

McGraw Elementary

an IB World School

Handbook



The purpose of this handbook is to provide information regarding McGraw Elementary, as well as our school's rules and procedures. Poudre School District policies and regulations (including but not limited to those in the District's Student Rights & Code of Conduct booklet) also apply at McGraw 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.

McGraw IB World School
Main Phone 970-488-8335
Fax 970-488-8337
Website: www.psdschools.org/mcgraw



School Hours
Monday-Friday, 7:45 am – 2:23 pm

Breakfast Hours
Monday-Friday, 7:25 – 7:45 am

Emergency Numbers

When the office is closed, the following emergency numbers may come in handy. Poudre School has a 24/7 emergency number, which is 970-490-3333.

Base Camp's number is 970-266-1734. They are at their site until 6 p.m. If you reach a recording prior to 6 p.m., this means they are on another line. Rather than leaving a message, they suggest you call back in a minute or two in case they don't listen to their messages immediately.

If your child doesn't arrive home on the bus, the bus terminal's number is 970-488-5275. If you reach a recording, they suggest you push 0. This should take you to a person to speak with directly.

Code of Conduct (District)

Code of Conduct through Parent Vue: The district sent parents/legal guardians an activation code to access Parent Vue over the summer. The district would like parents/guardians to go to Parent Vue and read the Code of Conduct, then type their signature and click yes indicating they have read it. Please be sure to complete this at the start of the school year. If you need assistance or cannot find your code, please call the McGraw front office at 488-8335.

Community Use of District-Owned Property

(KF-R) (Elementary, Junior High, 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 490-3333 for information or visit the district website (www.psdschools.org) and search for "Information About Use of District Property" to obtain the customer service website. (ex: boy scout/girl scout mtgs.)



Mission, Vision and Belief Statements

IBO Mission Statement:

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the IBO works with schools, governments, and international organizations to develop a challenging program of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

General Regulations: Primary Years Programme:

<http://www.ibo.org/globalassets/publications/become-an-ib-school/general-regulations-pyp-en.pdf>

Poudre School District Mission Statement:

“Educate ...Every Child, Every Day”

Poudre School District Vision:

Poudre School District exists to support and inspire every child to think, to learn, to care, and to graduate prepared to be successful in a changing world.



McGraw Elementary School Mission:

Fostering internationally-minded, life-long learners who all thrive in, and positively shape our global community.

McGraw Elementary Beliefs:

McGraw Elementary educates students through a challenging international curriculum in a safe, caring environment. Engaging curriculum is centered on the changing needs of the life-long learner, encompassing the full range of academic disciplines while addressing and expanding upon state and district standards.

Learners are guided to set high expectations for themselves to develop individual talents and abilities and to become critical thinkers, reflective life-long learners, and compassionate, positive influences in the world.

As an authorized International Baccalaureate (IB) school, McGraw offers Primary Years Programme. In PYP (grades K-5), inquiry-based learning is used across subject areas and throughout the day to lead learners in the process of developing the profile of an international learner.

Internationalism is understanding our own cultures, learning about our global and local responsibilities, embracing our similarities and differences, and appreciating that we are part of an international system.

Nondiscrimination Notice:

“The Poudre School District is committed to the policy that no otherwise qualified person shall be denied access to, be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under, any District program or activity on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, veteran status, age or disability. District compliance with this policy shall be the responsibility of, and reports and complaints of discrimination based on these protected classifications should be directed to: For District students and community members: Director of Student Services, 1630 South Stover Street, Fort Collins, Colorado 80525, phone: 970-490-3033; For District employees: Executive Director of Human Resources, 2407 La Porte Avenue, Fort Collins, Colorado 80521, phone: 970-490-3620.”

McGraw Elementary

General Information

Attendance

Absences

(**Student Absences & Excuses (JH))

When your child is absent from school for illness or for other reasons, please inform the school by 7:45 a.m. by calling the attendance line voice mail at 970-488-8336. If we do not receive a call by 8:00 a.m., the school will be calling a parent to check on the reason for the absence. Your thoughtfulness in calling helps school personnel account for each child and is very much appreciated. If a child arrives after 7:45 am, a parent **MUST** come into the front office to sign the child in to receive a pass to class. If a child is checked in or out of school during the school day the parent must come in and sign them in and out as well.

Attendance

Children are required to attend school every day unless excused. Regular school attendance not only helps build good work and study habits but also greatly benefits the student in relationship to the learning process. Students can never make-up a day he/she has missed even though he/she may go over the assignments that were presented. The discussions and experiences that take place in the classroom are often more valuable than the written material. It is hoped that every effort will be made to schedule dentist, doctor and other appointments outside of the school day if at all possible. If class must be missed for such purposes, please send advance written notice to the classroom teacher and call the attendance line.



