

# PARENT – STUDENT HANDBOOK



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488-5550

ABSENCE LINE: 488-5551

PRINCIPAL: HAYDEN CAMP



## WELCOME TO WERNER!

It is with great pleasure we welcome you into the Werner family! Our Staff has a strong belief in our students and our program. We also believe in parents as partners in the educational process. We are glad you are joining us as we continue to grow in both members and tradition.

Werner has a rich history of excellence with our community. It is our goal to provide a world-class education for our students to help develop the mind, heart, and body. This education will help provide the necessary skills to be excellent in the 21st century.

In 2008, we were selected as a National Blue Ribbon School of Excellence by the U.S. Department of Education. This award is given to select schools that demonstrate excellence and/or growth each year. As one of only 320 schools nationwide, and three schools in the state, we are honored to be among the best in the nation! Rest assured that we continually look for improvement to help best meet the needs of your child.

It is our intention that this handbook be helpful to you and your child in understanding school and district policies. The handbook is not intended to fully explain the procedures and policies of Werner Elementary, but to share with you those of the greatest importance. If you have a question, feel free to call or come by the school.

We will do our best to make this a great school year for you and your child. If we can assist you, please do not hesitate to call on us.

Sincerely,

*Hayden Camp*  
Principal

The purpose of this handbook is to provide information regarding Werner Elementary, as well as our school's rules and procedures. PSD policies and regulations (including but not limited to those in the District's Student Rights & Code of Conduct booklet) also apply at Werner Elementary and are controlling over our rules and procedures if there is any inconsistency or conflict. Although this handbook may reference certain District policies and regulations, the actual language of the referenced policies and regulations is controlling over the language in this handbook.

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### **OUR SCHOOL VISION**

Werner Elementary is a learning community striving to educate and inspire lifelong learners through high expectations and personal responsibility in a positive, supportive environment.

### **MISSION**

Educate and inspire every child, every day

### **VALUES**

Werner values educating the whole child by:

- ✿ teaching essential academic skills to exceed Colorado Academic Standards;
- ✿ honing critical thinking and creative problem-solving skills;
- ✿ fostering positive self-esteem, a sense of belonging, and cooperation among parents, students, and staff;
- ✿ meeting the needs of each child to promote individual growth (social, emotional, behavioral, physical, artistic, and academic)

## **The Werner Learning Community Believes That All Members of the Community:**

- Need to take ownership and responsibility for their learning.
- Have a responsibility for self-control.
- Learn at child's own rate.
- Are independent learners.
- Are developmental in nature.
- Are unique with individual needs.

## **The Environment of the Werner Learning Community Provides:**

- Essential academic skills.
- Opportunities to experience success daily.
- Opportunities to develop critical thinking skills that are necessary for problem solving.
- Art, Music, P.E., Counseling, Media, Computer Technology, and Special Education Support Services as essential components of education.
- Hands-on, process-oriented learning.
- Opportunities to develop creativity.
- An atmosphere of trust that promotes risk-taking.
- A sense of cooperation.
- A sense of belonging through nurturing experiences.
- Opportunities to develop positive self-esteem.

# GENERAL INFORMATION

## OFFICE HOURS

School office hours are 8:00 am to 4:00 pm. The doors and phones will be staffed during our office hours only. Students will not have access into the building after the doors lock, so it is very important that parents pick up their children before 4:00pm, unless at BASE Camp.

## DAILY SCHEDULE

**Students should not arrive at school before 8:30 a.m.**

Adult supervision will not be available until this time.

**8:30 a.m. Playground supervision begins**

**8:40 a.m. Entrance bell rings**

**8:45 a.m. All classes begin**

**3:23 p.m. School ends**

Morning Kindergarten sessions: **8:45 a.m. to 12:00 p.m.**

Recess will vary with each grade.

## 2018-19 Lunch Schedule

Grade	Lunch Room	Recess
2 <sup>nd</sup>	11:30-11:45	11:45-12:15
1 <sup>st</sup>	11:45-12:00	12:00-12:30
Kindergarten	12:00-12:20	12:20-12:45
3 <sup>rd</sup>	12:15-12:30	12:30-1:00
4 <sup>th</sup>	12:30-12:45	12:45-1:15
5 <sup>th</sup>	12:45-1:05	1:05-1:30

## VISITORS

For security reasons, all guests and visitors must enter the building through the **FRONT** main entrance, check in at the office, and **wear a visitor or volunteer badge** while in the building. Parents are welcome to visit their child's classroom, but must call ahead with the teacher for an appointment when you plan to visit. For more information, refer to district policy "Visitors to Schools" (KI) in PSD's Student Rights & Code of Conduct.

## ATTENDANCE

Our goal is to have a yearly average attendance rate of 95% or better. In order to achieve this, students should not miss more than eight days per school year. We certainly would like students to strive for the best possible attendance rate. Parents need to call each morning when their child is absent or tardy. This can be done by leaving a message on the 24 hours attendance line, 488-5551. To ensure the safety of your child, the office will contact your home, cell or place of business if we have not received notice of your child's absence. *Reporting an absence only to your child's teacher is not sufficient as this information does not always get passed on to the office.*

**Excused Absences:** Absences are excused if there is contact made by or with the parent on the day of the absence. This contact can be verbal or written.

**Prearranged Absences:** Absences can be prearranged by a parent/guardian and will be excused when the absence is of a serious nature. Examples of absences of a serious nature include: Death in a Family, Religious Observation, Quarantine, Required Court Appearance, Medical Appointment, Personal Illness, and Scheduled Family Vacation. It is up to the discretion of the building principal to

determine whether a prearranged absence will be excused or unexcused. It will depend on the attendance history of the student and their academic status.

**Long Term Absence:** If a student is absent more than ten consecutive days due to travel, the student will be dropped from the school's enrollment. It will be the responsibility of the parent to provide instruction during the absence.

More information concerning student attendance/truancy can be found in the Student Code of Conduct (Policy JH/JHB).

#### **BUS PASSES**

A note signed by a parent must be sent with your child and brought to the office if your student is to ride a different bus, ride home with a friend or to get off at a different stop. A special bus pass will be written for your child to give to the bus driver.

#### **WHEELS ON SCHOOL GROUNDS**

Students and parents are not permitted to use roller blades, skateboards, roller skates, or ride bikes on school property. Bikes must be walked to the bike racks and locked when students arrive at school. This policy also includes Heely's. Wheels should be removed from shoes while on school grounds.

#### **B.A.S.E. CAMP**

B.A.S.E. Camp is a before and after school child care and enrichment program located at our school and throughout the Poudre School District. B.A.S.E. Camp Students may be registered on a full-time, part-time or drop-in basis. Fees are assessed on a sliding scale based on the number of family members and gross monthly income. Call the program directly at 970-266-1734 for more information.

#### **TELEPHONE**

Students will be permitted to use the telephone for important or emergency calls approved by their teacher and the office. Permission will **not** be given for phone use to make social arrangements with friends.

