# Audubon Elementary

# 2024-25 Family Handbook



*Our vision is for each student to have the skills, attitudes, and knowledge to be a: self-directed learner, effective communicator, complex thinker, collaborative worker, community contributor, quality producer, confident child and reflective student.*

Audubon Elementary  3045 180th Ave NE  Redmond, WA 98052  (425) 936-2500

# Welcome to the New School Year at Audubon Elementary!

At Audubon we believe that each of our students deserves to learn in a space where they feel a strong sense of community and safety. Our teachers and staff work hard to create a place where learning is fun and where student success is most important. We can't wait to start the school year so that we can get back to learning and growing together!

The family handbook is full of important information for a successful school year. Please take time to read it together as a family because it contains our school policies and rules. Thank you for partnering with us to promote academic rigor and emotional well-being for students.

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# Communication

**ParentSquare** is the primary mode of communication between families and their classroom teachers. Lake Washington School District uses the ParentSquare platform to simplify school communications and provide options for families for how they want to receive information (email, text and/or app notifications). You can sign up for parent square and set your communication preferences by visiting https://parentsquare.com/. Support or questions regarding
ParentSquare should be directed to ftaccess@lwsd.org.

**Who to contact when…**

- My child is sick: classroom teacher, and the registrar at AudubonES@lwsd.org
- I need to make a last-minute change for after school pick-up: call 425-936-2500
- I am concerned about my child's grade: classroom teacher
- I am concerned about my child's emotional well-being at school: Monique Peckham, Counselor mpeckham@lwsd.org
- I am interested in getting involved with the PTSA: email info@audubonptsa.org

**Communication Guidelines Civility Policy** The Lake Washington School District believes that a safe, civil, and respectful environment is essential to the successful operation of schools. Conversely, uncivil conduct, or conducting one's self in a discourteous or disrespectful manner when communicating or interacting with others interferes with students' ability to learn, a school's ability to educate its students, and an administrator's ability to manage and lead the school community. Through participation in school activities and/or school sponsored activities, students, staff, parents, community members, and administrators shall be accountable for the promotion of and demonstration of civil conduct, communication, and problem-solving throughout the school district or at locations of school-sponsored activities. The entire LWSD Human Dignity and Civility Policy can be found at https://www.lwsd.org/programs-and-services/student-services/commitment-to-safe-and-inclusive-learning-environments





# Attendance, Arrival and Dismissal



Learning time is precious. At Audubon Elementary we want to support families and students to maximize student attendance. While we encourage students to remain at home if they are sick and to get the rest they need to be healthy and strong, we also want to promote regular and on-time attendance, so they can be successful students. Classroom attendance is positively correlated to student achievement.

**Absences:** If your child will be absent from school, a parent/guardian needs to email audubones@lwsd.org or call the school attendance line **425-936-2501** before 9:20 a.m. The line is open 24 hours a day.

**Arrival:** Students should come to school no earlier than 9:05 a.m. as there is no supervision until this time. Upon arrival, students should go directly to the covered area at the back of the school. Due to the number of students outside in the morning, we ask that **parents refrain from standing with their child in their line-up spot**. Parents may stay in the parent area if they wish to watch their child until school starts. Please respect the privacy of students, and avoid taking photos or videos that include the faces of students without permission or without their knowledge.

**Late Arrival:** Students arriving after the 9:20 a.m. bell must come to the front door, ring the bell, and check-in at the office.

**Early Pick-Up:** Please try to avoid scheduling appointments during school hours whenever possible. If you need to pick your child up early, come to the office with a photo ID.

**Dismissal:** School ends at 3:50 p.m. Students not picked up by 4:05 p.m. will come to the office to wait for their parent to pick them up as there is no outside supervision at this time.

**Parents Volunteering or Visiting:** Although students enter the school through many doors at the start of the day. Parents should always enter the school through the front doors so they can check-in at the office. If you are volunteering or visiting please make sure to sign in and wear a visitor badge and nametag.