Please avoid scheduling family vacations during the school year, as your child will be missing valuable instructional time that, once lost, cannot be regained.

District Attendance Officers track each child's attendances. Excessive absences and/or tardies can result in written notification to the parents as well as visitation by the Attendance Officers.

Important Information about PSD's Attendance Policy

(**Compulsory Attendance Ages (JEA), Student Absences & Excuses (JH) and Truancy (JHB))

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 6 and 16. (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 6 and 16 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:

If your child has . . .	Then this action will take place . . .
Approximately 5-7 absences, questionable or unexcused	1 st 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 nd 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.

Early Arrival

Please do not have your students at school before 7:25 a.m. Supervision for students is not provided before that time.

Emergency Dismissal and School Cancellation

(**School Closing & Cancellations (EBCE))

The fastest way to see if school is closed due to weather is the PSD website.

www.psdschools.org.



See Poudre School District Board Policies page 22.

Leaving School During the Day

No child is to leave the school grounds after they have arrived in the morning without parents/guardians personally signing their child out of school. We hope you will understand this inconvenience is for the protection of your children. If the student is to be picked up by someone other than a parent, please notify the school office either by phone or with a note prior to the pick-up time.

If a day-care bus normally picks up your child and you have made different arrangements, please notify the day-care provider.

School Hours

The school day at McGraw begins at 7:45 a.m. and dismisses at 2:23 p.m. Students are tardy after 7:45 a.m. Classrooms are open to students at 7:45 a.m. **The office is staffed from 7:00 – 3:30.**



Tardies

The tardy bell rings at 7:45 a.m. If your child is tardy, he/she must report to the office and check in immediately upon arrival at school. If you know ahead of time your child will be tardy, please leave a message on the attendance line at 970-488-8336 prior to 7:45 a.m.

Withdrawing/Moving

If your family is moving to another school, district or state, we request that you notify the McGraw office at least one week in advance of withdrawal so that we can start the paperwork involved. In addition, we will need time to check in materials and clear the Media Center record of any outstanding books. Pick up your child(s) supplies and PYP Portfolio Binder.

Base Camp

Base Camp is a school-age care program located at fourteen Poudre School District elementary schools. Base Camp is a non-profit, intergenerational organization that offers care before and after school and on needed in-service days. Students may be registered on a full, part-time or drop-in basis. Base Camp offers age-appropriate activities with friends, afternoon snacks, help with homework and personalized attention. Fees are assessed on a sliding scale based on the number of family members and gross monthly income.

A blank registration form is available from the Base Camp main office. Return registration forms by mail or in person to the Base Camp main office to reserve space in the program. Space is available on a first-come, first-served basis. Children must be registered and enrollment packets must be completed at the Base Camp main office prior to the first time of attendance.

Questions about the program can be directed to the Base Camp main office at 970-226-1734. You can also visit their website for detailed information at: <https://mybasecampkids.org/>
If you need to reach Base Camp after McGraw's office is closed, please call this number. They are there until 6 p.m. If you reach a recording prior to 6 p.m., they are on the other line. If your call is urgent, they suggest you call back rather than leaving a message as there may be a delay in listening to their messages.



Cold Weather Policy

Plan for your children to go outside every day....Please help us communicate to our students to dress appropriately for recess.

Cold Weather Guidelines:

Mornings: As temperatures dip below 10 degrees, we will put a red sign on the front door indicating students may come in early. **Starting at 7:30 am**, when we have supervision, we would like students to come in early and go to their classrooms. The sign will be posted starting at **7:30 AM** on days that it is too cold to wait outside. They will be able to enter either out back where they normally line up and/or through the front doors.

Lunch recess: Depending on the weather at the time of lunch recess, the office will make an announcement as to whether we have: a) regular recess b) modified/shortened recess c) indoor recess. Students will ALWAYS stay in if it is raining, lightning, and when the wind is blowing on cold days.

Other recesses: Each grade level may or may not have additional recesses. Teachers will use the above guidelines when determining if they will take their class outside. They always check with the office about the temperature and wind chill and we always send an adult out first to make the appropriate decision.

Please know that we check to make sure kids are dressed appropriately. They can borrow gloves, etc. from the lost and found or we send them back to get their coats if they forget to bring them to lunch. We believe a little exercise and fresh air is good for the kids and if the kids come prepared to go outside each day, and when weather permits, we are able to provide that opportunity. We will always keep our students safe! Also...we have a lightning detector in the front office that alerts us when lightning is in the area in which we will bring the kids in immediately.

Dress Code

(**Student Dress (JICA))

Clothing should be appropriate for school and school activities. Guidelines are intended to help maintain a focused schoolwork atmosphere with minimal distractions for 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. The principal is the final onsite authority as to whether or not clothing is appropriate.