#### **PERSONAL COMMUNICATION DEVICE OR PCD**

Cell phones are not allowed at any time during the school day. If a student needs to have a cell phone for use before or after school, then it must be turned off and stored in a coat or backpack during the school day. The student may keep the cell phone with the teacher if security is an issue. If a student is caught using a cell phone during the day, the cell phone will be held in the office until the end of the day and a parent will be notified to pick it up. The school will not accept responsibility for the loss or damage of cell phones.

#### **CHECKING OUT OR ARRIVING LATE**

If it is necessary for a student to leave school during the day, written notification is recommended (in a note or an email) from the parent to the teacher which will then be forwarded to the office. Before a student leaves school, an adult must sign the student out in the office. We will then call the student to come to the office from the classroom. While it may be more convenient for you to have your child waiting for you in the office, we would rather call your child or children when you arrive so that they do not miss time in their classroom.

**When arriving late to school (after 8:45 a.m.), the parent must sign the student in at the office.** All students are marked absent if they are not in the classroom at 8:45 a.m. Checking in at the office is the only way to be sure your child's attendance record is accurate.



### **COLDWET WEATHER POLICY**

In snowy or cold weather, each child should have appropriate clothes and shoes to wear outside. Proper attire for cold weather includes coats, mittens or gloves, boots, and covering for the head. Children at Werner go outside for recess unless the weather is extremely cold (below 10° F) or wet. The principal or administrative assistant will determine when all children will remain inside due to extreme weather conditions.

### **DRESS CODE**

While student dress is primarily a matter of choice for the student and his or her parents, it is important that a student's clothing not offend others or disrupt the educational processes of the classroom and school. These guidelines are intended to maintain an appropriate academic atmosphere and climate for all students. If a student is in violation of the dress code, he or she will be required to change clothing. If the student does not have appropriate clothes available at school, he or she will need to call home to obtain appropriate clothing. Disciplinary action for violation of any standard will include notification of the violation, the requirement that the clothing be changed before re-entering class, and, at the discretion of the building level administrator, a parental conference. More severe disciplinary consequences, including suspension or expulsion, may result from repeated or serious violations. The principal and his/her designee are the final onsite authorities as to whether or not clothing is appropriate.

District approved guidelines at Werner for student attire is as follows:

- Clothing must be worn so it covers underwear, as well as the back, midriff, chest, and buttocks. Beach and swimwear are inappropriate for school, as are halter tops and other revealing tops that do not cover the back or chest.
- Clothing that promotes alcohol, drugs, tobacco, gang affiliation, sexuality or profanity is prohibited.
- Any jewelry or accessories that are unsafe to self or others will not be allowed.
- Skirts and shorts must be of appropriate length. Appropriate length is defined no shorter than mid-thigh.
- Half shirts, undershirts, see through or mesh shirts, tube tops or any tops without a back will not be allowed.
- Flip flops are not appropriate for school and are not allowed. Sturdy sandals or Crocs are appropriate to wear on days when the weather is warmer. Students should wear tennis shoes for P.E. (Physical Education).

### **DROP-OFF/PICK-UP**

Parents should only use the south parking lot in the front of the school for dropping-off and picking-up their children. There are two lanes: one closest to the school for dropping-off or picking up and a drive-thru lane. Never leave your vehicle unattended while it's parked in either of these lanes. There is some parking behind the school also for dropping off or picking up. Please park your vehicle in the lot if you plan on meeting your child on school grounds.

**Parking in the north bus lanes between the hours of 8:00 a.m. and 4:00 p.m. is prohibited.**

### **LOST AND FOUND**

Any article found on the school grounds should be turned into the Lost-and-Found Box located in the school. In order to make sure that lost articles are returned to their proper owners, the student's name

should be sewn or marked on sweaters, coats, lunch boxes, etc. Parents are encouraged to assist their children to be responsible for their own possessions. Items left unclaimed at the end of the school year will be donated to a local charity.

### **BIRTHDAYS/INVITATIONS**

If students wish to bring treats on their birthday, they may do so. Read “HOMEMADE FOOD IN THE CLASSROOM” in the Policy Section. Classroom teachers should be made aware of these arrangements several days ahead of time.

Rather than bringing a birthday treat, students may donate a book to the library. The book will have an identification label indicating the event and student making the donation.

**PARTY INVITATIONS:** Unless an entire class is receiving an invitation to a party, we ask that you **do not** distribute party invitations at school. This helps to prevent hurt feelings.

### **PSD WEATHER-RELATED PLAN FOR SCHOOLS\***

Should the need arise due to inclement weather and/or questionable road conditions, PSD may implement a delayed start of all schools by 2 hours. The following is important information for parents regarding notification of delayed start, as well as a refresher on school closure and early release plans.

#### **Notification Regarding Delayed Start of Schools Due to Weather, Road Conditions**

##### **1. Delayed Start of Schools Due to Weather, Road Conditions**

**Should the need arise; the delayed school start time will be 2 hours, for all schools.**

- **Parent notification:** visit the PSD website at [www.psdschools.org](http://www.psdschools.org) or tune in to local radio or television stations to find out about delayed start the morning of the day in question. Please do not call schools, district offices, or broadcast media. No announcements by media and on the website means all schools are open as usual.

- **Bus pick up times:** Buses will pick up students at bus stops 2 hours later than regularly scheduled pick-up times. Buses will make every effort to be punctual, although traffic and road conditions may increase travel time. Please ensure your child is dressed warmly in anticipation of a potentially longer wait time. Parents are encouraged to walk their children to bus stops and avoid walking along the roadways. Sidewalks are safer even if these areas are not cleared of snow.
- **Drop off and arrival times:** Parents dropping off students, students who walk and students driving to school should arrive 2 hours after their regular arrival times. Please do not arrive earlier.
- **Kindergarten and Early Childhood programs:** Morning-only kindergarten programs and morning Early Childhood programs are cancelled when there is a delayed start schedule. Afternoon kindergarten and afternoon Early Childhood programs will run on normal schedules. Full-day kindergarten and full-day Early Childhood programs will start 2 hours later than normal.
- **Before- and after-school childcare:** B.A.S.E. (Before and After School Enrichment) Camp will open as normally scheduled for students attending these programs. If your childcare provider is other than B.A.S.E. Camp, contact them for start times.
- **School dismissal times:** School dismissal times will remain on regular schedules, including bus drop-off times in neighborhoods and parent pick-up times at schools.

## **2. School Closures Due to Weather, Road Conditions**

If schools are closed due to inclement weather and/or questionable road conditions, parents should visit PSD's website at [www.psdschools.org](http://www.psdschools.org) for information about school closures or tune in to local and television stations.

**Media outlets are informed if schools are closed.** No announcements on the PSD website or by the media means all schools are open as usual.

