsored by PTO throughout the school year. Please watch for flyers about upcoming dates. Some examples of the activities sponsored by the PTO include:

- Extra-Curricular offerings (Road Runners, Dance Team, etc.)
- Community Night
- Carnival
- Literacy Nights
- Math Nights
- Family Fitness Night
- Pacific Science Center Van
- Other assemblies
- And so much more!

Parking/Pick up and Drop Off

For the safety of all students, please abide by the signs posted along the streets adjacent to the school. In the front of the school, the drop-off zone signs say that drivers must remain with the vehicle. The north side of the building, along Jackson Street, is a designated bus zone. Please avoid dropping off or picking up students in this area.



Personal Belongings

We ask that students not bring personal belongings such as IPODs, CD players, GameBoys, cameras, toys, laser pointers, sports equipment, etc., as they are frequently broken or lost, and the school cannot be responsible for them. In addition, these items can be a distraction to the learning environment. Wireless phones are the exception to this rule. Please see the Wireless Phones section later in this student handbook for more details on our policy.

The following consequences will occur if a child chooses to bring items from home:

- **1st time any item is brought:** Item is sent to the office, logged in, and kept until the student picks it up at the end of the school day.
- **2nd time any item is brought:** Item is sent to the office, logged in, and kept for a period of one week, or until a parent picks it up.
- **3rd time any item is brought:** Item is sent to the office, logged in, and kept until the end of the school year, or until a parent picks it up.

An exception is made for wireless phones which are used to keep in contact with parents/guardians. Please see the section on Wireless Phones later in this handbook.

Items that are allowed at school, but are misused (wireless phones, skateboards, bicycles, etc.) will similarly be logged in at the office and follow the progressive steps noted above.

Pets

The busiest and most hectic times of the day are those times when students are arriving and departing. Many parents walk with their children to and from school, a practice that we support. However, some parents also take this



opportunity to exercise their dog. A loving pet can enrich the family and home environment, but may also add to the confusion during an already hectic period of time. The confusion may cause stress for the animals and make them overly excited and unpredictable. For the safety of our students and your pet, please leave your pet home when you come to school.

Due to student allergy and safety issues, students are asked not to bring pets to school.

Pictures

Individual and class pictures will be taken during the school year. Class pictures are regarded as a service to parents and students, and the school does not require purchase of the pictures. Written notices will always be sent home with each student announcing when the pictures will be taken and the costs involved.



Dates:	Individual Portraits	November 5
	Individual Re-takes	November 23
	Class Pictures	May 14

Playground

Recess is a planned part of the daily curriculum. Each student should dress according to the weather so that they may participate in outdoor activities. Any student in school should be well enough to be outside for recess. Please do not request that a child stay inside due to an illness.



With the arrival of colder temperatures, it is important to remember to send your child to school with an adequate coat, hat, gloves and footwear. Recess time is an important time for students to run and play, and going outside is a

whole group activity. If conditions outside are unsafe, students will be kept inside at recess times.

Please support our efforts to keep all kids safe by reviewing the Snow Expectations section of this document when the snow begins to fall.

If your child does not have adequate clothing, please contact the principal or counselor, and we will do everything possible to provide coats, hats or other needs. We want students who learn well, play well, and stay warm.

All students and staff are responsible for ensuring everyone's safety while on the playground. No one has the right to interfere with the safety or well-being of others.

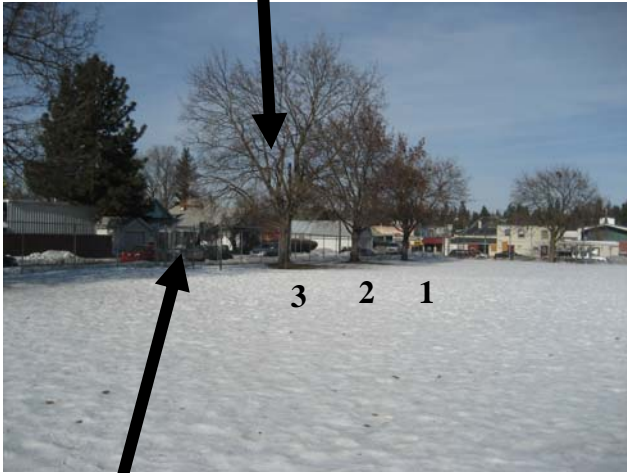
General Playground Expectations

All students and staff are responsible for ensuring everyone's safety while on the playground. No one has the right to interfere with the safety or well-being of others.

