



Audubon Handbook 2025-2026

841 Gull Avenue

Telephone: 650-312-7500

Absence Hotline: 650-312-7501

It is our pleasure to welcome you to Audubon Elementary school. This handbook has been designed to assist your family in locating information regarding all the rules, procedures and regulations pertaining to our school. We use this handbook as a means of communication between home and school and hope that you read and discuss it together with your child. It is readily available on our school website to refer to throughout the year.

Vision Statement

Audubon is a diverse, inclusive, and equitable community where students are kind and engaged learners who strive to reach their full potential.

Mission Statement

Through rigorous and equitable education, Audubon Elementary equips students with the tools to become inquiring, knowledgeable, and empathetic citizens who create a lasting, positive impact on the world with the partnership of our supportive families and community.

BELL SCHEDULES

REGULAR SCHEDULE

GRADE	START	First RECESS	Second RECESS	DISMISSAL
Transitional Kindergarten (TK)	8:15	9:30-9:50	12:20-12:40	12:55
Kindergarten	8:15	10:05-10:25	11:55-12:15	12:55
GRADE	START	RECESS	LUNCH/RECESS	DISMISSAL
1 st to 3 rd Grade	8:20	10:25-10:44	12:10-1:10	2:40
4 th & 5 th Grade	8:20	10:50-11:09	12:10-1:10	3:00

Minimum Day Schedule

GRADE	START	RECESS	DISMISSAL
Transitional Kindergarten	8:15	9:30-9:50	12:35
Kindergarten	8:15	10:05-10:25	12:35
1 st to 3 rd Grade	8:20	10:25-10:44	12:41
4 th & 5 th Grade	8:20	10:50-11:09	12:45

ABSENCES AND ATTENDANCE

If your student is going to be absent or late to school due illness, doctor's appointment or personal reasons:

- Please call the attendance voicemail 24 hour voicemail at **650-312-7501**, Option #3 **before 9am on the morning of your student's absence.** Child's name, reason for absence, child's teacher.
- Please advise us if your child needs to order a hot lunch. It is required that a Doctor or Dentist note is provided for appointments during school hours.
- A child's absence without the required note will be recorded as unexcused. It is important that a parent or guardian verify **all** absences and tardiness by calling or by note to the office.
- If we do not hear from you, we will call your home or business to confirm the absence. The absence will be listed as unexcused until otherwise noted.

TARDINESS

- Your child is considered tardy if he/she is not in their seat after the 8:20am bell.
- If your child is late to school, he/she is to **report to the office for a Late Pass slip.** The child's absence will be changed to "**Tardy**" on the student's attendance record

TRUANCY

Under state law, any student who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any three 30 minute unexcused periods during the school day, or any combination thereof, is considered a truant.

- Unexcused absences include all family vacations, trips for family events, trips to home Country, Bring Child to Work Days, recitals and unverified absences. Even with advance notice to the school office, absences for these events and occasions are considered unexcused by state law.
- **Please note that if your child is absent due to a trip/vacation, he/she may be in danger of losing his/her enrollment at Audubon.**
- **Please visit the District website www.smfc.k12.ca.us School Board Information/Board Policies/Students.**

EARLY CHECK-OUT OF STUDENTS

- If your child must be excused from school early, a note stating the time of dismissal, the reason for dismissal, the reason, and the person who will pick up the child should be sent to the teacher and the office.
- A child will only be released to the parent/guardian or other authorized adults listed on the emergency card.
- In an emergency situation, the parent may authorize someone else to pick up his/her child. The adult taking custody of the child will be asked for identification if not known to the office staff.
- **All children will be released and checked out through the office, not the classroom. Please do not walk directly to the classroom to pick up your child. The authorized parent/guardian must sign-out the student on the Sign-Out Log in the Office.**
- A Doctor or Dentist note is required upon the child's return. A parent/guardian must sign the child back into school upon their return.

REQUEST FOR HOMEWORK

If your child is going to be absent for more than two days and less than five days, we will be happy to accommodate family requests for homework.

- Please make this request when reporting the absence.
- Homework should be requested in the morning and picked up after school in the office.

TELEPHONE MESSAGES AND USAGE

Personal messages to be delivered to students during the school day must be only in very unusual circumstances. Each request becomes a classroom disruption and an interruption to the instructional program. The office telephones are for official office business. Students will be allowed to use them only when deemed necessary for a child's welfare.