# Life Skills for Success

Life skills are positive behaviors that successful students and adults display in their daily lives. Some behaviors and attitudes come naturally, and others need to be practiced over time. The positive behavior expectations for all Audubon students are: Be Responsible, Be Respectful, Be Safe, Do My Best. We believe that as a school community we learn best when we all follow these expectations.



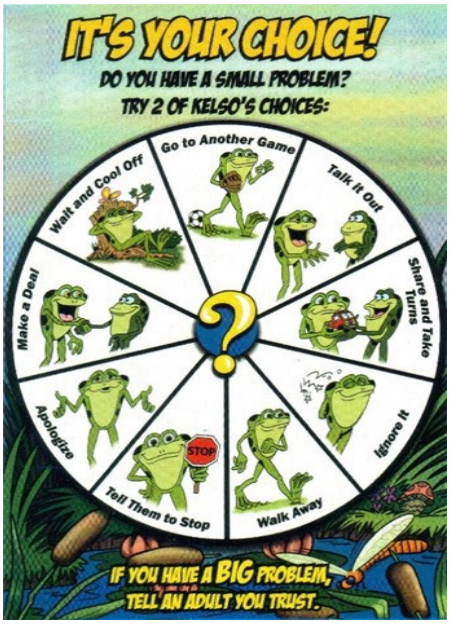

Students will be assessed on interdisciplinary skills and attributes. Teachers will report student progress in the following areas on the January and June report cards:

- Participates in class discussions
- Demonstrates effort
- Follows school rules (expectations)
- Respects others
- Cooperates and shares responsibility in a group
- Completes work on time
- Follows directions and is attentive
- Organizes workspace and materials

**Classroom Counselor Lessons** are created responsive to needs for specific classrooms, grade levels or the general student population. These lessons work to support the school community by teaching life skills and Social Emotional Learning tools.

# Social Emotional Learning

**Kelso's Choice** is a fun and engaging conflict management and resolution curriculum that teaches children the difference between big and small problems. The curriculum teaches skills to try to solve small problems on their own by choosing appropriate choices for a given situation. These choices empower students to understand the differences between big and small problems, work on self-advocacy skills, grow their critical thinking brains, and learn proper conflict resolution and why it is important.




Students are tasked with trying two choices on their own for small problems and taught to seek out a trusted adult for help if they are faced with a big problem or if two of the choices they tried were unsuccessful.

Kelso the frog is adored by students and the skills they learn at school can be used at home for a wonderful school-home connection.

**PurposeFull People** is Character Strong's PreK - 5th grade social & emotional learning and character development curriculum. This program teaches skills that will help students be successful in school and in life.

*PurposeFull People* has three main goals for students

- Be Kind: Social skills like listening, friendship, solving conflicts, and leadership.
  *These skills are taught alongside Empathy, Respect, & Cooperation*
- Be Strong: Skills that help students focus, stay organized, and set goals.
  *These skills are taught alongside Responsibility, Courage, & Perseverance*
- Be Well: Skills that help students handle their emotions and deal with stress.
  *These skills are taught alongside Gratitude, Honesty, & Creativity*

**The Zones of Regulation** is a complete social-emotional learning curriculum, created to teach children self-regulation and emotional control.

# Dress Guidelines

**Clothing for Students:** Students may express individuality in their dress or appearance as long as their appearance does not cause or have the potential to cause a disruption to the educational process for themselves, other students, or staff. The following guidelines are designed to promote a positive, safe, healthy learning environment:

- Shoes should be appropriate for running, climbing, and playing on recess equipment, stairs, outdoor terrain, and participating in P.E.
- Clothing covers underwear.
- Clothing does not promote alcohol, tobacco, drugs, discriminatory themes, profanity, violence, weapons, sexual connotations or gangs.
- Headwear must be worn in a respectful and responsible manner.