The following list is intended to help students make appropriate selections:

1. Clothes must be appropriately fitting. The waistline of all pants, shorts, and skirts must be at the top of the hipbone or higher. Shirts must cover the waistline.
2. Printing on clothing must be respectful to all nationalities and cultures. The following are not permitted:
 - a. References to restricted substances (alcohol, tobacco, or drugs)
 - b. Symbols or references to gangs, gang colors, or gang language
 - c. Profanity
 - d. Sexually explicit words or pictures (implied or blatant)
 - e. Any pictures, symbols or writing that directly or indirectly demean the ethnicity, race, gender, culture, religion, national origin or disability of any individual or group
3. Heads must be uncovered inside the building at all times. Caps, hats, hoods, bandanas are not permitted. Hats will be kept in backpacks or coat racks and not in the physical possession of the student.
4. Clothing must cover all undergarments as well as midriff, cleavage, back and buttocks.
5. Shirt straps must be a minimum of one-inch (1") in width. A shirt or jacket must cover spaghetti straps.
6. The hem of all shorts/skirts must reach beyond the bottom of the student's thumb when the arm is extended along the side of the legs and held against the body.
7. Coats may not be worn in the classroom without teacher approval.
8. Sunglasses may not be worn inside the building. They will be stored in backpacks.
9. Wear appropriate jewelry and shoes to ensure student safety.

Drug Detection Dogs

(**Searches (JIH))

As part of school board policies, it is our responsibility to inform you that drug detection dogs might be used on a random basis to go through the school hallways, classrooms, locker rooms, offices and parking lots to uncover possible drug possession. The intent of this process is to assure parents and community that our school is free from drugs. If ever there were a reason for the use of detection dogs, it would be initiated by district staff, not law enforcement authorities.

Emergency Procedure Drills

As a part of our continued efforts to keep students safe, all schools in Poudre School District conduct periodic drills of our district crisis plans. The drills fall into two categories—getting everyone out safely (fire drills) and keeping everyone inside safely (lockdown drills.) Lockdowns are utilized to secure a school if there is a potential threat, such as police activity in the neighborhood or a wild animal on the playground, etc.



Harassment/Discrimination

(**Harassment of Students (JBB))

Harassment/discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the ethnicity, race, culture, religion, national origin, gender, or disability of the individual or individuals or creates an intimidating, hostile, or demeaning environment for education.

Hallways

Everyone should strive to move through the hallways in a matter that allows everyone to travel efficiently without disrupting other activities. The following rules apply to the hallways:



1. Teachers will walk their homeroom classes to and from specials.
2. Teachers will walk their homerooms to lunch.
3. Please be quiet in the hallways.
4. Walk on the right side of the hallway so that others may pass in the opposite direction.
5. Students must remain outside the building until the first morning bell rings. They should then enter through their classroom doors. Students will not be allowed to enter through the main entrance prior to the second bell unless the sign is up to come inside during inclement weather or if a parent has a prearranged meeting and accompanies them.
6. Students who participate in teacher-directed activities before school should enter the building through the outside classroom door or the Base Camp Door.
7. Students are allowed to return to their classrooms during lunch recess with a teacher's note.

Homework Policy



Homework is one strategy for extending the school day and increasing the amount of time students spend learning. Homework is a positive strategy for increasing student achievement when supervised by an adult.

The amount of homework that should be assigned is a matter of professional judgment for the staff and based on the developmental needs of the students. Homework is most effective when it is meaningful to the student and meets the individual needs of the student.

Suggested Developmental guidelines for time spent on homework:

Kindergarten	10-15 minutes daily
Grades 1-2	10-20 minutes daily
Grades 3-4	30-40 minutes daily
Grades 5	40-50 minutes daily

These suggested parameters vary according to the needs of the students and the objectives of the assignment.

Types of Homework:

Preparation Homework—Helps students inform themselves about the next day's lesson.

Practice Homework—Provides students with the needed review and reinforcement about material presented in a previous lesson.

Extension Homework—Guides students so they expand on concepts that were taught in class.

Creative Homework—Includes analysis, synthesis and evaluation. Students come up with their own ideas related to a class topic and then share those ideas with the class.

Suggested setting for best results during homework time:

- Well-lit, quiet reading area, preferably at a table and chair.
- Adults available for response or assessment.
- Regularly scheduled time (daily).
- No radio and television on during the homework period.

Parent-Teacher Conferences

Parent/Teacher Conferences can be scheduled any time during the school year. They are not restricted to fall times only. Call the teacher whenever you believe a conference is needed. Some suggestions for parents before and during conferences are:

- Be prepared with questions.
- Have concrete examples of specific concerns and compliments.



When teachers are having conferences with all families, time is somewhat limited. However, if you wish to discuss your child's needs in greater detail, you may call for follow-up information or set another conference time. Other conferences may be arranged whenever a need arises by the parent or teacher.

