



Audubon Elementary School  
Return to Learn &  
Parent Handbook  
2020-2021



Come SOAR with the Blackhawks

Audubon Elementary  
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[www.d11.org/audubon](http://www.d11.org/audubon)

## ***Hello Audubon Community!***

Welcome back to what has already been a unique 2020-2021 school year. This year will present us with many opportunities to grow along with some speed bumps that may happen along the way. Just know, that through all of this we are committed to the physical and emotional safety of all our students and staff along with offering a quality, standards-based educational opportunity for our students. In short, we are going to take care of our students while giving them a great education.

While we work our way through the year there may come a time that we have to ask students or staff to stay home in accordance with Department of Health mandates relating to COVID-19. In this event we work with all those impacted to continue to offer supports and a quality educational opportunity. We look forward to walking this path side-by-side with our community as this will be the only way to ensure students success.

I want to say thank you ahead of time for your partnership this year. We understand that the year may present some challenges to our students, staff and families. Let us work together to navigate this year and all it will present.

Wishing you and your families a wonderful year!

Thank you,

Aaron Ford  
Principal

## ***Definitions and Key Terms***

***HyFlex*** – A new term that refers to teaching to a group of students both in-person and virtually at the same time. Instruction may occur via live instructional sessions, pre-recorded videos or self-guided work.

***Cohort*** – A group of students that are primarily kept together for a period of time.

***Remote Learning*** – Temporary online learning as a result of being quarantined or isolated and not being able to be at school. Once the quarantine or isolation is lifted students would be eligible to come back to school.

***Online Learning*** – A learning choice that is optional for families to complete their learning from home for a minimum of one quarter. Families that choose online learning would need to commit to this for a designated period of time (minimum of one quarter).

***In-Person Learning*** – A learning choice that is optional for families to complete their learning by attending school in a physical setting. Families choosing this option are allowed to switch their child to online and would then be required to follow policies around online learning.

***Quarantine*** – when a student or staff member is required to stay home per the Department of Health. The length of a quarantine is dependent on the circumstances around the quarantine.

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## *Audubon Return to Learn Policies and Procedures 2020-2021*

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### ***Health Considerations - Classroom and Educational Spaces***

- Students and staff will be required to wear a cloth face covering at all times while inside the school with exceptions made for meal times or documented medical conditions. Mask breaks outside will be given multiple times per day.
- Students will help with daily cleaning by being responsible for their own space. Soap and water along with paper towels will be used by students to clean their area. No chemical cleaners will be used by students.
- Classrooms and restroom will have adequate supplies to support health hygiene during the day. This will include soap, paper towels, hand sanitizer, etc.
- District 11 facilities team will continue to ensure that ventilation systems are working properly and classrooms will be encouraged to open windows to increase the flow of fresh air as much as possible.
- Students and staff will implement physical distancing as much as possible in given spaces around the building.
- Additional barriers have been installed or are available for when teachers and students are working closely.
- Frequently touched surfaces will be cleaned, sanitized and disinfected multiple times daily (e.g., playground equipment, door handles, sinks, drinking fountains, refillable water stations, etc.).
- When shared objects are required to be used they will be cleaned and disinfected between use.
- Adequate supplies will be ensured to minimize sharing of high-touch materials
- Each student's supplies will be kept separate in the classroom and other areas that they have supplies – such as the art room). Students will hang their backpacks and jackets in the hallway on coat hooks, spaced out as much as possible and will be taken home daily for cleaning and disinfecting.
- Students and staff will avoid the use of items not easily cleaned, sanitized or disinfected.
- Classrooms have been cleared of non-essential furniture to allow for maximum space for student seating.
- Students should bring their own water bottle from home. We are discouraging the use of water fountains although they will remain open.

### ***Health Considerations - Family and Home Expectations***

- Families will use the Home Health Screening guidance before sending their children to school daily.
- The school will NOT be doing a daily health screen on students.
- Things that families should look for each morning are:
  - Feeling feverish, having chills, or a temperature of 100.4 degrees or higher
  - New or unexplained cough
  - Shortness of breath
  - Difficulty breathing
  - Loss of taste or smell
  - Fatigue
  - Muscle aches
  - Headache
  - Sore throat
  - Nausea or vomiting
  - Diarrhea
  - Runny nose or congestion
- If any of the above symptoms are present, keep your child home, inform the school of the symptoms and reach out to a health care professional about possible COVID-19 testing and next steps for treatment. If a student exhibits or develops any of these symptoms while at school they will be moved to another area in the school to check symptoms and communicate with families about next steps which may include the student having to go home.