Please follow these expectations:

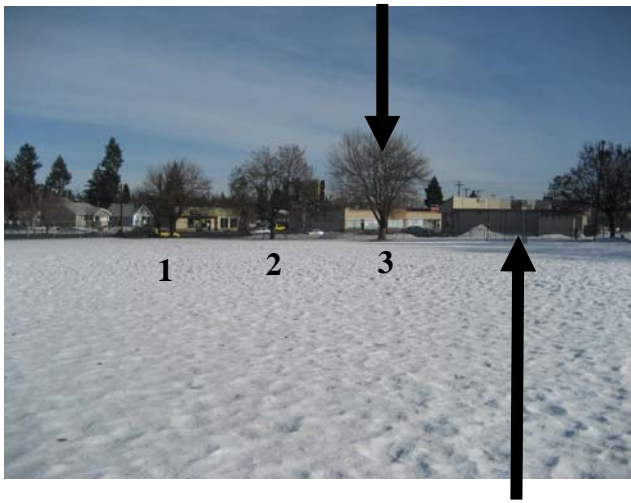
1. Be respectful and play safely.
2. Use official Audubon game rules only.
3. Include everyone.
4. Use Audubon equipment only. Toys and equipment from home are not permitted.
5. Remain where you can be seen by an adult supervisor. Please:
 - a. Avoid playing under the overhang
 - b. Do not go farther toward Northwest Boulevard than the third tree from the end. (see pictures below)

3rd Tree from North Fence.



Soccer Goal

3rd Tree from North Fence (Northwest Blvd.)



Baseball Backstop/Pizza Hut

6. The playground is closed before school and until 4:00 in the afternoon.
7. For safety reasons, please do not:
 - a. Climb trees or fences.
 - b. Play chase or tag.
 - c. Play fight.
8. Older students are asked to be mindful of younger students as they move about the playground.
9. Have fun!

Area Expectations

Big Toys:

1. Go down slide feet first on your bottom.
2. Only one person on a slide at a time.
3. Continue moving. The Big Toys are not a place to “hang out.”
4. For safety reasons, please avoid going up the slide.



Kindergarten Playground Big Toy



Rings/Monkey Bars/Rainbow:

1. For safety reasons, please avoid:
 - a. Standing, sitting or walking on the top of the overhead bars.
 - b. Hanging by your legs.
 - c. Crawling through the rings.



Swings:

1. Sit on bottom to swing.
2. Swing straight back and forth.
3. If all swings are being used, a student wishing to swing may count to 100 out loud at which time the person on the swing must give the student who is counting a turn.
4. For safety reasons, please avoid:
 - a. Jumping from swings
 - b. Spinning
 - c. Climbing on the support bars
 - d. Pushing other kids who are swinging



- e. Connecting with other swings (holding hands, locking legs, etc.)

Web:

For safety reasons, please avoid standing on the bars.



Approved School Games

<p>Blacktop:</p> <ul style="list-style-type: none"> ▪ Basketball (1/2 court only during the lunch hour) ▪ Lightning* ▪ Four Square* ▪ Hopscotch* ▪ Tetherball* ▪ Wall Ball* 	<p>Field:</p> <ul style="list-style-type: none"> ▪ Flyer's Up* ▪ Kickball* ▪ Soccer ▪ Football (2-Hand Touch) Classroom recesses only, under direct teacher supervision.
<p>* See official Audubon game rules.</p>	

Audubon Official Game Rules

Lightning:

1. Two basketballs are needed.
2. Players line up at the free throw line, one behind the other.
3. The first player shoots the ball and attempts to make it.
4. Once the first player has released the ball, the second player attempts to make it.
5. If either ball misses, they can now be shot from anywhere on the court.