Each spring we have student-led conferences for grades K-5. This is a time when your child will be able to share their accomplishments and skills with you



Report of Progress

(**Student Records/Release of Information on Students (JRA/JRC))

Reports of progress are issued once every trimester. Students generally receive a mark for progress for each trimester in a subject area as well as a mark for effort applied during this period. These marks are explained at the top of the reports.

Student Supply Lists

All student grade level supply lists are posted on the McGraw Web Site.

Identification of Personal Items

It would be most helpful if your child's name could be marked on personal items, e.g. coats, jackets, shoes, boots, and lunch boxes. We do attempt to return items to students if they are clearly labeled.

Lost and Found

Lost articles can be found on the coat rack in the hall outside of the cafeteria. Smaller items, e.g. glasses, will be found in the office. Articles not claimed will be given to charities after first semester and at the end of the school year. Please check for lost items on a regular basis.

Media Center

Damaged, Lost, and Overdue Books and Materials

(**Student Fees, Fines & Charges (JQ))

- Students who damage media materials will be assessed a fine in proportion to the damage and not exceeding the replacement cost of the item. Fines for damaged books are the responsibility of the student in whose name the item is checked out.
- Materials lost by a student must be paid for at replacement cost (cost of buying the same or similar book today.)
- Overdue materials are entered into the computer database and lists of students with overdue materials will be printed and given to homeroom teachers periodically.
- The Media Center staff will send a letter to the parent(s) of any student with damaged, lost, or overdue materials, informing them of the title of the item, cost, and/or date due.
- Students who continually have overdue materials or who do not pay for damaged or lost books may lose their library checkout privileges. However, students with no checkout privileges are still welcome to use the library, attend story time, etc.



Media Center and Computer Lab

(**Student Access to Networked Information Resources (IJNDA & IJNDA-R))

The following rules apply to these shared areas:

1. Please use quiet voices.
2. Computers are for research, word processing, or other school-related functions. Unauthorized computer games and music are not allowed.
3. Close all files/active software and log off to prepare the computer and station for the next user.
4. Push in chairs, pick up books, pencils, papers, and other materials, and “straighten-up” the workspace for the next user.
5. Replace all materials appropriately.
6. Food or drink is not allowed in the Computer Lab. Food or drink is permitted in the Media Center with adult supervision.

Permission Forms

At the beginning of the year, parents will be given the option of requesting that their child not:

- have their photo or video taken
- be allowed to access the internet
- be allowed to access e-mail at school.

A non-permission form for these items will be sent home with each student in the back to school packet or given at Back-to-school night. It will be assumed that permission is granted if the form is not returned.

Volunteers in the Media Center



Parent volunteers to help with check out of materials, shelving books, and organizing the media center are always appreciated. Please contact the McGraw Volunteer Coordinator or Media Center staff if you are interested.

Parent News

The Parent News will be distributed to the oldest and only child each week in Thursday folders and via email. The parent news will have up-to-date information and upcoming events. Please look for it each week and/or on the McGraw website.

Parent Teacher Student Organization (PTSO)

McGraw members work to raise funds that are used to enhance the educational experience of our children. In the past, this organization has sponsored: enrichment speakers, field trips, grants to teachers, a monthly newsletter, additional science materials, a summer library program, a publishing center for students' work, a parent education resource area in our Media Center, Media Center materials, Partnership and Volunteer Program and a school directory.

Membership is open to all. Our meeting schedule is printed on the monthly calendar. We will be busy this year as we strive to serve the McGraw school community. We encourage all parents to join us at both our meetings and our many social events throughout the year. The parent news and McGraw's website will inform you of information and events throughout the year.



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 will help to prevent hurt feelings.

Pictures

Individual Student pictures will take place in the Fall. Classroom pictures will take place in the Spring. Student picture order forms will come home following each photo session.

Playground

On the playground, the guiding principles for behavior are to be safe, act responsibly, be respectful, and include all students who wish to participate in an activity. Adult supervision is always present during recesses and beginning at 8:45 AM each school day. However, it is not possible to watch every individual at all times. The following guidelines are intended to help ensure a fun and safe environment for all.



1. Students should walk on concrete and sand areas (with the exception of basketball and four square games on designated courts).
2. Boundaries: Due to safety concerns, during times when primary and intermediate students are both present, the playground will be separated into sections. The K-2 area is south and west of the school, with the northern boundary including the swings at the edge of the sand. The 3-5 area lies north of these swings and includes the large grass area west of the school.
3. All games are open to all students with the understanding that students participating follow game expectations.
4. No “hands-on” playing such as shoving, wrestling or tackling.
5. Organized tag games are at the discretion of the staff member on duty.