A decision about weather-related school closures is made by 5:30 a.m. and media outlets are notified immediately. **Parents should NOT call schools, district offices, or broadcast media.**

## **LUNCH PROGRAM**

Parents may pay for lunches daily or deposit any amount they wish into their child's electronic payment account. Please make your check payable to Werner Elementary School or you can access the Parents Portal on the PSD website. On the menu click on the Lunch Payments link to set-up an account specific to your family that will allow you to easily view and pay for your student's lunches. There is no charge to register online. Free features of this web site include viewing your student's daily account activity and low balance email alerts. A convenience fee is added to each online credit card payment for meals (this fee is used to cover the credit card company fees charged per payment). You will need your child's student ID number which is available at the school office.

If you are paying for more than one child, please put each child's name and teacher on your check. All money is collected each morning in the classroom and sent to the office. The money is then given to the cafeteria to be deposited into each child's account.

**Students who forget their lunch money can call home for help or charge no more than two lunches. If student has already charged two lunches, and a parent is unable to bring them money, an alternate lunch will be served (no student will be turned away without a lunch). Charging is no longer available after May 1 through the end of school to allow Child Nutrition to reconcile accounts before the last day of the school year.**

Parents are welcome to eat lunch at school anytime during the year. Parents should call the office by 9:15 a.m. each morning to order a lunch. An exact lunch count is helpful to the lunchroom staff to prevent shortages.

Menus will be sent home at the beginning of each month and are also available on the PSD website. These can be accessed under the Schools/Programs portal and clicking on the Child Nutrition link. Lunch prices are included on the menu. Cold lunch students may purchase milk. Price changes are announced in the newspaper prior to the beginning of the school year.

In order to make sure that our students remain safe and accounted for, please come to the office and sign out your child if you wish to take your child to lunch away from Werner. Students need to sign back in when they return from lunch in time for class to resume. If parents wish to take another student as well, we need written permission from that child's parent. Students are not dismissed early without direct communication from the parents.

**Free or Reduced lunch applications** are available online at [www.applyforlunch.com](http://www.applyforlunch.com). An application may also be picked up in the school office or by calling Child Nutrition at 970-490-3557. The application must be filled out every year. Applications received online can be processed within 24 hours however; paper applications may take 5 -7 days to process. The Child Nutrition office will mail a letter of determination for each application processed. Depending on current eligibility status, students may have to pay full price for their meals until a determination is made. Students are not automatically eligible for free/reduced meals just because a meal benefits application was submitted. The application must first be processed and then a determination made.

If your child has been approved for free or reduced-price meal benefits and you are interested in qualifying for waived fees for field trips or other class fees, please complete

the '**Poudre School District Information Release**' form for each child that is included with the letter of eligibility and return it to Celia Buchanan, Office Manager. Do not return this form to Child Nutrition. The office is not notified which students qualify for free or reduced lunch and the kitchen manager is not allowed to share this information with us. Your child's teacher will never be given this information unless you choose to share it with them. Without this release you cannot be waived from fees.

### **ALLERGY GUIDELINES IN THE LUNCHROOM**

PSD and Werner recognize the growing number of students enrolling in PSD schools with potentially life-threatening food allergies and harmful food sensitivities. Therefore the lunchroom has taken precautions to protect those students with allergies by keeping one table free from those foods that may be harmful to them. For more information see page 16 in the Student Health & Safety section

### **PERSONAL PROPERTY**

**Bicycles:** Bicycles are to be parked in the bike racks provided. It is strongly recommended that primary-age children not ride their bicycles to school. It is recommended that all bicycles be licensed with the police and locked in the racks. Upon arrival at school, bicycles are to be placed in the bike racks and are off limits until school is dismissed. The school will not accept responsibility for the loss or damage to bicycles brought to school.

**Valuables and Toys from Home:** All students are strongly urged not to bring valuables; toys, sports equipment, jewelry, digital players, and other personal play items to school. The school will not accept responsibility for the loss or damage of such items. Special precautions or arrangements can be made with the classroom teacher if brought for "show and tell."

### **STUDENT RECORDS**

It is essential to have up-to-date family records. If any of the following items change during the year, it is the parent/guardian's responsibility to notify the school office of the change:

- a) Change of telephone (home, work and cell)
- b) Change of address
- c) Change of emergency contact person
- d) Change of custody or guardianship
- e) Change of doctor

**This information is for your child's protection should an emergency arise.**

In addition to the information shared at registration time and with the homeroom teacher, it is advisable for parents to inform our health tech of any special condition regarding the health of your child

**WITHDRAWING FROM SCHOOL**

In the event that you are moving and will leave Werner, please notify your child's homeroom teacher and the office as soon as possible. This will provide time for all records and information to be ready at the time of withdrawal.

# STUDENT HEALTH AND SAFETY

## **HEALTH SERVICES AND INJURIES**

Only limited health services are available through our school. School personnel will give emergency care to sick or injured students. If your child has a fever, has vomited, or has had a serious accident, you will be called immediately to come and pick up your child. Any student who has a temperature or who has vomited will not be allowed to stay in the classroom. If parents cannot be reached, action deemed necessary by school personnel will be taken.

## **IMMUNIZATION RECORDS**

In compliance with the state law, all children in Colorado schools must have a complete and up-to-date immunization record on file in the school office.

This includes proper shots for measles, rubella, diphtheria-tetanus-pertussis (DPT), polio, and Hepatitis B immunizations. Please call your doctor's office or our school health tech if you have a question on immunizations.

## **MEDICATION GIVEN AT SCHOOL**

It is recommended that every possible means be taken to give children medication at home. If it becomes necessary for a student to take any form of medication at school, these steps must be followed:

- A 'Parents Request for Giving Medicine at School' form (available in the office) signed by the doctor and the parent giving the school district authorization to assist with medication must accompany ALL medication (including aspirin, cough drops, etc.) stating the
  - Student's name
  - Medication
  - Dosage
  - Time to be given
  
- Medication must be in its original pharmacy labeled container and stored in the office in a locked cabinet. Do not send medication of any kind in plastic bags, bottles, or in lunch boxes, etc.

Without meeting ALL of these legal requirements, medication cannot be administered at school.

## **NURSING STAFF**

Each elementary school employs a health technician to assist the school nurse and other personnel in fulfilling the objectives of the school health program. All health services are provided according to Colorado Department of Education guidelines and are directed by the Poudre School District Board of Education. The student health program supplements the efforts and guidance of parents/guardians to bring about awareness on the part of the students of regular health care. Health records are maintained by school sites and are kept in the student's health folder.

## **ALLERGY GUIDELINES**

Poudre School District recognizes the needs of the growing number of students enrolling in PSD schools with potentially life-threatening food allergies and harmful food sensitivities. As public educators, PSD recognizes its responsibility to develop an appropriately safe environment for students with life-threatening food allergies.

