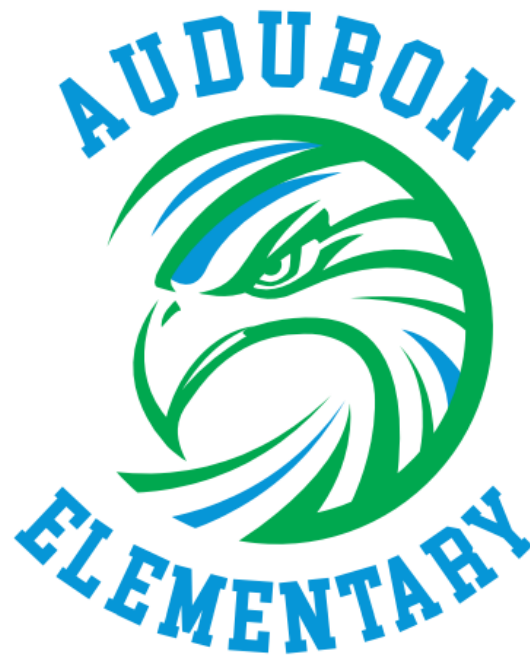




Audubon Elementary School
Family Partnership Handbook
2023-2024



Audubon Elementary
2400 E. Van Buren Street
Colorado Springs, CO 80909

Office: 719-328-2600
Attendance Line: 719-328-2613

www.d11.org/audubon

Hello Audubon Community,

Welcome to the 2023-2024 school year! This year is lining up to be a fantastic year for our students, families, staff, and community. We have already been hard at work planning great things in the classroom and outside of the school day for everyone. This year we plan to see the full return of clubs, activities, after-school events and visitors in our wonderful school.

As you read through the various pieces of information below, please do not hesitate to ever reach out if you have any questions or concerns. There are some items that are specific to Audubon and others that are district policy. We want to work towards support and solutions for everyone so please let us know if there is ever anything that we can do.

Wishing you and your families a wonderful year!

Thank you,

Aaron Ford
Principal



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General School Information

Office Information

- The office is open daily from 7:00 a.m. until 3:30 p.m.
- Main Office Phone: 719-328-2600
- Attendance Phone: 719-328-2613

Attendance

- Daily attendance is an expectation for all students per state law and district policy.
- In elementary attendance is taken twice daily. ½ day absences can accumulate to full day absences.
- If a student is not able to attend school for any reason it should be reported to the Audubon office as soon as possible.
- If a student is late to school beyond 20 minutes (after 8:10) it is entered into the attendance system as a ½ day absence.
- A parent or guardian calling to alert the school of an absence does not necessarily mean that the absence will be excused. Only school administration has the authority to excuse absences.
- Chronic absenteeism is when a student misses more than 10% of the school year to that point.
- Truancy is when a student has more than four (4) unexcused absences in a 30-day period or 10+ unexcused absences over the course of the year.
- Any student that has missed enough school to fall into truancy or chronic absenteeism may require an attendance plan to be created between families, students and school leadership.

Behavioral Expectations

- Audubon has a Positive Behavioral Intervention System (PBIS) that all students are trained in upon starting school.
- It is the expectation that students adhere to the behavioral expectations set by the school and School District 11.
- If a student is not adhering to the school behavior expectations, they may have a variety of supports put in place to reteach the expectations along with varying consequences that can range from a conversation to suspension.
- We will follow the [District 11 Code of Conduct](#) in addition to our school rules and expectations.

Bicycles, Skateboards, and Scooters

- Students are allowed to ride bicycles, skateboards and scooters to school.
- Students are encouraged to wear appropriate safety gear when riding any of these.
- If a student rides a bike or scooter, they should also bring a lock to lock it up on the north end of the school in the designated area.
- If a student rides a skateboard, they can leave it in the office for safe keeping during the school day.
- All bicycles, skateboards and scooters should be walked once on school property for the safety of all.

Breakfast and Lunch Program

- Breakfast will be available each day. Students can come to the school at 7:20 and enter through the southeast gym doors to have breakfast. If a student arrives after 7:40 they will be given a “grab and go” breakfast that they can take to their classroom and eat.
- Lunch will be served daily on a staggered rotation between 11:30 and 12:15.
- If your child has a food allergy and requires a different meal option, please contact our Kitchen Manager to speak with her about the allergy and what accommodation we can provide. Their number is 719-328-2532.
- To apply for Free or Reduced Prices please use this link: <https://www.myschoolapps.com/>
- Families must apply every year for the Free or Reduced meals.