6. If the second player makes a basket before the first player, the first player is out, and must wait until the next game.
7. If the first person makes the basket before the second person, he/she passes the ball back to the next person in line, who then tries to make the basket before the second person.
8. A player is out anytime the person behind him/her in line makes a basket before he/she does.
9. Players **may not** interfere with the play of another. This includes:
 - a. Blocking a shot.
 - b. Attempting to knock the other player's ball away.
 - c. "Bumping" the other player's ball with ones own ball.

Flyer's Up:

1. No limit to the number of players
2. Pick one player to begin as the thrower.
3. The ball can be thrown overhand or underhand.
4. The ball is thrown into the middle of the crowd.
5. If the ball is caught, the catcher becomes the new thrower.
6. If the ball is thrown over the fence, the thrower is "out" and the person who gets the ball becomes the new thrower.
7. Only one ball can be thrown in the air at a time. Multiple balls may be used, but only one can be in the air at a time.

Four Square:

1. Two to Four players can play.
2. Player in server's square (square A) places one foot on the line in back corner of square and serves the ball by bouncing it once and then hitting it to another player. Server must hit the ball with both hands, having palms open.
3. Players continue hitting the ball until a foul is committed.
4. Player committing a foul leaves the square and other players move up. The new player enters square "D."
5. Fouls include:

- a. Hitting the ball with any part of the body except the hands.
 - b. Hitting the ball before it bounces in your square.
 - c. Hitting the ball so it misses a square or hits the line. Lines are always redoes
 - d. Serving without having your foot in the "server's box."
 - e. Not hitting a ball that bounces in your square.
 - f. Hitting the ball more than once before it goes to another square.
 - g. Holding/catching the ball.
 - h. Stepping into another player's square.
 - i. Not hitting the ball with two hands palms up.
6. The first person in line is the judge. If the first person does not see the call, the second person can make a ruling. If neither the first nor second person can make the call, it is a do over.

Hopscotch:

1. Each player needs a marker (beanbag).
2. The first player stands behind the starting line to toss her or his marker in square 1.
3. That player hops over square 1 to square 2 and then continues hopping to square 8, turns around, and hops back again. He/she pauses in square 2 to pick up the marker, hops in square 1, and out.
4. Then he/she continues by tossing the stone in square 2.
5. All hopping is done on one foot unless two squares are side-by-side. Then two feet can be placed down with one in each square.
6. A player must always hop over any square where a maker has been placed.
7. A player is out if:
 - a. The marker fails to land in the proper square.
 - b. The hopper steps on a line
 - c. The hopper loses balance when bending over to pick up the marker and puts a second hand or foot down

- d. The hopper goes into a square where a marker is
 - e. The hopper puts two feet down in a single box.
8. If out, the player puts the marker in the square where he or she will resume playing on the next turn, and the next player begins.

Kickball:

1. Kickball is played with rules similar to softball or baseball.
2. The ball is put into play when the pitcher (a player on the defensive team) rolls the ball toward home plate and the batter attempts to kick the ball. Batter gets a maximum of two (2) tries. A missed attempt or foul counts as a try. After two tries, the batter is out.
3. The batter is out in situations similar to softball (force outs, pop outs, being tagged, etc.)
4. A runner who leaves a base before the pitch reaches home plate or is kicked, is out and the ball is dead. Leading off and stealing bases between pitches is not allowed.
5. For safety reasons, the ball **may not** be thrown at a base runner.

Tetherball:

1. Two players at a time may play.
2. Two students stand opposite each other in the tetherball circle. All others stand outside the circle.
3. The server puts the ball in play by hitting the ball in one direction around the pole.
4. The other player hits the ball the other direction around the pole.
5. The first player to wrap the rope completely around the pole (below the marked line) is the winner.
6. If a player commits a foul during the play, then all play stops and the player making the foul goes to the end of the waiting line.
7. The first player in line then comes inside the circle to be the new player. The new player serves, and chooses which direction to hit the ball.
8. Fouls include:

- a. Server throwing the ball instead of hitting it to put the ball in play.
- b. Server hitting the ball twice at the beginning before the opponent hits it once.
- c. Hitting the ball with any part of the body other than the hand or forearm.
- d. Catching or holding the ball during play.
- e. Throwing the ball.
- f. Touching the pole.
- g. Stepping into yellow foul zone.
- h. Hitting the ball twice while it is still on your side of the circle.
- i. Reaching around the pole and hitting the ball.
- j. Hitting the rope with any part of the body.