PSD has established processes for addressing these needs and creating safe environments to minimize and prevent exposure to life-threatening allergens. PSD Health Care Action Plans (HCAP) are written by the parents/doctors in collaboration with the school nurse and school staff to outline the necessary safe conditions and detail the day-in and day-out activities of the food-allergic/sensitive student that will ensure his/her safety.

For more information on PSD's Guidelines for Students with Severe Food Allergies and Intolerances, please go to:

[https://www.psdschools.org/documentlibrary/downloads/Health\\_Services/Guidelines/Guidelines\\_for\\_Students\\_with\\_Severe\\_Food\\_Allergies\\_2009-10.pdf](https://www.psdschools.org/documentlibrary/downloads/Health_Services/Guidelines/Guidelines_for_Students_with_Severe_Food_Allergies_2009-10.pdf).

## **VISION AND HEARING**

As required by CDE guidelines, vision and hearing testing is conducted each school year on all students in kindergarten, first, second, third, fifth grade, students new to Werner, and students in comparable age groups referred for testing.

## **RECESS AND SICKNESS**

The staff at Werner believes recess to be an important part of your child's day. We encourage students to be out in the fresh air and participate in social activities and exercise. All children will be expected to go outside unless there are special medical circumstances that have been verified by your doctor. If your child is too ill to be outside, he/she should remain at home until fully recovered. **Students must have a temperature of less than 99 degrees Fahrenheit for 24 hours before they can return to school.**

## **TO IDLE OR NOT TO IDLE?**

PSD has a district-wide 'no idling' policy for all district vehicles including buses during drop off and pick up times. Please do your part and help protect our children and environment by turning off your car engine when dropping off and picking your children up from school.

According to the American Lung Association, high concentrations of carbon monoxide occur in areas with heavy traffic congestion, such as school drop off and pick up. Carbon monoxide pollution can be especially harmful to children. Please turn off your car engine; it's good for the air our children breathe, it's good for the environment and it helps save you money at the pump.

# **COMMUNICATIONS**



At Werner, we welcome and encourage open communication between parents, teachers, and students. If you need to reach a teacher before or after school you may dial that teacher's phone number directly. If class is in session you are connected to voicemail.

Please don't leave a message for your child with the teacher if it is important they receive it before school is out or is an emergency. Call the office and the staff will get a note to the teacher or your child.

### **NEWSLETTERS and NOTICES**

From time-to-time, notices from the office will be sent home with your child. We send this communication on blue paper. Check backpacks daily as we will send home communications as the need arises, and **please stress to your child the importance of bringing home all communication from the school.**

A Werner PTA newsletter is now posted at the beginning of every month on the school website. It includes special events, information on upcoming activities, and information concerning the Werner community. A few newsletters are printed and are available to you. If you do not have a computer or access to a computer you may pick them up in the office.

All activities are listed on the Werner webpage: <http://www.wer.psdschools.org>. Click on "Calendar" for the most up-to-date information.

### **Communicating with parents quickly is very important to us.**

- Parents are highly encouraged to sign up to receive Werner information and PSD updates through email by simply signing up on the PSD website: [www.psdschools.org](http://www.psdschools.org) and click on **E-Mail Alert Sign-Up** to be added to the parent distribution list or if you are already on the list and need to update your email address. This will also be used to communicate with families when there is an emergency in the district or at Werner. These communications will eventually cut down on the amount of paper used in the schools and help us 'go green' whenever possible.

### **PARENT-TEACHER CONFERENCES**

Each fall and spring, there are days scheduled for parent conferences on the school calendar. At Werner we have built in more flexibility. You can expect to conference with your child's teacher at least once during the first semester (so more time can be devoted to each conference) and again in the spring by phone or in person.

Communication is never limited to one or two meetings. Anytime a concern arises, or if there is information to be shared, please call for an appointment with the teacher, school counselor, or principal. Please do not expect to conference on a drop-in basis with your teacher. Teachers' days operate on a very tight schedule. They will be better able to help you if they have time to gather information and sit down for a meaningful block of time.

### **DISTRICT COMMUNICATION WITH PARENTS**

**Overview:** Poudre School District uses many tools to proactively communicate with parents. Below is a brief description of each tool, how to sign up or access it and a contact for more information.

**Note:** Although you may give your child's school an email address in the student information packet at the beginning of the year, **you must sign up separately on the E-mail Alert Sign Up (to receive school and/or district emails) and again on the Volunteer Email list (for emails about volunteer opportunities).** More information about these email lists is below.

**PSD Website ([www.psdschools.org](http://www.psdschools.org)):** For the latest and most accurate information about PSD, visit the PSD website. The PSD home page features current news, weekly school features, major district initiatives, curriculum information, district calendar items and videos. In addition, information about other resources like transportation, school safety, school lunches and more is easy to access. The website features a "Parent" portal page (located on the upper tool bar of the PSD home page) that includes the ParentVUE feature that lets parents view personalized information about their child.

*Information: Deb Hooker, PSD Communications Specialist, [dhooker@psdschools.org](mailto:dhooker@psdschools.org) or 970-490-3549.*

**Emergency Communication:** PSD uses many methods to communicate with parents in emergencies such as a school closure due to weather. In these situations, parents can expect PSD Communications to share timely, accurate information via the district website front page, SchoolMessenger phone messages, parent email, staff email, and through media outlets.

Please make sure PSD has your correct email (see *E-mail Alert Sign-Up* below) and phone numbers (see *SchoolMessenger Automated Phone System* below). Also, familiarize yourself with the 3 weather closure processes below or visit: [www.psdschools.org/department/communications](http://www.psdschools.org/department/communications).

*Information: Danielle Clark, PSD Communications Services 970-490-3427.*

**E-mail Alert Sign-Up:** By signing up to receive PSD and school email, you will receive critical emergency information, the monthly community e-newsletter and important information about district initiatives and current news. You will receive e-news about parent/teacher conferences, calendar changes and other important updates from your child's school.

To sign up, visit the **E-mail Alert Sign-up** link located on slide show on the PSD home page and enter your address and school(s). **Although you may give your child's school an email address in the student information packet, you must sign up separately on the E-mail Alert Sign-up to receive PSD emails.**

*Information: Deb Hooker, PSD Communications Specialist, [dhooker@psdschools.org](mailto:dhooker@psdschools.org) or 970-490-3549.*

**SchoolMessenger Automated Phone System:** PSD uses SchoolMessenger to call parents district-wide or parents at a specific school with emergency information or important upcoming events and opportunities. Parents can list **2 numbers (home and secondary number) for EACH household** (not per parent).

**School calls:** call parents **personally** about attendance/absence issues at the beginning of the day. Other non-emergency phone calls a school makes go ONLY to the first number listed for the household.

**Emergency calls:** Only the district can make emergency calls. It calls **BOTH** those phone numbers for each household.

**How parents update their phone numbers, or add the second number:** Parents need to contact the school to update or add their home phone and a second phone number. Having 2 phone numbers on file ensures PSD and/or schools can reach parents in an emergency. These phone numbers are updated DAILY into the calling system.