If a student is dressed inappropriately, staff will follow the outlined referral process in a discrete and respectful manner that limits impact on student learning time. For isolated incidents, referral process includes a verbal reminder of dress guidelines and appropriate clothing given to student if necessary. For repeated or severe incidents, administration/counseling staff will offer support by problem solving dress guideline obstacles with student, as well as giving or contacting parents to provide other appropriate clothing.



# Student Health

**Too Sick for School:** Keeping students home when they are too sick for school protects other students and staff from potential illness. If your student becomes ill at school, you will be called to take your student home. Please be sure that your emergency contact information is up to date in Skyward. Full too sick for school guidelines and symptoms can be found here.

**Medications at School:** If your child is currently taking daily medication, please arrange to have your child take it before school begins. Should medication need to be administered at school, parents must reach out to the school nurse to complete the appropriate paperwork before medication can be administered in the health room by a school employee. Students may not medicate themselves. This includes over the counter items such as cough syrup, Tylenol, aspirin, and antihistamines.

**Sunscreen:** We encourage families to apply sunscreen at home before school; however, we understand that reapplication at school may be necessary. Students may bring and self-apply sunscreen to school once parents have met the following conditions:

- Sunscreen is labeled with child's full name
- No spray sunscreen is allowed (younger students may find stick sunscreen easier to apply than lotion)
- Students must not share sunscreen with other students
- Students must handle sunscreen responsibly

**Health Room:** Students who are hurt at sick at school are cared for in our health room. When an illness or injury appears serious, parents will be contacted by office personnel. Please keep emergency phone numbers and contacts up to date so we may reach you if a child is sick and needs to be picked-up.

For school health related questions please reach out to our school nurse, Marika Brady at mbrady@lwsd.org



# School Lunches

Funding your student's lunch account is simple and may be completed online using your debit or credit card. The online payment system allows you to:

- Monitor your student's meal history
- Set up recurring/automatic monthly payments
- Set low-balance alerts
- Download an app for your mobile phone allowing you to access your student's account

**Creating an Account and Making Payments:** Go to MySchoolBucks.com and click SIGN UP TODAY. Select the state and school district and complete the personal information requested. Click CREATE ACCOUNT.

The next screen will ask you to ADD A STUDENT. You will need your student's school, student's name, and date of birth. Click FIND STUDENT.

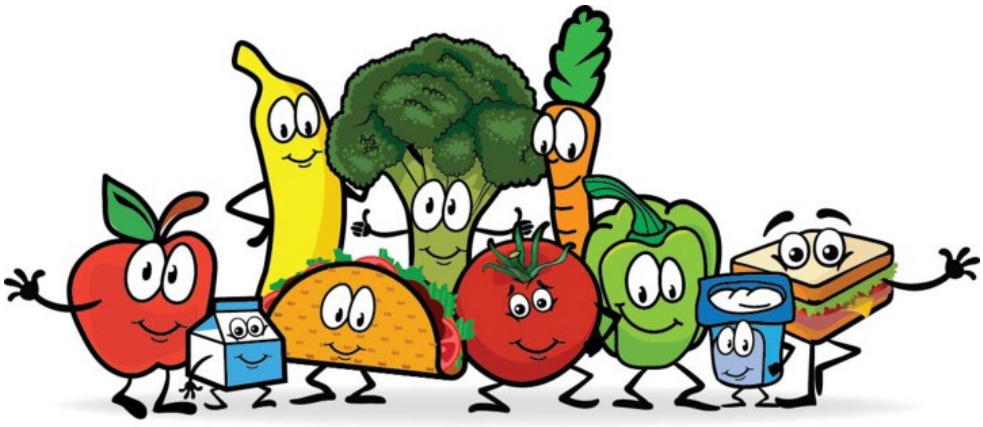
Select the Meal Payment option you would like.

**If you have questions about MySchoolBucks**: Call their customer support center at 1-855-832-5226 or via email at parentsupport@myschoolbucks.com. For all other questions contact the Nutrition Services office at 425-936-1393, or email NutritionServ@lwsd.org.