6. Swings: Students should swing forward and backward only. The following are not allowed for safety reasons: jumping out of swings, standing in swings, flipping out of swings, twisting while swinging, pushing, swing tag or running between swings.
7. Slides: Students must only slide down feet first on their bottoms, one at a time. Standing, jumping or climbing up or down the slide are not allowed. Sand, balls, or other objects should not be placed on the slide.
8. Balls: A variety of “soft” balls are permitted including: footballs, soccer balls, basketballs, four-square balls, and others. No baseballs, softballs, golf balls, lacrosse balls or other “hard” balls are allowed for safety reasons. Guidelines for games involving balls are as follows:
 - a. No “wall ball.”
 - b. Games that involve kicking (soccer, football and others) should be played only on grassy areas, not on concrete.
 - c. “Catch” and other throwing games may be played on the concrete, but must be located so that they do not disrupt activities on basketball courts, four-square courts or other designated areas.
9. Some toys (e.g. frisbees, hackey-sacks, etc.) These types of toys may be used on the playground as long as their use is for the purpose originally intended. Throwing games will be located so that they do not disrupt other activities or pose a danger to other students.
10. Snow Days: During snow days, a primary concern is that students stay warm, safe and dry. Students must remain on dry or plowed areas of the playground, unless they are dressed appropriately in waterproof boots and snow pants. They can be in the snow if they wear boots and **PLAY** in the snow if wearing snow pants. Snow may not be thrown at any time. No sleds are allowed unless organized by a teacher.
11. Playground Equipment: The school is not responsible for lost or stolen items. You may bring the following equipment at your own risk: balls, frisbees, hackey-sacks and similar items for use on the playground with names on them. Scooters, skates, skateboards, hockey and lacrosse equipment and similar items may be stored inside the building for after-school use but may not be used on the playground during school hours.
12. Entering the Building: Students should plan to stay outside during the entire recess period by using the restroom prior to going outside, dressing appropriately and taking all balls or playground equipment with them.

Due to lack of supervision, students will be allowed back into the building during recess time with permission only. Students with minor injuries or who are not feeling well should consult with the staff member on duty. If they need to visit the health office, they will be sent alone or with one other student.

13. The staff member on duty has the discretion to modify any activity to ensure student safety.

Positive Behavior Support

Positive Behavior Support embraces a philosophy of using strategies and intentional instruction to teach students to make good choices. Staff comprehensively teaches behavioral expectations to students within a variety of settings. They reinforce that which is positive. Misbehaviors are seen as learning opportunities. To this end, we use our The Heart of McGraw to live up to our Mission statement of fostering Internationally minded lifelong learners who strive in and positively shape our global community. The overall goal is for McGraw students to SOAR toward developing each attribute in the IB Heart Of McGraw.

PSD Partnerships and Volunteer Program

PSD Partnerships and Volunteer Program (formerly called VIPS) was created to provide a means for individuals and businesses to volunteer their time, talents, skills, and usable materials for use in classrooms to help foster the best education at the most reasonable cost.



This program is a network of voluntary services within Poudre School District, a network comprised of over 6,000 volunteers and many businesses, which collectively support the teachers and students of the district.

At McGraw, this program has successfully brought volunteers into all classrooms, the media center, the health office, workrooms, and PTSO events. A building volunteer coordinator manages volunteers at McGraw IB World School.

Per board policy, it is mandatory that all volunteers must be registered AND approved, including one-time and long-time volunteers to volunteer in classrooms or accompany students on field trips.

Signups at McGraw are done online. Parents, grandparents, or guardians sign up for the many areas they would like to volunteer for. The site is updated continually as new needs arise. The coordinator will then place the volunteer and the volunteer will be notified of placement via e-mail or by the coordinator. New volunteer applicants are subject to a mandatory background check. Any issues that show up during the background check will need to be cleared up before the application can be completed and the applicant can become a volunteer. Volunteers must sign up EACH year they wish to volunteers.

When volunteering we ask that you do not bring younger siblings. If you have toddlers and/or non-school age children and want to volunteer then please choose volunteer opportunities that you can do from home.

All volunteers are asked to log in to the Volunteer computer, located in the office, when they enter and leave the building, and wear their volunteer badge when in the building for security reasons.

School Accountability Committee (SAC)

McGraw's philosophy of site-based management is that the entire McGraw community (parents, staff, students, principal and interested community members) will work together to provide the best possible educational environment for McGraw students. To operate the school most effectively, each of these components will participate in management decisions. Decision-makers are designated for various tasks, as are the groups from which input must be sought before a decision may be implemented. The involvement of all groups is important to the successful management of McGraw and the participation of each is highly valued. The end result of this collaborative effort is to achieve the vision, mission and beliefs set forth in the McGraw Mission Statement. A copy of the charter is available on the McGraw website.