Bus Information

- Based on your address, your child may qualify for bus transportation through District 11 Transportation.
- If your child is eligible, you will be contacted by District 11 Transportation to share where your bus stop is located along with pick-up and drop-off times.
- The D-11 Transportation team has their own behavioral expectations for students and bus privileges may be taken away if you do not follow those expectations.

Class Parties

- Class parties may be organized throughout the school year to celebrate class achievements, birthdays or other celebrations.
- Teachers will plan these events and let families know ahead of time.
- If volunteers are needed the teacher will reach out to invite families to help.
- If you consider sending in treats or drinks, please reach out to the teacher ahead of time to ensure that there are no allergies to certain things so that all students can be present and participate.

Clubs/Activities

- Audubon will offer a variety of clubs and/or activities throughout the school year.
- These are extra-curricular and require special permission from parents/guardians prior to a child being allowed to participate.
- Typically, clubs will run for one hour after school and students will need to be picked up at 4:00 if they attend.
- As clubs/activities are made available information will be sent to families.

Communication and Information

- All classes are using “Class Dojo” as a primary communication tool from the classroom level.
 - Families are asked to call the office to get messages to students during the day and/or report absences. Teachers do not always have access to “Dojo” during the day for those important types of messages.
 - Teachers are encouraged to “disconnect” at the end of the day and may not read or respond to “Dojo” messages after hours. We appreciate your understanding that they will not always be connected to school, and they will respond the next day.
- School wide communication will continue to happen through email, “Class Dojo”, and social media channels.
- School staff should respond to any message (call, voice mail, email) within 24-48 business hours.
- Audubon also has a Facebook and Instagram page where you can get information about school events and other things happening school wide.

Daily Arrival

- Students should arrive at school each day between 7:35 and 7:50.
- Students will report directly to their outside classroom door each day and enter the building there.
- Students arriving on the bus will be met by a school employee and directed to their exterior classroom door. Our younger students will be walked to their classroom by the school employee.
- Students arriving after 7:50 will have to report to the main entrance to enter the school.
- Parents can walk their child to the outside classroom door or drop them off.

Daily Dismissal

- Bus students will be dismissed from class at 2:45 each day to a designated staging zone. Students will load the bus at 2:50 and depart between 2:50 and 2:55.
- Students that walk home will be released at 2:50.
- Students that are being picked-up by a parent or family member will be released at 2:50.
- Students are encouraged to depart the school and playground area immediately after school unless accompanied by an adult.
- Students who are not picked up on time will be escorted to the front of the building for pick-up.

Digital Citizenship

- Digital citizenship is the ability to use technology and the internet in an appropriate manner. It gives students the skills and tools needed to engage in the digital world and a safe way to promote successful learning.
- Students will engage in Digital Citizenship lessons with Mr. Watson and their classroom teacher during the course of the year.
- We do have expectations for students when engaging in digital learning:
 - Students should be using all digital platforms for their intended purpose.
 - Students should only use text box features for class discussion and on-topic items.
 - Students should engage in digital learning through class assigned platforms (e.g., Schoology, Seesaw, WebEx).

Dress Code

- Audubon students and staff will follow [District 11 Dress Code Policy – click here](#)
- Some examples of acceptable and unacceptable dress as outlined in the district policy are:
 - Clothing should be worn as designed and should cover private parts of the body. Clothing that inappropriately bares or exposes private parts of a body, including but not limited to the stomach, areas above mid-thigh, buttocks, back and breasts is unacceptable school attire.
 - Clothes, paraphernalia, jewelry, or body adornment that contain advertisements, symbols, words, slogans, patches, or pictures that are sexually suggestive; gang-, drug-, or alcohol related; obscene, profane, promote hate, or are disruptive or potentially disruptive to the learning environment are unacceptable school attire.
 - Ill-fitting clothing (i.e. clothing that is too tight or too loose) is unacceptable for school attire.
 - Clothing must cover undergarments. Clothing that is worn in such a manner as to expose undergarments (i.e. boxer shorts, bras, underwear) is unacceptable for school.
 - Cut-off t-shirts, half shirts, midriffs, tube tops, see through or revealing tops are unacceptable school attire.
 - Pants or shorts that are in the mid-thigh range or longer where the waistband rises to at least the hips are acceptable school attire.
 - Skirts or dresses that are mid-thigh or longer where the waistband rises to at least the hips are acceptable school attire.
 - Acceptable footwear is required to be worn at all times. Bedroom slippers are considered unacceptable school attire.
 - Sunglasses and hats are unacceptable school attire, unless being worn for protection from sun and approved by a teacher or administrator to be worn during and outside school activity.