**To see your student's meal history:** Login to MySchoolBucks.com. Click MEAL ACCOUNTS in the upper right-hand corner. In the pull-down menu, click CAFETERIA MEAL HISTORY.

**Free and Reduced Lunch Application:** Apply here!

https://www.lwsd.org/students-families/breakfast-and-lunch-menus



# Parking Lot Safety During Pick Up and Drop Off

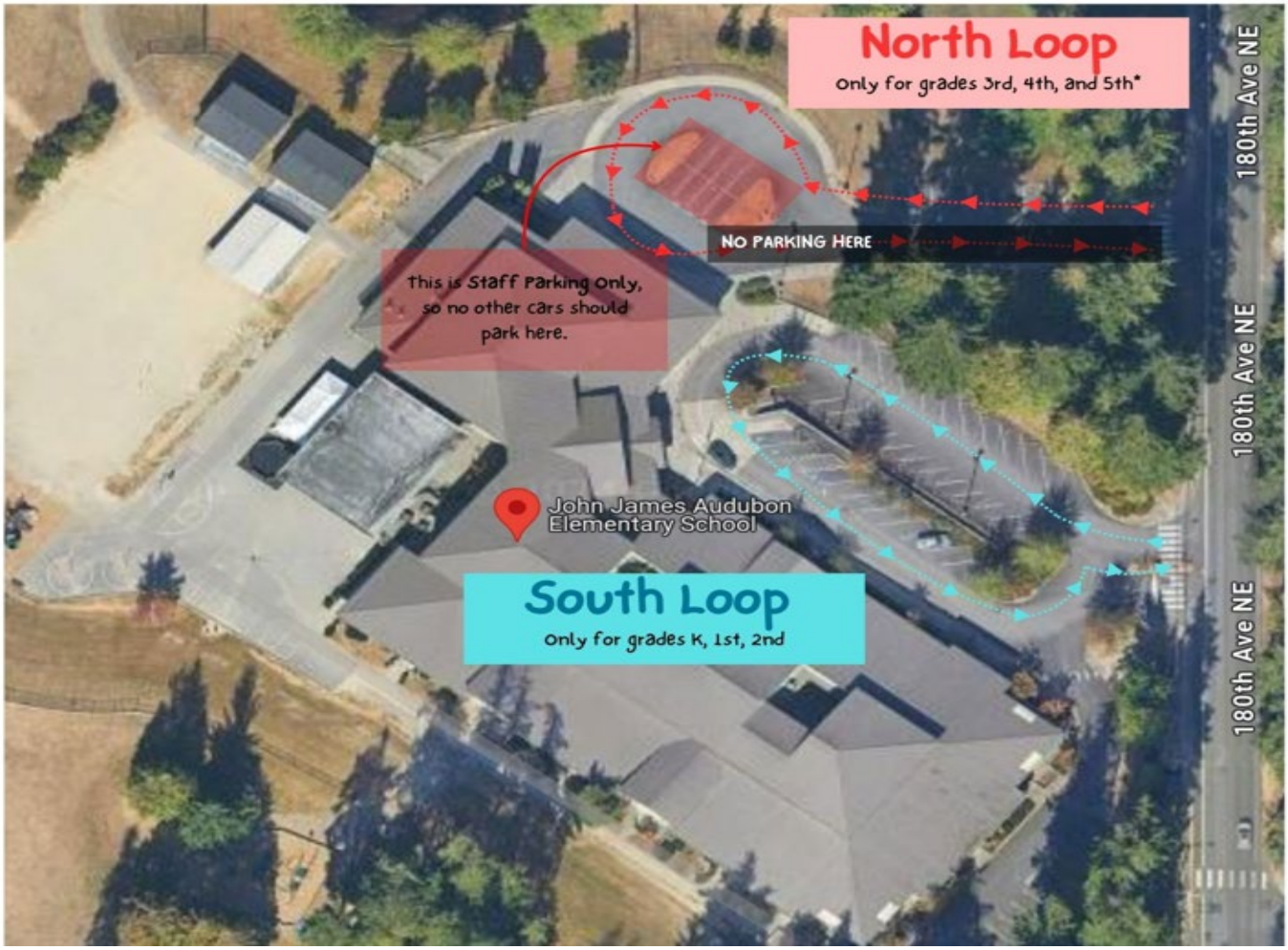


**Cross Walks:** Only use designated crosswalks to cross the street Vehicles should stop well before the crosswalk and stay stopped until the crosswalk is no longer occupied. When you're turning, don't wait inside the crosswalk.