One of the primary roles of SAC is to share in the responsibility and accountability for developing, implementing and monitoring school improvement goals for the school improvement plan within the parameters set by the district and the state. McGraw relies on the SAC to provide an advisory role and provide input on staff initiatives and focus.

SAC meetings are open to all interested parties, but visitors must be on the agenda to participate in the meeting. The agenda is set in advance of each meeting by the principal and will be posted on the website.

SAC members are committed to representing all individuals who have a stake in McGraw Elementary. Please remember, in order to facilitate healthy communication, questions of an individual nature would best be addressed by first talking with the classroom teacher and the principal.



Breakfast/Lunch

Breakfast will be served for any interested **student from 7:25-7:45**. Students who ride the bus will need to go directly to the cafeteria after departing from the bus. Please check out the school breakfast/lunch menu on the district website to know what will be served each day. The cost of breakfast is \$1.45, and parents can put money on their child's account just like they do for lunch. If your family is in need of assistance, please fill out the Free and Reduced-Price Meal Application online before your child starts school. Following is the child nutrition department link that families can use to find all the resources for Free & Reduced applications, meal payments and menus.

<https://www.psdschools.org/department/child-nutrition>

Hot Lunch Assistance Program

For families who need financial assistance in purchasing hot lunches, application may be made for free or reduced lunch rates through the office at any time. If you would like to utilize the online payment system, please go to <https://psdschools.schoolpay.com/> where you will be able to put money on your child's account.

Hot Lunch Program

The cost of lunch is \$2.85. Lunches may be paid for daily, weekly, or monthly. Payments can be sent to school or made on line. Please keep track of the amount you have paid so you will know when your child is about to run out of lunch money. Please write your child's name on your check.

Your child will be allowed 2 meal charges only. No Charging for teachers, staff or guests. Any and all charged meals must be paid in full. No charging for any student after May 1st through the end of the school year. Any students with two charges will be fed an alternate meal that meets Federal nutritional guidelines until balance is paid in full. Charge letters will be sent on a regular basis.

Family members are welcome to join their students for lunch. Please give the school 24-hour notice if you plan to eat a school lunch, it is helpful, although not mandatory, if you would send a note letting us know how many additional student and/or adult lunches to order. If notice is not given you may not get your choice of entrée. You pay as you go through the line or you can use money from your child's account.



Breakfast and lunch menus will be published monthly on the [school meals page](#) of the PSD website.

Children may bring a lunch from home and purchase milk or fruit juice.

Check the PSD website for lunch prices for the year.

If you have questions or need more information, please contact the Child Nutrition office at 490-3557.

Lunch Off Campus

Children may go out for lunch if the parents/guardians personally sign their child out of school. Students will be excused when the rest of their classmates are taken to lunch and will be expected back at school when class resumes after lunch. If your child leaves for lunch and for some reason does not return to school after lunch, please notify the school office.

Lunch Schedule

Students have at least 15 minutes to eat in the cafeteria. At that time students who are finished are excused for recess. There are staff members who will be out on recess duty. We work with the schedule each year to ensure all students have enough time to eat. There is always room for stragglers to sit and finish, but we encourage them to focus and finish with their classmates.

Lunchroom

So that everyone may have a quiet, comfortable place to eat lunch, students are expected to behave as

they would in any other part of the school. A staff member responsible for enforcing the rules supervises the lunchroom. While in the lunchroom students and visiting parents or guests must adhere to the following rules:

1. Visit with neighbors only, in a quiet voice.
2. Remain seated at the table until dismissed individually.
3. Use respectful manners.
4. Clean up after yourself.
5. Exit through the designated doors. Kindergarten students will be dismissed separately.
6. Be respectful to the food servers just as you are to other adults at McGraw.
7. Students are not to return to classrooms without a note and supervision in the room.

School Parties



There are three scheduled parties during the school year: Halloween, winter break, and Valentine's Day. At Halloween we ask that no masks or weapons be a part of the costumes. Room parents will be selected at the beginning of the school year to assist with the parties and provide the store-purchased refreshments. Please notify the classroom teacher in writing if your child is not to participate in these activities.

Homemade Foods

Home-prepared food items are not permitted under Colorado State Health Department regulations for school food service due to the potential for transmitting food-borne illness. Per district policy, homemade food items and snacks are not permitted in schools with the intent of sharing these with others, i.e. classroom parties, potlucks, etc. 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. As part of our Wellness initiative we are encouraging a balance of healthy choices during birthday and class parties.

School Resource Officer

All buildings in Poudre School District, in partnership with the Fort Collins Police Department, have a school resource officer assigned. Our school resource officer will frequently be seen (in uniform and squad car) here at McGraw. The officer may be here presenting to a class, serving as a resource to us, or just checking in.