Wall Ball:

1. The first person in line serves the ball by throwing it against a wall, from behind the line.
2. After the ball comes off the wall anyone can try to catch it in the air or on the bounce. (from behind the line)
3. The person who tries to catch it must catch it cleanly (no drops).
4. If a person drops the ball or touches the ball in any way without catching it, that person must quickly run up and touch the wall before another person can catch the ball and throw it against the wall.
5. If the ball hits the wall before the player is able to touch it, the person is out and stands by the fence. He/se may re-enter the game when another player gets out.
6. Kicking the ball is not allowed and results in that player being out.

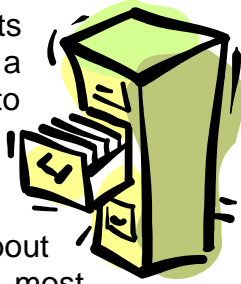
Progress Reports

All students receive progress reports. Students in grades 1-6 receive reports during conference weeks in November and March. A final progress report is sent home the last week of school.

Kindergarten progress reports are sent home on a semester basis. The first goes home in January, and the second in June.

Records

Spokane Public Schools has a student records policy (#3400) which explains to parents and students their right to review and have a copy of a student's record and ways to request corrections in the record if errors occur.



The policy states that information about individual students will not be released to most persons or agencies without the written consent of parents. However, the policy states that the district will forward school records, without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. Also, without parent consent, the district will forward transcripts or other information requested by high school students to colleges and other educational institutions to which students are applying.

Reporting Concerns

Students are encouraged to report concerns to adults at school. When doing so, students are asked to adhere to the following protocol:

- Say to an adult “may I speak to you privately?” Adults in the building know to take this request seriously. Pointing fingers or accusing students in front of others is not acceptable.
- Students may be asked by the adult if they are telling to “help or to hurt.” This is our process to help students avoid tattling simply to get others in trouble.

- Students may obtain a Student Concern Referral Form in the office to report a situation more formally. At times, adults may request that a student fill out one of these forms to document a particular incident.

For minor concerns, students are asked to practice Talk, Walk and Squawk

- Talk: Firmly, yet respectfully, tell the other student what it is that you want stopped.
Example: “I don’t like it when you keep bumping into me. Please stop.”
- Walk: Turn away from the student and move away.
- Squawk: If the first two steps are not successful in fixing the problem, find an adult and ask him/her “may I speak to you in private?” Then report that you have talked and walked, and there is still a problem.
Example: “Mrs. _____, I told _____ to please stop bumping into me and I walked away from him. But he/she keeps following me and doing it.”

See the Safe School Hotline later in this handbook for information on reporting weapons, drugs, alcohol, or other criminal behavior in or around Spokane Schools.

Rights and Responsibilities

Spokane Public Schools has passed a student rights and responsibility policy (#3200) which sets forth the general policy of the district regarding student conduct. In addition, the school district has passed specific rules and regulations which implement the general policy.

The rules and regulations describe the rights of the students, including the right to student expression, assembly, freedom from unreasonable search and seizure, and freedom from

discrimination. The rules and regulations additionally describe the responsibilities of students. They set forth the general responsibilities and list the rules and regulations which must be observed.

Lastly, the rules and regulations set forth the disciplinary actions which may be imposed upon the student by the district if the student should violate district policy or the specific rules and regulations. Disciplinary action includes discipline, suspension, expulsion and emergency action. The due process rights of students regarding notice of intended disciplinary action and hearing procedures available to the student are also included.

Safe Schools Hotline

If you have information regarding weapons, drugs, alcohol, or other criminal behavior in or around Spokane Schools, please call 354-SAFE (7233). All calls are completely anonymous 24 hours a day, year round. Thank you for your continued cooperation and support in keeping our schools safe.