### ***Health Considerations - Hallways***

- Hallways will be divided to accommodate flow of traffic on the right side of the hallway.
- Directional arrows are provided to help the flow of hallway traffic.
- Masks and facial coverings are required when in hallways.
- Classes may use exterior doors and walk around the outside of the building to limit hallway traffic when weather permits.

### ***Health Considerations - Cafeteria/Meals***

- Breakfast and lunch options will be provided daily.
- We will be utilizing outdoor spaces and/or classrooms for all students in 1<sup>st</sup> – 5<sup>th</sup> grade. Kindergarten will eat in the cafeteria.
- Social distancing practices will be maximized when available during meal times.
- Students will be attending lunch in grade level cohorts when outside.
- While students will be allowed to bring their lunch, students and parents will be discouraged from bringing outside food into the school. This includes food for parties and other social events.
- Food will be available in the cafeteria and will include a limited menu to allow students to quickly get through the cafeteria, while maintaining social distancing.
- If cafeteria tables are used, they will be cleaned between each use.
- When eating in classrooms student desks and areas will be cleaned after eating.
- Classes will eat on a staggered schedule to keep multiple grade levels from all attempting to move through the cafeteria at the same time. This will also allow for staggered recesses.
- Students will wash their hands prior to eating.
- Students will wash their hands upon returning from eating and/or recess.
- The “Grab and Go” meal service will continue to serve all students in the community. Those students not in-person can still get a meal each day. Those meals will be handed out at the Roy J. Wasson Academic Campus on Afton way.

### ***Health Considerations - School Bus Transportation***

- District 11 transportation is available for all students who live in an area where bussing occurs.
- All bus riders and bus drivers will wear a mask at all times. Drivers and bus assistants will also use a face shield when assisting riders (e.g., helping buckle seatbelts).
- Windows will be open two or three inches at all times.
- Students will be assigned seats based on the order of the pick-up and drop off stops. Siblings will be asked to share seats. Single riders will be seated individually. Classroom cohorts will be allowed to sit together if they have the same stop.
- Busses will be loaded in the morning and afternoon based on students stops and to prevent students from passing each other while on the bus.
- Drivers will sanitize after each run by using a mild water-based cleaner (aqueous ozone).

### ***Health Considerations - Playground and Recess***

- Recess will take place outdoors as weather permits.
- Recess equipment can be used by small cohorts of students as long as students wash hands upon returning from recess.
- Recess will be divided so that only one grade level cohort is on the playground at a time.
- Each class/grade level will be given their own recess equipment that will be cleaned after each use.
- Recess will also be used as a mask break as long as students stay socially distanced.

### ***Health Considerations - Students***

- Students will be required to wear masks whenever and wherever possible. All facial coverings must be appropriate for the school environment with no verbiage or graphics that violate school dress code.
  - All student will need to supply their own mask. If a student forgets one they will be provided a temporary disposable mask.
- Students will be responsible for cleaning their own space multiple times daily using soap and water.
- Students will be encouraged to not share materials. If materials are shared they will be cleaned between use.
- Students will avoid immediate contact such as shaking hands, holding hands and hugging.
- Students will be given scheduled hygiene and mask breaks multiple times daily.
- Students will implement physical distancing at all times and to the greatest degree, whenever and wherever possible.
- Students supplies will be separated in individual desks or labeled storage containers. Other belongings, such as jackets and backpacks, should be taken home daily and cleaned.

### ***Health Considerations - Staff***

- Staff are required to wear masks whenever and wherever possible. Staff are encouraged to teach and reinforce good hand hygiene, mask wearing, and covering coughs and sneezes among children and staff.
- Staff will avoid immediate contact such as shaking hands, holding hands and hugging.
- Staff will take scheduled mask and hand hygiene breaks multiple times daily.
- Staff will implement physical distancing at all times and to the greatest degree, whenever and wherever possible.
- Staff will encourage both students and adults to stay home if they or a family member is experiencing symptoms.

### ***Health Considerations - Cleaning and safety measures***

- Building and maintenance staff will continue to use a variety of techniques and supplies to ensure our school is as clean and sanitized as possible. A thorough cleaning will happen each afternoon and evening after students and staff have left the school.
- High traffic areas will be cleaned and sanitized multiple times each day.
- No chemical disinfectants will be used while students are present.