Enrollment

- To enroll a child at Audubon a parent should start by visiting the District 11 Enrollment webpage at www.d11.org/enroll
- Parents will need to provide a photo ID, proof of residency, birth certificate, immunization records and other documentation.
- If you would like to attend Audubon and do not live within the attendance boundaries, you are allowed to fill out a Choice Permit form (found at the enrollment site above) to see if there is space at Audubon for your child.
- Questions can be directed to our School Registrar by calling 719-328-2600.

Equity Policy

- In the spring of 2020, the District 11 School Board voted an Equity Policy into place for all of School District 11 and its schools.
- The policy reads that we are “committed to equity and is committed to providing an ecosystem of equitable practices to meet the unique needs of all.”
- [The full policy can be found by clicking here](#)

Field Trips

- Class field trips will be held during the 2023-2024 school year.
- Teachers are encouraged to participate in Virtual Field Trips.

Homework

- Homework may be assigned by your child’s teacher throughout the week.
- Homework may consist of completion or daily work not finished or practice type work.
- Homework may also include reading as that is an important daily skill for all to practice.
- We will not use homework for a grade. The purpose of homework is to practice skills or prepare for new learning. Students will be provided feedback on their homework.
- If students and parents are having difficulty with homework, they can communicate with their teacher about needing additional support with the skills needed.

Inclement Weather, School Delays, Closures

- In the event of inclement weather, it may be necessary to delay the start of school or keep the school closed for the day.
- If the school is closed, we **may** have an “Remote Learning Day” for all students.
- In the event of a “Remote Learning Day” students and teachers will engage in learning via technology and follow a schedule that is published on the schools main website – www.d11.org/audubon
- Details of the delay or closure will be made via email, Facebook, local news agencies, etc. If the district decides to have an “Remote Learning Day” that message will be delivered there as well.
- In the event of a “Two Hour Late Start” we would begin school at 9:50 a.m. and all bus routes will run exactly two hours later than normal.
- We will NOT serve breakfast in the event of a two-hour delay.

Interventions and Supports

- All students will receive interventions and supports to help them grow academically, socially and emotionally.
- Prior to academic interventions, all students begin with quality, rigorous, and standards based instruction as core instruction.
- As with our academic core instruction, we provide social and emotional core instruction through our PBIS systems and Random Acts of Kindness curriculum.
- All students need interventions for academic and social/emotional instruction – some interventions are used to help fill a need that a students has to work towards grade level or others need it to push students and enrich their instruction.
- If a student needs significant supports they may have a formalized plan written for them with parent input. These plans can include:
 - Multi-Tiered Support Services (MTSS) Plan – for any student needing a documented intervention plan - academic or behavior
 - READ Plan – for students in K-3 that are behind in reading
 - Individualized Education Plan (IEP) – for students receiving Special Education services
 - Advanced Learning Plan (ALP) – for students that have been identified as Gifted and Talented or are in the “Talent Pool”.

Library

- All classes get to have library time each week.
- Students are allowed to check out books from the library to keep in their class or take home.
- A fee may apply if a book is lost or damaged.
- Students will not be able to check out new books until previous books are returned or fees are paid.

Lost and Found

- We have a Lost and Found area next to the music room near the front office.
- Students are encouraged to have their name inside personal items so that we can make every effort to return it to its rightful owner.
- Any small items such as glasses, jewelry or electronics will be kept in the office.
- At the end of each quarter we will donate all unclaimed items to charity.

Non-Discrimination Statement

- School District 11 is committed to a policy of nondiscrimination in relation to disability, race, creed, color, sex, sexual orientation, transgender status, gender identity, gender expression, national origin, religion, ancestry, age, and protested activity.
- Any harassment/discrimination of students and/or staff, based on the aforementioned protected areas, will not be tolerated and must be brought to the immediate attention of the school principal, D11 administrator/supervisor, or D11 nondiscrimination compliance/grievance coordinator.
- To review the Department of Education requirements regarding the nondiscrimination statement, go to <http://www2.ed.gov/about/offices/list/ocr/docs/nondisc.html>

Online Learning

- This is an option for families through SPARK Online Academy.