CONTACTING A STAFF MEMBER

The Audubon staff members are provided with voicemail and email addresses. Please discuss with the individual teacher the preferred means of contact. ***Please refer all calls regarding absences to the Office Absence Voicemail at 650-312-7501.**

INDEPENDENT STUDY OPTION

Please note that Independent Study Contracts are approved on a case by case basis and are not approved for the first or the last two weeks of the school year.

- **SHORT TERM** Independent study programs may extend for not less than five days and not more than 15 consecutive school days during the school year in grades 1-8.
- **Students who are performing below grade-level are not eligible for an Independent Study contract.**
- Special Education students are eligible for independent study contracts if specified by their Individual Education Plan (I.E.P.) Independent Study may be initiated by parents or by the school.
- Parents who request this option should contact the teacher at **least two weeks in advance**. Independent Study requests are subject to approval by the classroom teacher, principal and Assistant Superintendent of Educational Services, and may be denied based on the student's academic needs.

Meal PROGRAM

- Lunch and breakfast are free to all students as part of the California Universal Meals program.
- Breakfast will be served daily during morning recess.
- Menus can be found at the Audubon Office or the [Audubon website](#).
- For more information about the Food Service program go to the District website at www.smfc.k12.ca.us.
- Adults are not permitted to go through the lunch line.

FORGOTTEN LUNCH/HOMEWORK

- **Lunch** - If your child forgot his/her lunch/snack, please instruct your child to check the office at lunch/snack time to see if it has been dropped off. The office will not interrupt instructional time in the classrooms. Lunch must have the students name and classroom on it.
- **Homework/Books** –The office will not interrupt class instruction to deliver homework/books. Items will be placed in the teachers mailboxes

Walking & CAR TRAFFIC PATTERNS

For the protection and safety of your child and the children at Audubon School, we request your cooperation and counseling of your child on the following.

- Campus gates will open at 8:00am and close at 8:25am. Please exit campus as soon as your student has been dropped off.
- When picking-up TK/Kinder students, families will enter through the gate by the front office. The gate will open at 12:50pm and close at 1:00 pm. If you arrive after 1:00 pm, please enter campus through the office.
- During dismissal, gates will be open at 2:40pm and close at 3:10pm. Please leave campus as soon as you pick up your student. On minimum days, gates will open at 12:30pm and close at 1:00pm.
- Only staff and students are permitted to enter buildings. Visitors can enter buildings only after signing-in at the office and are wearing a visitor sticker.
- **One** crossing guard has been provided by the city to assist children crossing on to the school grounds on Gull Avenue in front of the school.
- Children walking to school should cross streets only at the designated crosswalks and should observe all the pedestrian safety rules.
- Students should use the sidewalks and avoid walking through the staff parking lot.
- Dogs and pets are not permitted on campus. If you have a registered service animal, please notify the office.
- **The Staff Parking Lot is reserved for staff parking only. Please do not enter or park in this lot during the hours 8am and 4pm. The Staff Parking Lot is not to be used as a pick up or drop off zone.**

- **PLEASE DO NOT USE SWAN STREET** to unload or pick up children. This is residential property, and pedestrian crosswalk and access are only for children walking to school.
- **Crane Avenue Drop off/Pick up Zone:**
 - Enter the Drop-off Zone by turning right off of Crane Avenue.
 - Exit via a **right turn only.**
 - Drop off is stop, drop off or pick up and exit.
 - Do not park your vehicle or leave your vehicle unattended in the Drop off zone.
 - Be prepared with your backpack, jacket or sweater, water bottle and lunch.
 - Wait until the car has stopped to exit or enter.
 - **ONLY exit or enter the vehicle on the right side of the car. DO NOT walk between cars.**
 - Parents, unless there is an emergency, please remain in your car during drop-off.
 - Adhere to all posted signage.
 - Pedestrians entering campus, please use the pedestrian gate provided. The Drop-off Zone is for vehicle drop-off only.
 - Please review Drop-Off Zone safety rules with your child.

NO PLAYGROUND USE BEFORE AND AFTER SCHOOL

- There is no playground supervision before or after school.
- Before school, students should **not** arrive before **8:00a.m.**
- After school, **all students are expected to go home, or to their after school programs immediately upon dismissal from class.** There is no supervision on campus after school.

Parents and younger siblings who are waiting for older siblings to be dismissed may play on the primary structure (next to room 18) with parent/guardian supervision. Students without supervision must wait in the office.