### ***Health Considerations - Cohort Model***

- The term cohort refers to a constant group of students and/or staff.
- We will work to keep cohorts as small as possible to prevent exposure to large groups during the day.
  - A cohort may be a student's class and/or grade level.
- The school will keep classes/cohorts together as much as possible each day.

## ***Health Considerations - Other School Health Considerations***

- We will limit large gatherings such as assemblies and other events. If school wide events are held they will be held virtually so everyone can still participate.
- Virtual field trips are encouraged as a way for students to have a different learning experience.
- We will be monitoring the number of staff that interact with students daily. Limiting the number of adults also supports the cohort model.
- Adults will be using contact tracing protocols daily to monitor different building access points.

## ***Daily Arrival***

- Students should arrive at school each day between 7:45 and 7:55.
- 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 8:00 will have to report to the main entrance to enter the school.
- Students must have their mask on prior to entering the school each day.
- We encourage parents to remain in their vehicle when possible at arrival and let students walk to their classroom on their own.
  - Younger students may need additional support and can be walked to a designated drop-off point near their classroom.
- Parents that do walk with their child should wear a mask when around others.

## ***Daily Dismissal***

- We will be dismissing students in waves to limit the number of students leaving at any given time.
- Bus students will be dismissed from class at 2:20 each day to a designated staging zone. Students will load the bus at 2:25 and depart between 2:30 and 2:35.
- Students that walk home will be released at 2:30.
- Students that are being picked-up by a parent or family member will be released at 2:32.
- Students are encouraged to depart the school and playground area immediately after school.
- Students who are not picked up on time will be escorted to the front of the building for pick-up.
- Students and family should keep masks on while leaving the school and until proper social distancing is able to be maintained.

## ***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.
  - Audubon has windows that allow business to happen while allowing visitors to remain in the hallway while working with office staff. Entry into the office itself is discouraged.
- Visitors will not be permitted to other parts of the building unless absolutely necessary and they will be escorted by school staff.
- Any visitor entering the building must complete a Visitor Health Screening form prior to entering the building. This is to ensure contact tracing of all adults entering daily.
- Staff may come to the front door to support you if needed.

### ***School and District Available Technology***

- All students will have a technology device checked out to them for use during the course of the school year.
  - Preschool, Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students will have an iPad checked out to them.
  - 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> 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.
  - It is important to take devices to and from school daily as we may have to close school at any point due to health or weather concerns and students would be required to participate remotely if that occurs.
- 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.
- For the 2020-2021 school year, the District 11 School Board has suspended the yearly technology fee.
- 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.

### ***Remote Learning***

- This occurs when students are required to stay home because schools are closed or the student is absent due to illness or quarantine.
- Learning can continue to take place at home with the use of technology.
- If a student is sick or needs to be absent for another reason they would not be required to complete their work. It would work just like a normal absence and a family member should call the office to let us know they will not be attending school for that day.
- Students would follow their classes daily online/remote schedule and follow online/remote expectations.

### ***Online Learning***

- This is for students whose family has made the decision to stay in an online setting for an extended period of time.
- Families can choose to return to in-person learning at the end of any quarter.
- If a family chooses to leave in-person learning for online learning they would need to commit to that for a minimum of the rest of that quarter.
- Students that are in online learning would need to follow the classes daily schedule. This schedule will be developed to work with a daily in-person schedule.
  - There will be times where online students will be having the same lesson as in-person students.
  - There will be times where online students will have practice time or offline learning opportunities while students that are in-person may be doing the same.
  - Students online will have a prerecorded specials lesson that they will attend while in-person students attend in-person specials. Online students will have time each week to meet with specials teachers in a live setting, usually at the end of the day for a check in while in-person students are being dismissed.
- Students that remain online will need to follow class protocols for appropriate interactions during the day.
- Online students will still need to meet class deadlines for assignments and other work completion. Teacher feedback will be given to students online as well as in-person.
- Teachers will have dedicated time each day to check-in with students that are online to answer specific questions.

## ***Schoology and Seesaw***

- All students, in-person and online, will continue to use Schoology and Seesaw (Preschool – 2<sup>nd</sup> grade) as a primary learning system.
- We are limiting the use of paper/worksheet work using a more digitally based platform 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.