Schedule

Grades K-6 9:00 AM- 3:00 PM

9:30 AM-3:00 PM (Thursdays)

Arrival:

- Pupils should arrive at school no earlier than 8:50 (9:20 on Thursdays). Students who are eating breakfast at school may arrive after 8:30 (9:00 on Thursdays).
- Students enter the building with their classes at 8:55 (9:25 on Thursdays).

Dismissal:

- Students are expected to leave the premises as soon as school lets out.

- Students may not return to play on school grounds until after school has been out for 60 minutes.
- Students meeting adults, siblings or friends after school must meet outside. Arrangements for meeting should be made prior to the beginning of the school day.

School Supplies

Each grade level has worked to provide a common school supply list that students are asked to bring on the first day. Many of the supplies, like pencils and filler paper, are shared amongst the whole class rather than kept in individual desks. Visit our website for a detailed supply list for your child.

Note: Permanent markers (Sharpies for instance) are difficult to remove from surfaces, and are therefore not allowed for individual use. An occasional class project may require the use of permanent pens, and when this is the case, the teacher will provide them.

Self-Manager's Tickets

If a child has inappropriate behavior while at school, Audubon uses a Self-Manager's Ticket system to inform families of what occurred and the actions taken. This form is required to be signed by a parent or guardian and returned to the school the next day. If the ticket is not signed, the office will call to ensure that the child did deliver the ticket to a parent/guardian for signature. To ensure students are responsible for communicating with you, students will remain in lunch detention until the ticket is signed and returned to school.

Skateboards, Scooters, Rollerblades, etc.

These items are not allowed at school. They are considered personal items, and unlike bicycles, are not able to be

properly secured or stored during the day. This expectation also includes Heely's (shoes with wheels in the heel).



Due to safety concerns and district liability, skateboarding is not permitted on Spokane School District Property at any time.

Snow Expectations

All students and staff are responsible for ensuring everyone's safety while on the playground. No one has the right to interfere with the safety or well-being of others.

For everyone's safety and enjoyment, please follow these expectations:

1. **Snow is to remain on the ground.** Throwing, kicking or splashing snow/slush creates an unsafe playground. Students may make snowmen or snow angels, if they wish.
2. **Stay away from snow piles or berms.**
3. **Avoid sliding on snow or ice while on the blacktop or on frozen areas in the playfield.**
4. **Look for cones.** Cones will be placed in off-limit areas. Students will be taught that closed areas are non-negotiable and that this is done for safety reasons. A cone placed on top of the large rock by the play equipment will signify that all equipment in the area is off limits.
5. **Have fun!**



Supervision

Proper supervision is required at all times to ensure student safety. Students are not allowed to work in hallways or rooms without direct supervision. If a student approaches a room that is unoccupied, it is the student's responsibility not to go into the room.

Before school: Students are not allowed on school property before 8:45 (9:15 on Thursdays), as there is no supervision outside before this time. Students coming for breakfast may enter school grounds after 8:25 (8:55 Thursdays) and proceed directly to the breakfast room through the playground doors.

Tardy Policy

In life, and at Audubon, being on time is important. Students who enter classrooms even a few minutes late, face a rough start to the day. The first bell rings at 8:55 (9:25 on Thursdays), signaling that students have five minutes to be in their classrooms. The tardy bell rings at 9:00. Students are considered tardy if they are not physically in the classroom when the tardy bell rings.

In an effort to support students in understanding the importance of time spent in school, Audubon has a tardy policy that requires students to make up time missed due to unexcused tardies. When a student has been tardy without excuse multiple times in the same month, the student will be asked to stay in from recess to make up the lost time. This is not a detention, but rather holds the student accountable to the entire school day. For this reason, the student is welcome to bring a book or any make-up work to this time.

Technology

At Audubon, our focus on utilizing technology is directly linked to the Grade Level Expectations. When used as a tool for learning, various technologies can provide students

with research resources, communication avenues, word processing capabilities to enhance the writing process and a broad array of software support systems for learning purposes.