**Texting:** Although PSD is not yet able to text, PSD is in process of collecting those numbers. Parents may add their number for texting on the Email Alert Sign Up.

*Information: Amy Agnew, PSD Information Technology, [amy@psdschools.org](mailto:amy@psdschools.org) or 490-3404.*

**ParentVUE:** this is a new application and once fully implemented it will give parents access to school information, student information, verification of contact information and more. Currently, parents and students in grades 4 and 5 will be able to see daily grades, assignments and test scores once their account is activated. Parents/guardians will receive an email once their account is activated with an activation code. Accounts will be activated after a verification form indicating that educational rights are authorized is received and entered into the student information system.

**Blackboard:** Teachers can use the Blackboard online classroom system to post lessons, homework assignments, announcements and other information for students to access. Blackboard is located as a left-hand link on the "Students" portal on the upper tool bar of the PSD website. Students are assigned Blackboard usernames and passwords, which parents must also use in order to view it. *Information: Ben Johnson, PSD Instructional Technology, [benj@psdschools.org](mailto:benj@psdschools.org) or 970-490-3436.*

**Volunteer Email List:** By signing up on the volunteer email list, you will receive notices about volunteer opportunities at schools and in the district. To be on this email list, you must be a registered/cleared volunteer. To register, visit the Partnerships and Volunteers web page ([www.psdschools.org/partnerships](http://www.psdschools.org/partnerships)) on the PSD website and click the blue Volunteer Registration under Volunteer Registration Instructions. Once you're registered (enter a valid email address) and have cleared the background check, you will receive emails from the school you have signed up for and/or weekly emails about district volunteer opportunities.

*Information: Cyndi Gile, PSD volunteer coordinator, [cynthiag@psdschools.org](mailto:cynthiag@psdschools.org) or 970-490 3208.*

# PARENT INVOLVEMENT

## **PARENT TEACHER ASSOCIATION AND DISTRICT ADVISORY BOARD**

The Werner PTA and DAB have combined to form an outstanding support for our students, staff, and parents. We encourage your participation at our monthly meetings and school activities. Monthly newsletters will contain dates and times of meetings and activities. Please call the school for more information on how to become involved in parent groups.

## **WERNER LEADERSHIP COMMITTEE AND SCHOOL ACCOUNTABILITY COMMITTEE**

The role of the Werner Leadership Committee is to facilitate decisions affecting the school. This committee is made up of teacher representatives, a classified staff member and the principal. Meetings are scheduled monthly. Issues of concern or ideas for improvement may be directed to the Leadership Committee at any time. The office can provide details on the procedure used to submit an issue.

Beginning in the 2010-2011 school year, all schools were required by state law to have a School Accountability Committee (SAC). SAC is a sub-committee of the Leadership Committee. It is comprised of a teacher representative, parents, a community member, the principal and a member of the office staff and reports back to the Leadership Committee. This committee will "advise and recommend" to the principal on certain areas such as budgets and school improvement. This group will meet four times each year with dates/times to be decided at the beginning of the school year.

## **PARTNERSHIP AND VOLUNTEER CENTER**

Each fall, forms are made available to parents to solicit their involvement in many areas of our volunteer program. The degree to which you become involved is entirely up to your interests and schedules. Field trip sponsors, library helpers, clerical volunteers, paper checkers, classroom tutors, and resource speakers are a few of the areas listed. Any talents or interests you would care to share with us are appreciated. Some situations and areas occur on a one-time basis, while others occur regularly for longer periods or for the entire school year.

Hopefully, you will consider becoming a volunteer and part of the Werner team. It is an excellent opportunity to become closely involved in the education of your child and allows the staff to offer many activities and experiences to the child that otherwise would not be possible in our program.

If you are new or have never volunteered before, but would like to, please go to the PSD webpage and sign-up now at

<http://www.psdschools.org/programs/partnershipcenter/index.aspx>

*(A background check is done on everyone, and since the beginning of the school year is the busiest time for new volunteers, there could be a delay in getting everyone approved before school begins. You will not be able to volunteer until the process has been completed)*

Whether you or any family member plan to volunteer in your child's classroom, chaperone a field trip or help in any capacity during the school year, **you must complete the online volunteer application.**

# POLICIES

## **ATTENDANCE**

Regular school attendance helps build good work and study habits and also benefits the student's learning process. A student can never make up a day that is missed even though assignments are completed. The discussions and experiences that take place at school are as valuable as the written material.

It is hoped that visits to the dentist, doctor, orthodontists, etc. be scheduled outside of school hours when possible.

### **MAKE-UP HOME WORK (Code of Conduct JH)**

*Make-up work shall be provided for any class in which a student has an excused absence. It is the student's responsibility to pick up permitted make-up assignments on the day the student returns to class. There shall be one day allowed to make-up work for each day of excused absence. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work will receive only partial credit, which is the consequence for an unexcused absence.*

### **IMPORTANT INFORMATION ABOUT PSD'S ATTENDANCE POLICY**

State law requires parents/guardians to ensure that every child under their care and supervision receives adequate education and training, and if of compulsory attendance age, attends school. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. Accordingly, Poudre School District students are required to satisfy all academic requirements and exhibit good attendance as stated in this policy.

For more information, please refer to district policy "Student Absences & Excuses" (JH) in PSD's Student Rights & Code of Conduct.

Effective July 1, 2007, the Colorado Compulsory Attendance Law [C.R.S. 22-33-104] requires regular school attendance for all students between the ages of 7 and 17. (The law previously required regular school attendance for all students between the ages of 7 and 16.)

The law also states that every parent of a child who is between 7 and 17 years old must ensure that the child attends school in compliance with the law. If your child has 4 unexcused absences from school in any one month or 10 unexcused absences from school during a school year, your child will be declared "habitually truant."

PSD's goal is to provide academic success for all students. Regular attendance is a crucial factor in reaching this goal. Regular attendance also provides opportunities for the emotional and social growth of our students. Children learn a great deal from consistent, daily interactions with adults at school and with other students.

The State of Colorado and PSD's goal for attendance is 95%. In order to attain this goal, a student cannot miss more than 9 days during the entire school year. Making up work cannot fully replace the instructional programs provided at school. We believe that by working together, we can help your child be a successful student.

PSD follows this timeline and process when dealing with "habitually truant" students:

<b>If your child has . . .</b>	<b>Then this action will take place . . .</b>
Approximately 5-7 absences, questionable or unexcused	1 <sup>st</sup> attendance letter sent to parents/guardians by school
Approximately 10-12 absences, questionable or unexcused	Medical letter sent to parents/guardians by school (if absences seem to be related to a medical condition) -or- 2 <sup>nd</sup> attendance letter sent to parents/guardians by school; district outreach worker assigned
15 or more absences, questionable or unexcused	Certified attendance letter sent to parents/guardians by district attendance officer
Continued absences, questionable or unexcused	Truancy filed in district court; documents completed prior to filing will be submitted to the court; specific recommendations can be submitted to court at this time

For more information, contact your school principal.