## ***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 and Class Dojo.
- School staff should respond to any message (call, voice mail, email) within 24-48 business hours.
- Audubon also has a Facebook and Twitter page that you can get information about school events and other things happening school wide.

## ***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 similar to what we would for in-person 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).
- School norms and expectations for participating in an online classroom:
  - Be on time for your class WebEx meetings
  - Still adhere for school dress code and behavioral expectations (online learning is an extension of school and the same rules and policies still apply).
  - Keep your camera on unless the teacher directs you to turn it off.
  - Mute your mic when in virtual meetings unless you are the one talking. You can unmute by pressing the spacebar or clicking the microphone icon.
  - Be respectful to others in class while they are speaking and/or learning.
  - Always be present when on WebEx – this should be the only thing that you are doing unless the teacher has directed you to do something different.

### ***Participating in a HyFlex Model (some students in-person and others online)***

- Teachers will be engaging with students both in-person and virtually at the same time.
- Students online will be following parts of the school day in a live fashion with their in-class peers.
- Students both online and in-person will be given time during the day to practice skills taught and receive feedback from the teacher.
- All students will complete similar assignments and projects. Assignments will be turned in via Schoology or Seesaw.
- Students will all complete assigned assessments in a way that is equitable to those students online as well as in-person.

### ***Specials Classes***

- Students that attend in-person or online will still have access to our different specials classes – Art, Music and Physical Education.
- Students that attend in-person will attend their specials class with their classroom cohort. They will keep the same specials class for a minimum of one week to limit the rotation of students to different classes every day.
- Students that participate online will have pre-recorded specials classes available each day. The classes will be grouped in a Kindergarten/1<sup>st</sup>, 2<sup>nd</sup>/3<sup>rd</sup>, and 4<sup>th</sup>/5<sup>th</sup> method. Online students should attend specials virtually at the same time that their in-person peers are attending specials.
- Similar to in-person, our online students will keep the same specials class for a minimum of one week. However, the online students may not have the same specials class during the same week as their in-person peer. It will all be dependent on rotations and calendar.
- For those students participating online, the specials teachers will have designated office hours each week that you can check in with them in a “live” setting to ask questions and demonstrate learning.

### ***Attendance***

- Students that attend in-person will have attendance taken based on if they are present during the school day.
- Attendance will be taken twice daily for all students, in-person or online.
- Attendance is taken for those students online based on attendance at the virtual morning meeting and again in the afternoon at a class activity.
- If a student is not present for one and/or both of the “live” sessions they would be counted absent for that portion of the day.
- Should a student complete work outside of the “live” sessions then we can retroactively go in and change their attendance to “present”.
- If a family is having internet or connectivity issues we would ask that you call the office and alert them to those problems. We can mark the student as “excused absence” until they complete the required work for the day.
- If a student must isolate or quarantine due to illness and/or COVID-19 reasons, that student would work within the remote setting like other online students until they were cleared to come back to school.
- State and district attendance policies will apply for all students.

## ***Library***

- During COVID-19 we are not going to be able to open our library for students like we have in the past.
- Due to the library being a common area with items that are not easily cleaned we need to keep the area as sanitary as possible.
- To support students in checking out books we will be creating mobile libraries that students can use by Mr. Watson or Ms. Grimes going to classrooms with carts of books.
- Students will also be able to use our online “Destiny” system to browse what books are in the library and reserve a book for checkout.
- Students attending in-person will have these two options available once per week.
- Students attending online will be able to reserve books and browse from our mobile cart once per week as well.
- The new library processes and procedures will be put into place starting in October 2020 and information will come with dates and times for our in-person and online students.

### ***Sample Daily Schedule***

- A **sample** daily schedule is shared below that shows the similarities and differences between in-person and online. Teachers will share a detailed schedule with families for their class.