FIRST AID

First aid must be given according to Recommended First Aid procedures from the San Mateo County Medical Society. All school personnel are legally responsible for administering first aid whenever the occasion arises at school. School staff, including the district nurse, are limited to administering first aid treatment only and MAY NOT ATTEMPT TO DIAGNOSE an ailment.

- **Every student must have an emergency card on file so that the parent or other responsible adult can be notified in case of accident or illness.**

MEDICATION ADMINISTERED AT SCHOOL

- Prescription medication and/or over the counter medication, short or long term, can be dispensed by school personnel only with a completed Medicine Authorization Form signed by the Doctor and the parent/guardian and on file in the school office. You can download the form from the Audubon Website.
- All medications must be in the original container.
- Non-prescription medication, including pain-relievers and cough drops cannot be dispensed by school personnel without the Medicine Authorization Form signed by a Doctor and Parent/guardian.
- **If your child has been diagnosed with a communicable disease such as, Pink Eye, Strep Throat or Hand Foot and Mouth Disease please contact the office immediately.**

PE EXEMPTION/MODIFICATION

If your student has an injury or illness that will require medication to the Physical Education Program, you will be required to complete a **PE Modification Form**. The PE Modification Form can be found in the form section of the school website.

- The PE Exemption/Modification Form must be completed by the student's physician.
- Include the start and end date that PE should be modified.
- Include which physical activities are being exempt.
- Form must be turned into the Audubon Office.

HEAD LICE

Head lice are a common problem for children in schools and child care settings.

- Head lice prefer to feed on clean scalps and all it takes to start an outbreak is having one infected child in close contact with other children.
- Parents are the first line of defense in controlling the spread of head lice.
- Please check children at home often and notify the school office or district nurse if head lice is discovered. The school will then be able to take appropriate action, according to our policy, to discreetly notify other parents in the class.

ADULT VISITORS AND VOLUNTEERING

Adult visits: You are most welcome to visit school. Please make specific arrangements in advance with the teacher. For the protection of the children and in accordance with the law, you must:

- **Register in the office and wear a visitor's badge before visiting a class or contacting a child.**
- **If you visit during recess or lunch, you may not walk directly onto the playground; rather, please check in at the office first.**
- **If you wish to deliver an item to your child, you must leave it in the office and the office staff will see that your child receives it.**

Volunteering: Many of our school programs depend on volunteers. There is a great need for volunteer aides to help at school: in the classroom, in the library, in the office or working with children under a teacher's direction. If you would like to volunteer, please contact your child's teacher, the office, or the PTA. When volunteering you must always sign into the office and obtain a volunteer badge.

FINGERPRINTING REQUIRED FOR FIELD TRIPS AND CHAPERONES

All volunteers who work directly with students and are not under the direct supervision of a certificated staff member must be fingerprinted. If you volunteer to drive you must complete a "Volunteer Driver Form with a copy of your car insurance policy with coverage deductibles.

Livescan fingerprint forms can be found in the school office.

- The parent/guardian will make their own appointments.
- They may go to ANY facility that uses Livescan.
- The UPS Store in Foster City uses Livescan (check with store for fee).
- The yellow sheet of the form will need to be brought back to the school office

PERSONAL PROPERTY

Cell Phone and Smart Device Policy for Elementary Students

To maintain a focused and productive learning environment, it is essential to minimize distractions caused by cell phones and smart devices. These devices can interrupt classroom activities, divert students' attention from their studies, and potentially compromise the privacy of students and staff. By restricting the use of phones and smartwatches during school hours, we aim to ensure that all students can fully engage in their education without unnecessary interruptions. Additionally, this policy helps safeguard the privacy and security of everyone within the school community. We appreciate your understanding and cooperation in upholding these guidelines

Phones, Devices, and Smartwatches:

- All phones, devices, and smartwatches must be turned off, kept out of sight, and not used during the school day.

Maintain Privacy and Respect:

- Students are not allowed to use phones or smartwatches to take pictures, videos, or record audio of other students or school staff without written consent.
- Students cannot make or receive calls or messages on phones or smartwatches during the school day. If there is an urgent message, please contact the school office.

Consequences for Violating the Policy:

- First Offense: Verbal warning.
- Second Offense: Device will be taken by the teacher and turned into the office. The parent/guardian will be notified.
- Third Offense: Students will have to turn in the device at the beginning of the day to the office and pick it up at the end of the day.