### **CHOICE/OPEN ENROLLMENT - JFBA**

Poudre School District affirms its commitment to assume a leadership role in supporting a culture of choice/open enrollment District-wide. The District's commitment to choice/open enrollment is grounded in the belief that parents know the learning style of their children and should have options from which to choose to meet their children's needs.

This policy shall apply only to District choice/open enrollment in kindergarten through 12th grade. Students residing within the District shall be assigned to attend their neighborhood school in grades K-12 unless an application for choice/open enrollment is granted, or unless a transfer is allowed or required. Students residing within and outside of the District who apply for choice/open enrollment in grades K-12 shall be allowed to attend any District school or participate in any District program of their choice on a space-available basis, subject to the provisions of this policy and governing law. As used in this policy, the term "choice/open enrollment" means parent/guardian-initiated enrollment of a student in a K-12 District school or program other than the school or program in which the student is currently enrolled or to which the student is currently assigned (hereinafter referred to as a "choice school or program"). As used in this policy, the term "option school or program" means a K-12 choice school or program that does not have a neighborhood attendance area. As used in this policy, the term "program" means only an International Baccalaureate (IB) Program, Core Knowledge Program or Bilingual Program.

## **CHOICE/OPEN ENROLLMENT PROCESS**

### APPLICATIONS:

School Choice Applications (SOC) shall be submitted online through the District's Internet website: <http://www.psdschools.org/schools/schoolregistration/index.aspx> which may be accessed from computers available at each of the District's schools or from any off-site location.

SOC Applications may not be submitted before the first day of class at the beginning of the school year prior to the school year in which a student wishes to begin attending a particular District choice school or program. The deadline for first consideration of SOC Applications for the following school year is the second Friday in February for elementary schools and the last Friday in January for secondary schools. SOC Applications may be submitted after the first consideration deadline until the first day of class at the beginning of the school year of requested enrollment.

Except as otherwise provided in this paragraph, a parent/guardian shall complete and submit one SOC Application for each child in the family who is applying for choice/open enrollment. A parent/guardian of multiple birth siblings (i.e., twins, triplets, etc.) may, but is not required to, complete and submit one SOC Application covering all such siblings. In those cases where a parent/guardian elects to complete and submit one SOC Application covering all multiple birth siblings, those siblings shall be considered together, when determining availability of space and eligibility, shall only be admitted together and only if space is available for all of them, and each is eligible, and shall be placed on the waiting list together if space is not available for all of them.

As part of the online application process, the date and time of the application will be displayed along with a SOC Application confirmation number. The parent/guardian is strongly encouraged to print and retain this confirmation information because if an application is misplaced or processed incorrectly, the parent's/guardian's confirmation printout may be considered proof that a SOC Application was submitted in a timely manner.

Kindergarten students must register in the school serving their neighborhood attendance area even if an application is pending for their choice/open enrollment or transfer to another school or program, in order to provide notice allowing the neighborhood school to provide for adequate staffing and other resources to serve those students whose applications are denied.

### DETERMINING AVAILABILITY OF SPACE:

As soon as possible after the first consideration deadline, a determination shall be made as to the number of spaces available for the following school year at each grade level served by the school or program. This determination shall be based on the projected enrollment of neighborhood students (if applicable) and the availability of programs, space and teaching staff. Unless otherwise provided under this policy, new and currently enrolled students who reside within the attendance area of a neighborhood school shall

be entitled to attend that neighborhood school (this provision will obviously not apply to option schools and programs.)

For each grade level where the number of choice/open enrollment applicants exceeds the number of spaces available, the determination of space availability for each applicant shall be made based on the following order of priority:

1. Students who reside within the attendance area of the neighborhood school they wish to attend.
2. Students currently enrolled in the school and students who wish to continue attending a program that spans different grade levels and schools.
3. New student applicants who reside within the District who are siblings of a student that is currently enrolled in the school and will be attending at the same time as the applicant, and who live at the same residence as the currently enrolled student.
4. New student applicants who reside within the District and whose parent/guardian is employed at the school.
5. New student applicants who reside within the District and are not siblings of a currently enrolled student living at the same residence or the child of a school employee.
6. New student applicants who reside outside of the District who are siblings of a student that is currently enrolled in the school and will be attending at the same time as the applicant, and who live at the same residence as the currently enrolled student.
7. New student applicants who reside outside of the District and whose parent/guardian is employed at the school.
8. New student applicants who reside outside of the District and are not siblings of a currently enrolled student living at the same residence or the child of a school employee.

If the number of choice/open enrollment applicants exceeds the number of spaces available within any of the foregoing priority levels at any grade level, the order of priority within that level shall be determined by lot.

For more information regarding School of Choice Applications, Rules, Determining Eligibility, Acceptance, Waiting List, and Transfers, please see the PSD webpage: <http://www.psdschools.org/psdinfo/leadership/superintendent/policies.aspx?policyid=392>



## **STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES** **(IJNDA)**

Telecommunications, electronic information resources, and networked services alter information access by opening the classrooms to a broad array of resources. Other instructional and library media materials are subject to selection criteria consistent with District-adopted policies; however telecommunications, because they may lead to any publicly available file server in the world, open classrooms to electronic information resources which have not been screened by educators for student use. The Board supports access by students to appropriate electronic information resources. The director of media and technology, or designee, along with building media specialists, shall provide guidance and instruction to staff on how to assist students in analyzing and evaluating these resources for appropriate use throughout the curriculum. In order to help ensure that District technology is used appropriately and responsibly by students, content filtering measures that restrict student access to material that is obscene or otherwise inappropriate, in accordance with applicable law, has been implemented. The director of media and technology and the chief information officer, or designee, shall develop rules, regulations, guidelines, and procedures for the use of networked resources. Students are responsible for proper use of school computer networks and shall follow established rules, regulations, guidelines, and procedures. Student use of the Internet and electronic communications through District technology is a privilege, not a right. General policies and regulations in the *Student Rights and Code of Conduct* governing student behavior apply to such Internet and electronic communications use. Failure to comply with the terms and conditions of use specified in this Policy IJNDA and in Regulation IJNDA-R may result in the student's loss of the privilege to use the District's technology, as well as subject the student to disciplinary action and/or legal action. Any Parent/guardian request that their child not be allowed independent use of specified networked technology resources, such as the Internet, should be submitted in writing to the principal of their child's school.