|               | In-Person  | Online   |
|---------------|--|--|
| 8:00 – 8:15   | Morning Meeting – Set the stage for the day.   | Morning Meeting – Set the stage for the day (Live with class).   |
| 8:15 – 9:05   | Writing Instruction  | Writing Instruction (some online and some offline)   |
| 9:05 – 9:45   | Intervention Block – some independent and some with teacher  | Intervention Block – some independent and some with teacher  |
| 9:45 – 9:55   | Recess and Mask Break  | Recess   |
| 9:55 – 10:45  | Reading Lesson   | Reading Lesson (some online and some offline)  |
| 10:45 – 11:25 | Specials   | Specials   |
| 11:30 – 11:50 | Lunch in Cafeteria   | Lunch at Home  |
| 11:50 – 12:05 | Recess and Mask Break  | Recess and Down Time   |
| 12:05 – 12:20 | Finish Reading Lesson  | Finish Reading Lesson and possible check-in with teacher   |
| 12:20 – 1:20  | Math Whole Group Lesson  | Math Lesson (some online and some offline)   |
| 1:20 – 1:35   | Recess and Mask Break  | Recess and Mask Break  |
| 1:35 – 2:15   | Science/Social Studies/Digital Citizenship/Random Acts of Kindness – This will be dependent on the day | Science/Social Studies/Digital Citizenship/Random Acts of Kindness – This will be dependent on the day (depending on the day this may be live with class or prerecorded) |
| 2:15 – 2:30   | Wrap-up and Pack-up  | Wrap-up and Specials Check-in (two times per week)   |

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## ***General School Information***

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### ***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.
- 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.
- Students attending school online are subject to the same attendance expectations as their in-person peers.
- 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.
- Additional attendance information due to COVID-19 is available on page 11.

## ***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 safety of all.

## ***Breakfast and Lunch Program***

- Breakfast will be available each day. Students will need to check in with their teacher between 7:45 and 8:00 before being allowed to get a breakfast. This will be a “Grab and Go” breakfast option for everyone. Students will take their breakfast back to the classroom to eat during Morning Meeting.
- Lunch will be served daily on a staggered rotation between 11:30 and 12:15. Students getting a school lunch will be escorted to the gym/cafeteria to get their lunch. They will then be escorted back to their classroom or outside to eat with their class/cohort.

- If your child has a food allergy and requires a different meal option please contact our Kitchen Manager, Jessica Bower, to speak with her about the allergy and what accommodations we can make. Her number is 719-328-2532.
- Meal prices for the 2020-2021 school year are:
  - Breakfast: \$1.50/student; \$2.35/adult
  - Lunch: \$2.65/student; \$3.90/adult
  - Families qualifying for Free or Reduced prices receive meals at no cost
- 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
- ***For the fall semester of 2020 (September 1, 2020 – December 31, 2020) the United States Department of Agriculture (USDA) has waived meal costs for all children ages 0-18. All students will eat for free regardless of Free or Reduced meal status.***

### ***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.
- ***Additional COVID-19 bus regulations can be found on page 5.***

### ***Class Parties***

- Class parties will be limited during the 2020-2021 school year because of the COVID-19 pandemic.
- As of 9/21/20, students are only allowed to bring food and snacks for personal consumption – we are not permitted to bring snacks for the remainder of the class.

### ***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 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, midribs, tops with spaghetti straps, 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.
- Items considered sleepwear or lounge pants 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/enrollment](http://www.d11.org/enrollment)
- 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, Irene O'Neal, 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 not be held during the 2020-2021 school year due to the COVID-19 pandemic.
- 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 “Online Learning Day” for all students.
- Details of the delay or closure will be made via email, Facebook, local news agencies, etc. If the district decides to have an “Online Learning Day” that message will be delivered there as well.
- In the event of a “Two Hour Late Start” we would begin school at 10:00 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 student 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:
  - Response to Intervention (RtI) 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”.

### ***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.
- District 11's Nondiscrimination Compliance Coordinator: Alvin N. Brown, Jr., brownna@d11.org, 719-520-2271, Fax 719-520-2442. To review the Department of Education requirements regarding the nondiscrimination statement, go to <http://www2.ed.gov/about/offices/list/ocr/docs/nondisc.html>

### ***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, Apple 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 or lost, broken or stolen devices.

### ***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 for more information.

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## *School Safety*

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### ***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 7:15-8:15 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.
- **Please see other visitor information as it pertains to COVID-19 and our current restrictions on page 7**

### ***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 and 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.
- **Please see other visitor information as it pertains to COVID-19 and our current restrictions on page 7.**

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## *Student Health Information*

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### *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.
- **Additional COVID-19 health and illness guidelines are currently in place. You can see the full list of COVID-19 health guidelines beginning on page 4.**

### ***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/](http://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.
- **Additional COVID-19 guidelines for keeping a student home can be found on page 4.**

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## ***Parent Participation Information***

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### ***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.

## **SAC**

- 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)
- **Due to COVID-19 our volunteer opportunities are currently suspended. We look forward to reengaging our volunteers once we are allowed.**