Audubon students have access to the internet for research and projects. The Spokane School District has an internet filter to prevent students and staff from going to inappropriate web sites, chat rooms, or other unacceptable areas.



Audubon maintains a school webpage to keep parents and the community informed about the school. You are invited to visit the site at www.spokaneschools.org/audubon. Please email our webmaster, Mrs. Webster (DebbieW@SpokaneSchools.org), if you have any questions about the site or are looking for specific information.

Telephone Use



School phone lines need to be kept open for parents and others who need to reach us. Prior to leaving home, please make arrangements for your child's after-school activities since we must limit students' phone use to emergencies only. Students will not be allowed to call home to arrange play dates or sleepovers.

Please support us in teaching your child the responsibility of coming to school prepared. As a general rule, students are not allowed to call home for forgotten items (i.e. homework, gym shoes, lunch money, library books, etc.).

Students will not be allowed to call home until after 3:15 due to high activity in the office after school.

Tobacco-Free Environment

District policy prohibits the use of any and all tobacco products in or on all school property, including all buildings and grounds (playing fields, parking lots, etc.).

Vision/Hearing Screening

The Spokane School District screens elementary students for vision and hearing. Dates are as follows:

- Hearing (Grades K, 1, 2, 3 and 5 only)
 - Initial Screening- October 28 and 29
- Vision (Grades K, 1, 2, 3 and 5 only)
 - Initial Screening – November 9, 10 and 12

Visitors

Teachers often have special activities to which parents are invited. Children are excited to have their parents visit on such occasions. We encourage you to attend as many activities as you can.

When visiting Audubon, please sign in and pick up a visitor pass at the office. For the safety of our students, we will be enforcing this for **all** visitors.

Volunteers

Our school is blessed by a number of committed volunteers. We encourage you to become involved in your school, even if you have just a little time each week or month. Volunteers are required to fill out a WSP Criminal History Background check. Please see the office for the appropriate form. Volunteers are asked to sign-in at the office and obtain a visitor's pass each time they help in the building. If you would like to volunteer, please contact Audubon's Volunteer Coordinator, Peggy Lien at 354-2140

Weapons

Our school district staff is dedicated to working with parents, police and lawmakers to create the safest possible environment. Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement. The firearm need not be loaded or even in operating condition.

A tougher law against dangerous weapons is also now in effect. The dangerous weapon list includes objects such as slingshots, air rifles, knives and anything that propels a projectile, such as a rubber dart gun, etc. Even a young child bringing such an object to school for "show and tell" faces serious consequences. Toy weapons should not be brought to school under any circumstances.

Weather

When the weather is severe, please be careful to ensure that your child arrives at the regularly scheduled time. To avoid after-school confusion, please have a foul weather plan if your child walks or rides a bike. This helps keep your child safe and keeps our phone lines free in emergencies. Please check our district website for information on school closures or listen to major radio and TV stations beginning around 5:30 a.m.



Fresh air and exercise are important parts of a child's development. We make every effort to provide this to students each day while they are at school. Students should come dressed

appropriately for the weather and be prepared to be outside for recess. During cold weather, the principal will assess current conditions and review weather charts to ensure that it is safe for students to be outside. As a general rule, students will continue to go outside for recess when temperatures are about 0° Fahrenheit, including the wind chill factor.

Wireless Phones

In a busy world, many parents wish to stay in touch with their children before and after school. Audubon recognizes this desire.



However, to ensure that wireless phone use does not interfere with the educational process, students must turn them off when arriving at school, store them in a backpack, and leave them off until after school is over. Audubon will not assume any responsibility for a phone that is broken, lost or stolen. Failure to follow these guidelines will lead to the phone being confiscated and held in the school office, following our Personal Belongings progressive discipline plan outlined earlier in this student handbook.

Withdrawal from School

Parents/Guardians are asked to withdraw in person at the school office. We ask that you please notify the school office in advance of anticipated withdrawal. All books and materials must be accounted for at that time. Also, please check with the office regarding lunch accounts, as there may be an amount owing or a refund due.