Parking

- Audubon has two parking lots – one each on the northwest and southwest corners of the school. These lots are open for visitors, staff and drop-off/pick-up purposes.
- Parking is also available along the streets on Patrician and Summit.
- When parking, please be aware of no-parking areas designated for fire, emergency or bus parking only.
- Handicap parking is available in our southwest parking lot. These spaces are only for those that have a Colorado approved handicap placard or license plate.

Personal Electronic Devices

- Students are allowed to have personal electronic devices at school such as a cell phone, Smart watch or other device.
- Cell phones are required to be turned off and in a student's backpack during the school day. They can be used once a student has left school for the day.
- If a parent/guardian needs to reach their student during the day, they should call the main office and a message can be given to the student.
- Students not following the school expectations for cell phones may be required to check them in daily with the office and can then pick them up at the end of the day.
- Apple watches – or other similar devices – should only be used for keeping track of time or teacher approved purposes. Any misuse can result in student not being able to wear the device during the day.
- The school is not responsible for lost, broken or stolen devices.

Power School

- District 11 uses a Student Information System (SIS) named Power School to run many of the student specific programs in the district.
- This system is what the office uses to house contact information, demographic information, students grades, etc.
- Families have the ability to access Power School through a “parent portal” to update information, view grades, view lunch balances, etc.
- To access the “parent portal” please visit the D11 website by clicking here – they will be able to assist you in resetting a password and getting logged in. The website is www.d11.org/powerschool.

Preschool Program

- Audubon has a District 11 Preschool program housed at the school.
- The program has its own qualifications, enrollment process and required paperwork.
- If interested in more information, please call 719-328-3111.

Remote Learning

- This occurs when students are required to stay home because schools are closed, or the student is absent due to illness.
- Learning can continue to take place at home with the use of technology.

Schoology and Seesaw

- All students will use Schoology and Seesaw (Preschool – 2nd grade) as a primary electronic learning system.
- We use a mix of electronic and paper/worksheet work for all students.
- All classes have a Schoology “Homepage” that has been created for them that has links for all other subjects, other Schoology links, and learning opportunities that they will need.

Specials/Essentials Classes

- Students will attend our different specials classes on a weekly rotation. Students will have Art, Music and Physical Education.
- When students have Physical Education classes they should wear shoes that they can move in freely and safely.
- Students in fourth and fifth grades are allowed to sign-up for Band or Orchestra that is taught at the school.

Technology

- All students will have a technology device checked out to them for use during the course of the school year.
 - Preschool, Kindergarten, 1st and 2nd grade students will have an iPad checked out to them.
 - 3rd, 4th and 5th grade students will have a Google Chromebook checked out to them.
- These devices are needed for student's daily instruction and should be brought to school each day.
- Students should also take the device home each day to complete any assignments or homework assigned while in class.
- Devices should be charged nightly so that they are ready for the school day.
- The school will be providing protective covers for each device.
- Families are required to fill out a checkout form so that students can take the device home.
- If a family chooses to not have a student bring their device home, they will need to ensure technology is available at home in the event of a school closure.

Visitors and Guests to Audubon

- Visitors to our building will only be allowed to enter through the front door and must stop at the office.
- Visitors will not be permitted to other parts of the building unless absolutely necessary and they will be escorted by school staff.
- Staff may come to the front door to support you if needed.

School Safety

Child Abuse Reporting

- Colorado Law requires that teachers and administrators report all cases of suspected child abuse to the county Department of Human Services (DHS) immediately.
- The job of the teacher or administrator is only to report, not to investigate.

Crossing guards

- We provide crossing guards at the Summit and Patrician intersection and the Circle and Van Buren intersection.
- The crossing guards are on duty from 7:00-8:00 a.m. and again from 2:15-3:15 p.m.
- There is an unmonitored crossing area on Summit Drive.
- Students should cross the streets only at marked crossing areas.

Emergency Drills

- Students and staff practice a variety of emergency drills on a monthly or quarterly basis.
- We will conduct Lockdown, Lockout, Evacuation, and Shelter drills as required by district policy.
- Bus evacuation drills are conducted twice per year with those students who use district transportation.

Locked and Monitored Entrance

- All doors to the building will be locked during the instructional day.
- The main entrance to the building is on video and monitored by the front office staff. All visitors are required to ring the bell located on the brick wall to the right of the front doors.
- The office staff will greet each visitor and ask their business at the school. The office staff remotely unlocks the door for the visitor to enter and will watch to see that the visitor checks in at the office.
- Students are taught not to open doors for visitors.
- Classroom teachers are instructed to close outside doors at 7:50 and not allow students or families in after that time – you will need to go around to the front door.