Student Classroom Assignment Procedures

Student Placement Policy

This policy follows the McGraw Charter, which states that student placement decisions are to be made by certified teaching staff with input from parents, the counselor and the principal. This revised system allows for parent input while giving the staff more flexibility to create better class composition for optimal student learning.

The placement procedure is an ongoing process for staff as they gather information informally during the school year from contact with parents, students and other staff members. Parents are invited to meet with their child's current teacher (sending teacher), to discuss their child's special needs. In May, the teachers at the child's current grade level, the receiving team, and the principal meet to develop the incoming class lists for the next school year. The grade level team takes into consideration all collected information concerning each child, including gender, academic achievement, leadership ability, social/emotional needs and input from the child's parents, current teacher, specials' teachers, and special

educators. The grade level team accepts the responsibility for placing each child in a classroom in which he/she will have a positive learning experience.

In order to provide formal input into the placement process, a letter should be completed and submitted to the principal in late April. Parents are asked to provide specific information about their child such as individual strengths and weaknesses and successful teaching strategies. A specific teacher should NOT be requested. Information shared in the letter to the principal will be distributed to the classroom teachers for consideration. The teachers really get to know students well over the course of a school year and if a parent believes the child's teacher understands these needs, there is no need to write a letter. Class lists will be posted after registration in August.

Student Health and Safety

Immunization Records

(**Immunization of Students (JLCB/JLCB-R))

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 when the child registers to attend.

Head Lice Policy

If the school suspects a case of head lice:

Our trained health technician will check the student for nits. If evidence is found, the student is sent home until all nits have been removed. This task usually takes place the day the student is sent home and the student can return to school the next day. A packet of information concerning proper care is sent with the parent. Upon returning to school, the student is again checked by our trained health technician. Seven calendar days later the student is checked once more by the school's health technician.

Eco Week Medication Policy

Poudre School District has requested that a medication permission form be completed for every medication, including "Over The Counter" medications, and signed by the parent/guardian and the prescribing physician. If this form is not completed by the day before students leave for ECO Week, the medication will not be sent to Eco Week. This includes, but not limited to, daily meds, bus sickness meds, headache meds, upset stomach meds, allergy meds, etc.



Students requiring daily prescription medications, i.e., antibiotics, will not be allowed to go to ECO Week, if permission forms are not complete.

No medications may be sent with students in their backpack or clothing pockets.

Medication Given at School

(**Administering Medicines to Students (JLCD/JLCD-R))

It is not permissible to administer medication (including "over-the-counter" drugs) by school personnel except on the written orders of a physician with permission and direction from the parent. Medication may be given at school when a written, signed permission is received from a physician and the parent. As an alternative, parents may administer over the counter or prescription medication to their child in the health office only. Any written request for giving medication must be renewed each year. All medication must be sent to the school in the original container or prescription bottle with the correct name and dosage. The student will be responsible for remembering to come to the health office to take the medication.



All medications must be kept in a locked cabinet in the Health Office. Students may not keep medications and administer them to themselves. This helps alleviate a potential danger that medications may be lost and accidentally ingested by another student.

A form for requesting that medication be given at school must be completed before school personnel may administer the medicine. Forms are available from the office. It is advisable for parents to inform the office of any special conditions and procedures regarding the health of your child.

Asthma inhalers may be carried by individual students if the authorization form required is signed by both the prescribing practitioner and the parent/guardian. The student will personally meet with the nurse to showing that he/she is capable of administering the inhaler himself/herself. It is recommended that an additional inhaler be kept in the health office as well.

Procedure for Exempting Students from a Class or a Portion of a Class

- The Health curriculum and teaching materials will be available for the public to view, during school hours, by prior arrangement.
- Parents/guardians of all students enrolled in the Health class shall be notified in writing of the general content of the course and that the materials are available for inspection the school.
- After reviewing the curriculum materials, a parent/guardian may request in writing that the student be exempted from all or from portion of the class.
- Exemption will be granted from all or any portion of the health education curriculum on the grounds that the material taught is contrary to the religious beliefs and teachings of the student or the student's parent/guardian.
- A request for exemption must be submitted in writing to the principal before instruction in that portion of the curriculum for which the exemption is requested. The request must state the particular conflict involved.
- The principal (or principal's designee) will meet with the parent/guardian and the teacher to develop an accountability plan for the student during the time missed in class. A written statement from the parents will be developed which details how the student will be responsible for the missed curriculum

Accountability for the student should include the material that will be missed in class, but which may be presented in a different fashion, preferably by the parent/guardian. The learning assessments used by the teacher or similar assessments will be used to determine successful completion of the material.

School Insurance

School accident insurance for your child is available for either the school year or the entire year. Please call the school for further information. Brochures will be sent home each fall with details. For new students, the information is included in their enrollment packet. You may sign up for this program any time during the year.