Note: This policy helps create a focused learning environment and protects everyone's privacy and safety. Thank you for your cooperation. The school and school district are not responsible for lost, misplaced, stolen, or damaged devices. We highly recommend leaving these devices at home so they are kept safe.

Bicycles:

- There is to be NO BIKE/SCOOTER RIDING on SCHOOL GROUNDS between 8:00am and 4:00pm.
- Students are to walk their bikes to the designated parking area at the Swan Gate Entrance upon arriving at any entrance to the school grounds.
- Children who ride bikes to school must obey all traffic rules, give signals, look before turning, not ride on sidewalks and walk bicycles across streets.

Toys:

- Electronic games, toys, fidget spinners, radios, skateboards, skates, skates shoes, scooters, collectibles cards, balls, etc. from home are not allowed at school and will be taken away.
- The child will need to tell his/her parents to call the school and arrange to pick up the item.

Money:

- Students do not need to bring money to school.

LOST AND FOUND

- Parents are strongly encouraged to label articles of clothing (particularly coats, sweaters, hats, lunch boxes etc.).
- A box of lost and found is kept in the first grade lunch court.
- Unclaimed items are **donated** to a charitable organization on the **first of each month**.

TEXT BOOKS/LIBRARY BOOKS/CHROMEBOOKS

- Students are responsible for the textbooks and Chromebooks assigned to them as well as for the library books checked out to them. Please use this computer for school purposes only.

IN THE EVENT OF AN EMERGENCY

The San Mateo Foster City School District Emergency Plan and School Preparedness Plan are available through the school office. Audubon uses The Big Five Emergency Plan and The Stand Reunification Method.

- Make sure your child's emergency contacts are always current.
- Please do not call the school after a disaster to check on your child. We understand your concern but school telephone lines must be kept clear.
- Do not call your child on a cell phone.
- For information, call the District Office at 650-312-7700. The District Office will make every effort to have individuals available to answer your questions. In the event phones are not operating, information will be broadcasted through local radio and TV stations.
- If you have been notified by the District Office or the Principal of Audubon Elementary to pick up your child in the event of an emergency, please follow the reunification instructions below. Reunification will take place at

the Swan Gate Entrance. Please line up and have your identification with you when you pick up your student. Please do not remove your child before signing your reunification card with a staff member.

- Reunification location is at the Swan Gate Entrance.

HOW IS AUDUBON PREPARED FOR AN EMERGENCY?

Audubon School prides itself on its dedication to safety and emergency preparedness. (See the Big Five below)

- Our Audubon Staff reviews all of the school's emergency protocols regularly - See [The Big Five School Community Packet](#).
- Audubon students and staff participate in emergency drills once a month.
- We participate in a District wide disaster drill once a year.
- Audubon classrooms each have an emergency disaster bag with water, first aid supplies and emergency contact tags for each child.
- There are advanced first aid supplies located through the school, as well as, emergency water and emergency food.
- Audubon uses radio communication during all drills and emergencies.

STUDENT ASSIGNMENT PROCEDURES

To develop balanced classes, a number of criteria are taken into consideration in the development of class lists each school year. These include (but are not limited) to the following:

- Gender
- English Language Development Levels
- Academic, Behavioral, and Social Emotional Needs
- Special Needs (Special Ed., Speech and Language, Response to Intervention, Gifted & Talented, etc.)

Due to the complexity of class placement, we are unable to accept family requests for specific teachers.

PARENTAL CONCERNS OR GRIEVANCES

Parental concerns or grievances regarding classroom or school activities/procedures should first be directed to the classroom teacher for an opportunity for the concern to be addressed and resolved. The classroom teacher is in the best position to provide information or to work directly with parents to resolve classroom problems or concerns.

1. If the parent elects to bring a grievance initially to the attention of the principal, the principal will make the grievance known to the teacher and to encourage the parent and teacher to meet in order to resolve the problem. If a solution is not found, the principal will facilitate resolution with those involved.
2. If the parent elects to bring a grievance directly to the Superintendent, the Superintendent will evaluate the problem and will ordinarily encourage the parent to utilize the procedures described above. He/she will also make every reasonable effort to resolve the problem. This will normally involve notification to any district personnel named or involved in a grievance.
3. If a parent elects to bring a grievance to a Board member or to the Board of Trustees as a whole, the parent will be encouraged to seek resolution of the problem through the procedures described above whenever possible. The Board may also direct the Superintendent to resolve the problem.
4. Formal procedures for filing and resolving a complaint are set forth in Board Policy 2185 and can be obtained from the school or district office upon request.