**Pick Up and Drop Off:** The recent updates to our parking lots mean new drop off and pick up procedures. Please read the following information closely and reach out with any questions.

Student drop off can start at 9:05 a.m. Please do not arrive on campus earlier than 9:05 am. The first bell will ring at 9:15 a.m. and the school day begins at 9:20 a.m.

For families with siblings, please use the Loop that corresponds to your youngest student.



# Buses

Lake Washington School District's school bus conduct policy and rules are in accordance with Washington State WAC's and RCW's. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. Violation of these rules may be sufficient reason to discontinue bus-riding privileges for the student involved, and in certain cases could cause suspension from school.

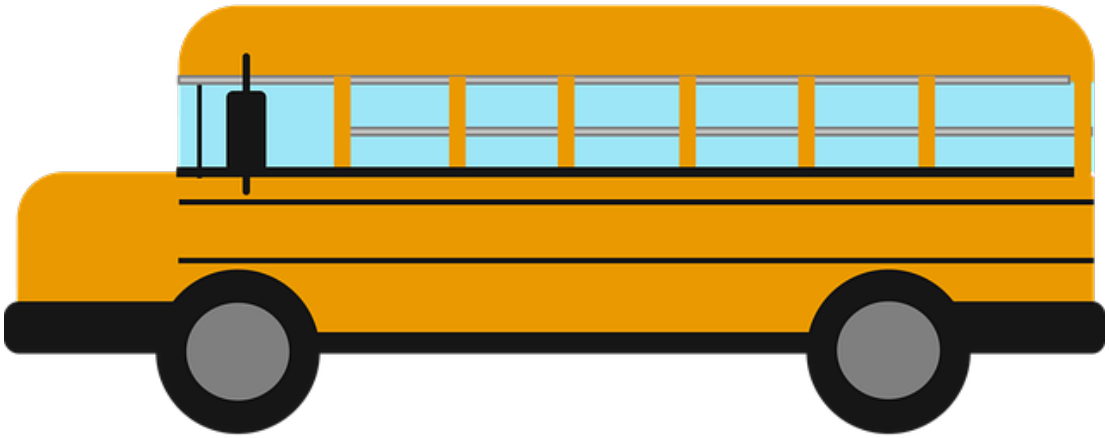
Rules for passengers' conduct on school buses will be made available to each student at the beginning of each year. These rules will also be posted in each bus.

The bus driver has authority and responsibility for the behavior of passengers using school district transportation. Teachers, coaches, other certified staff members, or chaperones assigned to accompany students on buses have primary responsibility for the behavior of students in charge. However the bus driver shall have final authority and responsibility.

The full bus code of conduct can be found here.

Families may download the My Stop App to view the estimated time of arrival for your bus each day.

**If you have a question about a bus stop, contact the Transportation Department at 425-936-1120 or busroutes@lwsd.org.**