Each new school year, parents are asked to fill out and return the 'Parent Non-Permission Form' For Print, Video & Electronic Media and Internet & Electronic Mail Access. This form gives you the Parent rights to deny your child access to these media outlets. **At Werner, kindergarten, first and second grade students do not receive electronic mail accounts.**

## **TRANSPORTATION SERVICES**

For general information, check out the Transportation web site:

<http://www.psdschools.org/services/operations/transportation/generalinformation.aspx>

In 2010 changes were made which impacted students and families:

- PSD uses an “arterial busing system,” meaning buses travel through major “arteries” or streets and make fewer individual stops in neighborhoods.
- Students may have to walk up to 0.5 miles to meet the bus and bus stops are on central roadways.
- These changes further limit transportation’s ability to provide space available and alternative transportation options for PSD families.
- Student safety will continue to be a priority.
- **Students with an Individual Education Plan (IEP) that includes transportation as a related service are evaluated on an individual basis.**

### **Tips and safety suggestions for students and families**

Students and families may consider implementing some of the following suggestions to help keep students safe:

- Use the “buddy system” when walking to the bus stop (students should walk with a friend or several friends). Parents may want to rotate weeks walking students to the bus stop.
- Visit the City of Fort Collins Safe Routes to School website (<http://www.fcgov.com/saferoutes/>) to learn more about traveling to and from school safely.

If you have questions about arterial bussing, please contact the transportation department at 490-3155 or [transportation@psdschools.org](mailto:transportation@psdschools.org)

## **ALTERNATIVE TRANSPORTATION**

Transportation for students attending a school outside of their neighborhood boundary is the **responsibility of their parents**. Parents may apply for transportation services for their student by submitting the *Space-Available Transportation Application* which will be accepted each year. Parents will be notified beginning in October whether or not a seat is available for their student on the bus. Eligibility and assignment of bus route is subject to change at any time during the school year, depending on the capacity of buses on existing routes and stops. The application process for 2013-2014 space available transportation and alternative transportation remains unchanged for next year.

## **Space Available and Alternative Transportation Applications avail. August 1**

Requests are processed on first-come, first-served basis and are based on the space available on existing bus routes. Parents are encouraged to apply as soon as applications are available.

### **Application process overview:**

- Parents must reapply for space available and/or alternative transportation every year.
- Applications will not be accepted until August 1.
- Only current year, 2013-2014, applications will be accepted.
- The application review process begins October 3, and families will be notified as soon as a determination is made.
- A separate form must be filled out for each student.
- Parents are responsible for providing student transportation until they are notified by the PSD transportation department that there is a seat available for them on a bus.

Parents should be aware that route changes, due to budget cuts, will further limit transportation's ability to provide space available and alternative transportation options for PSD families. Transportation cannot assign students over the PSD Transportation capacity limits. Limits are based on age group of the students and size of the bus.

Applications will be available on the PSD website August 1 at [www.psdschools.org](http://www.psdschools.org). For more information, contact the transportation routing department at 490-3155

### **SCHOOL BUSES STUDENT CONDUCT (EEAEC & EEAEC-R)**

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct at bus stops and when using bus services.

Students are subject to the District's Code of Conduct and to the bus operator's directions at all times in connection with their school bus usage. The operator of a school bus shall be responsible for the safety of the students on his/her bus during the time they are on board and while the students are entering or leaving the vehicle. A bus operator may suspend a student's bus-use privilege in accordance with accompanying District regulation and upon direct authorization of the director of transportation services or his/her designee.

Principals/site managers shall be responsible for students' conduct while they are waiting for buses at school, and shall cooperate fully with transportation department personnel in addressing student misbehavior.

### **INTEGRATED SERVICES**

Any student who's IEP (Individualized Education Plan) indicates transportation needs is eligible for round-trip transportation. *Please call 490-3233 for more information.*

### **ENGLISH LANGUAGE ACQUISITION (ELA)**

Students whose home language is not English may be eligible for ELA services. These students may receive round-trip transportation to another school if their neighborhood school does not offer the specified program. *Please call 490-3081 for more information.*

### **STUDENT PLACEMENT POLICY**

In the fall of 1997, a critical study took place to determine the best method for placement of children in classrooms. The outcome is a written process that is sent home each year.

Each spring parents are given the opportunity for input concerning the child's placement. This input is considered as one part of the process. Parents are asked not to make specific teacher requests. If you have questions, the policy is available in the school office.

### **HOMEMADE FOODS IN THE CLASSROOM**

Under Colorado's State Health Department regulations for school food service, students may not bring homemade foods into the classroom for sharing among classmates.

Food prepared or served in classrooms is a **significant** concern of the Larimer County Health Department due to the potential for transmitting food-borne illness. With food prepared in students' homes and in classrooms, it is difficult to assure proper sanitation and safe hygienic practices. There is also no way to thoroughly clean and sanitize food preparation surfaces, utensils, and other equipment used in a classroom.

Homemade food items and snacks are not permitted in schools with the intent of sharing these with others—including classroom parties, birthday celebrations, potlucks, etc. If it is necessary to have food in classrooms, only commercially prepared foods from retail stores should be served. If items are not individually wrapped, an adult using a serving utensil should provide a serving to each child. Children should not be permitted to put their hands into a common container to serve themselves - e.g., popcorn from a common bowl, cookies from a common package, etc. For more information, contact PSD Child Nutrition at 970-490-3559 or 970-490-3557

### **DISCIPLINE**

The State of Colorado has prescribed specific guidelines for suspension and expulsion. Poudre School District has developed a Code of Conduct based on the state law and input from parents in our community.

### **STUDENT RIGHTS AND CODE of CONDUCT**

The Student Rights and Code of Conduct will be distributed electronically for the 2011-12 school year. Families will have access to the Student Rights and Code of Conduct via the PSD website, through the Connect parent e-newsletter, and a limited number will be available in print at each school and at the district office for families that are not able to access it electronically. PSD implemented this change in 2010-11 to save paper, printing costs, and staff time. Watch for more details on the Student Rights and Code of Conduct during August registration.

## **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

PBIS is a school-wide behavior support system designed to enhance learning and reduce problem behavior. Werner began the process of implementing PBS in the spring of 2007 and is based on solid research in the fields of education, behavioral psychology, biomedical science and systems change. It uses data as the basis for decision making to achieve the best possible academic outcomes for all students.

What are the outcomes associated with school-wide PBS?

- ◆ Decrease in office discipline referrals
- ◆ Increase in instructional time
- ◆ Decrease in staff time spent on discipline issues
- ◆ Efficient and effective use of resources
- ◆ Increase in school safety
- ◆ Sustainability through a team approach

Features of School-Wide PBS:

- ◆ School-wide behavioral expectations (R.O.A.R. Code)
- ◆ Teaching behavioral expectations to all students
- ◆ Acknowledge and recognize appropriate behavior
- ◆ Monitor and guide toward positive behavior
- ◆ Ongoing use of data for decision making
- ◆ Build family and community collaboration

## **R.O.A.R. CODE**

Our Werner staff believes that students should be positive contributors to the climate of the school. We believe all students can and should learn self-discipline. In order to help students learn how to make responsible decisions, we will emphasize the following:

R-	Respect
O-	Own your behavior
A-	Attitude that is positive
R-	Responsibility

It is important that students cooperate in an effort to make school an exciting place to learn by supporting the ROAR code for themselves and others. When a child demonstrates an inappropriate behavior that infringes on the positive atmosphere of the school, previously known consequences will be enforced.

