



Audubon Elementary Friendly Guidelines

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Bem-vindos 国語辞典 Benvenuto Bienvenidos خوش آمدی Your language not here? Let us know!

Schooling at Audubon might be very different from what you have experienced at a previous school or a school in another country. Classroom teachers believe these guidelines are important and can help you understand the procedures and policies we have here at Audubon.

- **Communication**

- The **best way is by email**.
- Email your child's teacher and our registrar at AudubonES@lwsd.org when your **child will be absent, will arrive late, will be moving, or is going on vacation**.
- For **urgent messages**, please **call the office at (425) 936-2500**.
- Email your child's teacher for early dismissal.
- *Questions about your child? Please email your child's teacher.*
- If you need to call a teacher, please call between 7:45-8:30 AM.

- **Snack vs. Lunch**

- Typically, students have **10-15 minutes/day** for a snack break.
- Send just **one or two healthy food** items that can be eaten within 15 minutes.
 - Example: fruit and a few crackers, or crackers and a piece of cheese.
- Pack your child's snack **separate from his/her lunch**.
- Pack a snack item that your **child can open him/herself**.
- **Lunchtime** varies by classroom. It is scheduled at the same time each day for **25 minutes**.

- **Report to the office by ringing doorbell outside main doors** when:

- you need to **pick up your child early** from school.
 - You must fill out Student Sign-out sheet and inform office staff. Your child's teacher will be notified, and your child will meet you in the office.
- your child has **arrived late**.
 - You must go to the office *with your child* and fill out a late pass. Your child will walk him/herself back to class with the pass.
- you are **volunteering** at the school.
 - Be sure to **sign-in** and fill out a **Visitor Badge**. Wear the Visitor Badge (sticker) visibly on the front of your shirt.
- you are **attending a meeting** (*not required during scheduled district-wide conference days).
- you are **dropping off an item** for your child or child's teacher (example: child's lunch, class party supplies, child's snack, etc.). **Leave item at the office please**. Office staff will notify your child's teacher and they will do their best to get item to student.



John James Audubon Elementary

- **Before-school line-up and recess:**
 - Drop your child off between 8:35 – 8:50 AM. There is no supervision before 8:35 AM.
 - Students line-up **outdoors before school** starting at **8:35** (even when there is light rain).
 - You may stand in line next to your child. Your child will walk independently with his/her classmates into the school building.
 - If lining up indoors due to weather, please DO NOT line-up with your child.
 - Students have **recess twice a day**.
 - **Recess is outside**, even on cold days and light rain days.
 - Please make sure your child is dressed for the weather.
 - Send an extra change of clothes (including socks) in case your child slips on playground and gets wet/muddy.
 - If you feel your child is too sick to go outside, then you should consider having him/her stay home an extra day.

- **Ways to become involved at our school:**
 - Become a PTSA member. Join online at: <https://audubonptsa.membershiptoolkit.com/>
 - Complete the district's volunteer form to help classroom teachers or help at school events. Go to www.lwsd.org > Get Involved > Volunteering in LWSD
 - Volunteering at our school is a great way to understand our school culture.

- **Extended vacations:**
 - Not encouraged during scheduled school days, try to plan vacations with school breaks.
 - Teachers are not required to prepare material that will be missed during your child's absence.
 - Your child will have to make up missed work on his/her own time upon return from extended vacation.
 - Missed assessments may still be given but missed instruction will not be provided.

- **Highly Capable Services:**
 - Services for **children who exceed grade level standards** in literacy and math and possess **strong motivation to excel** in school.
 - For more information, go to www.lwsd.org > Programs and Services > Accelerated Programs
 - Classroom teachers do not predict your child's eligibility for these programs.
 - Classroom teachers do not have information about these services.

- **Grading:**
 - No letter grades in elementary school, we use a scaled 1-4 rubric.
 - Please attend curriculum night for more information (dates to be announced)
 - If unable to attend or have questions, email teacher.

- **Parking and pick-up:**
 - Refer to the school handbook for details.
 - Be patient if you're waiting in the car line!



John James Audubon Elementary

- Sorry, no left turns out of the parking lot during high traffic times.
- Please, don't block our neighbors' driveways when parking off campus. Your car may be towed!

- **4th and 5th Band and Orchestra:**
 - For information on band participation, visit our school website: audubon.lwsd.org > Activities > Band and Orchestra

- At Audubon, **all school subjects are important!**
 - Our teachers strive to have all their students engaged in a variety of subject areas (reading, writing, math, social studies, science, speaking and listening skills, PE, music, and library skills).