Student Check Out Identification

- If you are checking your child out of school during school hours, you are required to sign him or her out in the main office.
- You will also be asked to show proper identification before we send for your child to be excused from class.

Visitors, Volunteer Registration, and Check-In

- Your child's safety and security are extremely important to us, so we require that ALL visitors and volunteers sign in at the front office and pick up a badge that identifies them as a guest.
- We request that any adult planning to visit a classroom contact the office to arrange that visit.
- Visitors are to wear the visitor sticker/badge at all times. Our faculty and staff are required to question anyone not wearing a visitor's badge.
- Visitors must also sign out of the office when leaving the building.
- Unless a volunteer has passed a background check, he or she will never be left alone with students without direct staff supervision.
- All volunteers must complete a registration form at the office before actively volunteering.

Student Health Information

Health Services

- A nurse is at our school one day per week. We have a Health Technician five days per week.
- The administration of medication and first aid is delegated to trained school personnel.
- The nurse is available by phone five days per week for emergencies.
- If you have any questions about your child's health and/or medical condition, please contact the nurse at 328-2671.

First Aid/Illness

- Only basic first aid is performed at school. If an injury is serious, parents are notified to pick their child up from school.
- If a parent or emergency contact cannot be reached, we will call 911 to arrange transportation of the student to the nearest medical facility.
- If your child becomes ill at school, we allow your child to rest in the health room for a short time and then encourage your child to return to class.
- Parents will be contacted to pick up their child if the child appears to have a serious contagious illness or requires more care than the staff can provide.

Immunizations

- Immunization requirements are strictly enforced for all students.
- Students who do not meet the requirements below, are denied entrance to school according to the Colorado Revised Statutes 25-4-902.
- Parents must submit a completed Certificate of Immunization by the first day of school.
- Parents may sign an exemption based on religious, medical or personal reasons.
- [The full District 11 policy on immunizations can be found by clicking here.](#)

Medication Administration

- We follow district policy to administer medications, including any over-the-counter medications, which require appropriate paperwork to be completed by both parent/guardians and the child's physician.
- The front office can provide the forms and answer additional questions. Forms may also be found at www.d11.org/NursingServices/MedicationAdministration/.
- It is helpful if you administer medications at home outside of school hours when possible.
- All medications at school are kept in a locked cabinet and are administered by a staff member who has had appropriate training.
- Only parents and/or legal guardians are allowed to bring medications to school and leave them with office personnel.
- For safety reasons, no medication will be sent home with children.
- Parents may bring any medication during the school day to administer to their own child.
- Students have the right to carry and self-administer emergency medication if so ordered by their physician. Such medications may include asthma inhalers and Epi-pens.

When to Keep Your Child Home

- If the student does not feel well enough to participate fully in usual school activities.
- If the student requires more care than school personnel are able to provide.
- If the student has a high fever, behavior changes, persistent crying, difficulty breathing, lack of energy, uncontrolled coughing, or other signs suggesting a severe illness.
- If the student is ill with a potentially contagious illness and exclusion from school is recommended by a health care provider or state or local public health agency.

Parent Participation Information

Parent Teacher Association (PTA)

- Our Parent Teacher Association supports the school in many ways. It oversees the major fundraising efforts that benefit both staff and students.
- This committee plans and organizes many student and family activities throughout the year that strengthens our home/school connection.
- If you want a voice in what activities are offered to students and families, you will want to become part of this dynamic team.
- This committee regularly meets once per quarter, with extra meetings scheduled as needed to prepare for an event.

School Accountability Committee

- Each public school is accountable to the public it serves. The School Accountability Committee is comprised of staff, parents, and community members.
- The overall goal of the SAC is to review school information and collaboratively create action steps and goals to create a high-performing, safe, and financially responsible school.
- This committee is responsible for reviewing and approving the Unified School Improvement Plan (USIP) annually.
- The SAC meets once per month for approximately an hour.

Parent Volunteer Opportunities

- There are many ways parents can support the school by volunteering at school or at home. The following are some of the more common volunteer opportunities:
 - F.I.T. Coach or Volunteer Coordinator
 - Updating Marquee board monthly
 - Tallying and Preparing “Box Tops” for submission
 - Book Fair
 - Picture Day
 - Class Parties
 - Field Trip chaperone
 - Fundraising
 - Craft Night
 - Health Screening
 - Track Day
 - Club Sponsor assistant (various clubs)