## **HARASSMENT AND DISCRIMINATION**

Any behavior that:

- demeans the ethnicity, race, culture, religion, national origin, gender, or handicapping disability of individuals or groups and/or
- creates an intimidating, hostile, or demeaning environment for education will be considered harassment and/or discrimination.

Students who feel they have been subjected to such behaviors should report the incident immediately to the principal or designee.

Any student who engages in conduct defined above will be required to attend a meeting with his/her parent(s) or guardian(s) and the principal or designee. The student will be subject to disciplinary action as outlined in Poudre School District policy. This policy is available in the school office.

### **COMMUNITY USE OF DISTRICT-OWNED PROPERTY (KF & KF-R) (ELEMENTARY, MIDDLE SCHOOL & HIGH SCHOOL)**

- District-owned property is available for use for community groups.
- It is governed by district policy (Community Use of District-Owned Property (KF & KF-R))

Please contact Customer Service at 970-490-3333 for information or visit the district website ([www.psdschools.org](http://www.psdschools.org)) and search for "Information about Use of District Property" to obtain the customer service website.

### **SCHOOL PROPERTY**

Students will be expected to pay for lost or severely damaged books and equipment, which is a result of neglect or abuse.

### **EQUAL OPPORTUNITY**

It is the policy and practice of Poudre School District and Werner Elementary School to insure equal opportunity for all people engaged in or affected by any program sponsored by this organization. Poudre School District and Werner Elementary do not discriminate on the basis of race, creed, sex, national origin, or handicap in any educational program or activity sponsored by this organization.

### **ADMINISTRATIVE GUIDELINES for USE of DRUG DETECTION DOGS**

There is ongoing concern in the District related to student possession and use of illegal drugs (as defined in Policy JICH) at school. It is important that we work together with both the Fort Collins Police Services and the Larimer County Sheriff's Department to do everything possible to eliminate the presence and use of illegal drugs at District schools. We encourage ongoing and frequent collaboration with both of these law enforcement agencies, and support the use of drug detection dogs at all District schools under the terms and conditions specified in these Administrative Guidelines, compliance with which is mandatory. **These Administrative Guidelines supersede all prior guidelines, rules and procedures concerning the use of drug detection dogs at District schools.**

#### **A. When and How Drug Detection Dogs May Be Used**

1. Drug detection dogs may be used with reasonable suspicion to determine if illegal drugs are in student vehicles parked in school parking lots (if applicable) and/or in areas of the school over which the District maintains control such as desks, lockers, classrooms and locker rooms.

2. If a dog sniff indicates the presence of drugs in a student vehicle parked in a school parking lot, school officials may follow up with a physical search of the vehicle before it is moved off school property, but only if the student is present. Under Policy JIH, failure to allow the search of a vehicle's interior or trunk under these circumstances will result in the student's automatic loss of the privilege of parking at school for at least the remainder of the academic year.
3. If a dog sniff indicates the presence of drugs in the closed space of an area of the school over which the District maintains control, such as a desk or locker, school officials may follow up with a physical search of the space before there is an opportunity for the removal of items without the school officials, knowledge. When feasible, a videotape record of the search should be made. The student may be present at the option of the principal.
4. Drug detection dogs may NOT be used without reasonable suspicion to search a student's person or personal effects (e.g., purse, book bag, etc.). In cases where there is reasonable suspicion that illegal drugs are on the student's person or contained in the student's personal effects, a physical search rather than a dog sniff search should be conducted unless advance approval is obtained from School Services.
5. All physical and dog sniff searches must be conducted in compliance with Policies JIH and JLIE.

#### **PSD - BOARD OF EDUCATION POLICY IMP – ANIMALS IN SCHOOL**

Adopted: August 11, 1997

In order to protect both children and animals, and in accordance with the recommendations of the Larimer County Health Department, the following policy is adopted for use in all schools within Poudre School District.

Animals may be brought into or housed in a classroom only with express permission from the building principal, only for a specific and appropriate educational purpose, and only for the amount of time necessary to achieve the educational goal.

No animals may be housed in a classroom unless the classroom teacher involved is familiar with the appropriate care, feeding, and handling of that animal and of any potential dangers caused by that animal. All animals shall be in good physical condition and, where appropriate, vaccinated against transmittable diseases. Special consideration shall be given to the effect of furred and feathered animals on allergic children before bringing such animals into the classroom.

The teacher shall be responsible for the proper control of animals brought to school for instructional purposes, including the effective protection of children when animals are in the school. No animals shall be allowed to run freely in the building, including classrooms, food areas, or activity areas.

If animals are to be kept in the classroom on days when classes are not in session, the teacher responsible must make arrangements for their care and safety.

Animals used for instructional purposes shall be maintained in a sanitary condition and in a manner so as to prevent health hazards or nuisance conditions.

No poisonous animals shall be brought into the school.

Animals shall not be transported on school buses except under the special conditions as outlined in Board policy.

### **SEX OFFENDER REGISTRY**

State law (Senate Bill 22-1-124) requires that all schools notify parents about how to access records on registered sex offenders. Following are ways to obtain information about registered offenders:

- **List of Offenders living inside city limits is available at City of Fort Collins Police Services:** Residents of Fort Collins must go to the Fort Collins Police Department, 300 LaPorte Avenue, and fill out a request form (no charge to view list; \$7.50 to purchase copy). Police Services is working on moving the database online. No date has been given for completion.
- **List of offenders living outside city limits in Larimer County is available from Larimer County Sheriff:** Residents must go to the Sheriff's Office administration building, 2501 Midpoint Drive. Bring photo identification, and fill out request form (no charge to view list; \$7.50 to purchase copy). A partial database is online at: <http://www.larimer.org/sheriff/sexoffenders/index.htm>
- **Colorado sex offenders registry from the Colorado Bureau of Investigation:** available online at <http://sor.state.co.us>

### **TOBACCO-FREE DISTRICT (ADC)**

In order to promote the general health, welfare and well-being of students and staff, use of any tobacco product by students, staff and members of the public is prohibited on all District property. Use of any tobacco product by students and staff is also prohibited at all District or school-sanctioned activities or events off District property, and possession of any tobacco product by students is prohibited on all District property.

Signs shall be posted in prominent places on District property to notify all individuals that the use of tobacco products is prohibited in accordance with state law and District policy. Students found to be in violation of this policy shall be subject to disciplinary measures including revocation of privileges, exclusion from extracurricular activities, detention and, for repeated violations, suspension or expulsion from school. In accordance with state law, this policy shall not require the expulsion of any student solely for use of any tobacco product.

Employees found to be in violation of this policy shall be subject to appropriate disciplinary action. Members of the public found to be in violation of this policy may be requested to leave the District property where the violation occurs.