# Lake Washington School District Student Rights and Responsibilities

We believe that for every right there is a responsibility. This responsibility includes the freedom to exercise individual rights in a manner that is not offensive or harmful to others. We trust that students will respectfully accept and adhere to the following:

| Rights | Responsibilities |
|---|---|
| • Students have the right to a safe environment free from intimidation, sexual harassment and assault.<br>• Students have the right to a productive learning environment.<br>• Students have the right to clean and safe classrooms, hallways, restrooms and lunchrooms.<br>• Students have the right to safe passage to and from school, and while on campus.<br>• Students have the right to expect staff to help them solve their problems.<br>• Students have the right to engage in the grievance process.<br>• Students have the right to remain anonymous when reporting a violation of school rules.<br>• Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.<br>• Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.<br>• Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others. | • Students are responsible for their own behavior.<br>• Students are responsible for respecting the property of other people and school property.<br>• Students are responsible for attending school and all classes daily and on time.<br>• Students are expected to exhibit conduct that is courteous, cooperative, and responsible, and that displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities.<br>• Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).<br>• Students are responsible for informing staff of behavior that may be harmful to an individual or themselves.<br>• Students are expected to make a determined effort to learn<br>• Students are expected to follow the instructions of teachers and other school staff.<br>• Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.<br> |

# Student Discipline Policy

Rules of student conduct are essential for maintaining a safe and supportive learning environment for all students. A student's refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for disciplinary action.

Staff are responsible for supervising student behavior, employing effective classroom management methods, and enforcing the rules of student conduct in a fair, consistent, and non-discriminatory manner. Disciplinary action must be reasonable, culturally responsive, and necessary under the circumstances, while reflecting the district's priority to maintain a safe and positive learning environment for all students and staff. The district will administer disciplinary action in a way that responds to the needs of students, supports students in meeting behavioral expectations, and keeps them within the classroom to the maximum extent possible.

If a student at Audubon violates the District's discipline policy, Audubon staff will refer to the guidelines listed in LWSD Administrative Policy Section 300 Code 3240-3241P to administer reasonable and appropriate discipline.

Staff will communicate home via phone, email, or ParentSquare about behavior violations and will work with families to make an action plan that will set their child up for success moving forward.

The entire LWSD Discipline Policy can be found on the district website.

https://www.lwsd.org/about-us/policy-and-regulations

# Acceptable Use of District Technology

The Lake Washingtons School District provides each student with a laptop to support their learning both at school and at home. It is our expectation that students and families are familiar with the LWSD Technology Code of Conduct and Acceptable Use Policy as well as the Student Laptop Handbook. There are three main expectations for using district technology:

- Exercise good judgement and respect district property by demonstrating responsible use of technology.
- Be a good digital citizen.
- Be academically honest.



LWSD policies surrounding the use of technology can be found on the Technology Services Website.
https://www.lwsd.org/programs-and-services/technology

# Personal Technology at School

**E-Readers:** Kindles, Nooks, and other e-readers are permitted at school for reading teacher-approved literature and should not cause distraction to the reader or others. LWSD/Audubon Elementary are not responsible for any damage, loss, or theft of e-reading devices. Teachers may reserve the right to restrict use of e-readers in their classrooms if they cause disruption or distractions.

**Cell Phones and Electronic Watches:** Students with cell phones and watches that can receive and send messages/calls must have them OFF and in their backpack during the school day.

If a cell phone smart watch is used during the school day, parents will be notified and will be responsible for picking it up from the school.

There is a phone in the main office that is available for supervised student use during the school day.

Families wishing to relay a message to their student during the school day may do so by calling the main office (425) 936-2500.



**Cameras:** Students may not take pictures or videos of other students or staff members while at school without permission from staff and consent from those being photographed.

# Invitation to Partner

We appreciate you reviewing this handbook and your partnership in making Audubon a safe space and welcoming community. Together we do this work so our students can thrive and families can connect with our community.

We know other questions or situations will arise that we haven't addressed. Please reach out to our team if there are problems or questions or feedback so we can continue to grow and serve your family.

Parent partnerships make our schools stronger. All Lake Washington School District volunteers must go through a screening process. If you wish to volunteer at the school, or chaperone a field trip, you must complete a Lake Washington School District Volunteer Application form. Learn more at https://www.lwsd.org/get-involved/volunteering-in-lwsd.

When visiting or volunteering at the school, please check in at the office first and wear an identification badge/Name tag.

We are honored to be part of your child's growth and support team. Looking forward to a great year together!