Student Illness or Emergency



Several members of our staff have taken first aid courses. We will call you if there is any question concerning your child's welfare. Since children may become ill at school or have an accident, it is imperative that we have the name and phone number of someone to contact in case you are away at the time. This information should be on the registration form and is the parents' responsibility to ensure the information is correct and up-to-date.

Vision and Hearing Screening

(**Screening/Testing of Students (JLDAC))

Each Fall Poudre School District Health Services conducts a Vision and Hearing Screening for all K-3 and all 5th graders. Students in 4th grade are screened if there is a concern. Students new to the district are screened as they transfer in throughout the year.

Use of Alcoholic Beverages, Drugs, and/or Steroids (**Drug and Alcohol Use by Student (JICH))

Students may not use, possess, or be under the influence of alcoholic beverages, drugs, or steroids other than those prescribed by a licensed physician, while attending school or at school-sponsored events. Violation of this regulation shall result in mandatory participation in a treatment program or expulsion from school.

Poudre School District recognizes that chemical dependency is an illness often preceded by misuse and abuse. The District is committed to assisting administrators, teachers, parents, and students in their efforts to help students deal with drug, alcohol, and/or steroid problems and issues. Because the District recognizes the importance of early intervention in the illness, contact with students manifesting signs of misuse or abuse will be made to educate and aid them. Staff members are encouraged to assist students and to make referrals to the chemical dependency staff when appropriate. Referral source may include parents, teachers, friends, concerned students, administration, law enforcement, courts, social workers, and school counselors. Referral sources will remain confidential. Because students who do not have a chemical problem may need assistance in supporting their decision not to use chemicals, the chemical dependency staff and program shall be available to all students.

Use of Tobacco

(**Possession and Use of Tobacco by Students (JICG))

Students may not smoke or use tobacco in any form on school grounds or within school buildings. Violations of this regulation shall result in suspension of the offending student. Subsequent similar violations may lead to expulsion of the student by the Board of Education.



Telephone Messages

The office handles a high volume of calls and it interrupts learning to call classrooms to deliver messages. Please make any necessary arrangements or plans with your child before school, rather than relying on staff to get phone messages to students.

Telephone Use

Telephone use by students is for urgent calls only. We cannot allow students to use limited phone lines for making social arrangements. Please help your child make these plans before coming to school.

Transportation

Bicycle Riders and Walkers

Students are welcome to ride their bikes to school. There are bike racks on the south side of the building. It is recommended that bicycles be locked. Children should be at the bicycle racks only to park or retrieve their own bicycles. McGraw Elementary is not responsible for damaged, lost, or stolen bicycles that are brought to school



For the safety of walking students, the bike riders are asked to walk their bike from Hinsdale to the bike rack before and after school. The road entering the school is narrow and congested and bike riders are asked not to ride upon it. If your child rides a bicycle, you should make sure he or she knows the traffic and safety rules. It is strongly recommended that primary children not be allowed to ride bicycles to school alone.

The "I Walk Safely" program is offered each year before school begins for all kindergarten children by the Fort Collins Police Department. It is publicized each year in "The Coloradoan." For safety purposes, children should be encouraged to travel in small groups at all times. They should also be instructed to report any suspicious or dangerous activity to parents and school staff members.

Parking Lot Safety

We are concerned with parking lot safety. Traffic volume increases yearly at McGraw. With assistance from the district personnel, a review was conducted of our traffic volume, traffic pattern, and student safety. Thank you for your cooperation in observing the following, which were designed for student safety:



Adults who drive to McGraw and need to leave their car when dropping off/picking up students

- You may only park your car in a spot in the parking lot.
- An adult must cross with the McGraw student from the parking lot to the school at one of the two crosswalks.
- Cross carefully...cars and buses are in movement in the drop off/pick up lane along the school.
- If you cannot find a parking spot, you must leave McGraw grounds and park on one of the nearby neighborhood streets. The city has made it illegal to park on Hinsdale Drive from McGraw Drive north to Harmony Road. There is no parking, even temporarily, in the drop off/pick up lane.
- For your safety, cross only at crosswalks when walking to/from school grounds.

Adults who drive to McGraw and can stay in their car when dropping off/picking up students

- Cars may stop only in the drop off/pick up lane of the parking lot. Cars are not allowed in the bus lanes before and after school.
- Drivers must stay with their car while in this unloading/loading area.
- Cars should move as far forward as possible, moving up as each car in front of them advances. We have staff positioned at the cross walks to direct students.
- To keep traffic moving in this area, please make your good-byes/hellos short.
 - After dropping off/picking up your McGraw student, drive cautiously to the exit. Be watchful of people crossing at the crosswalks and between cars! Please yield to buses.
 - Please talk about these rules with your child/children, and with any other friends or family who will be dropping off or picking up your child/children.
 - There are two designated exit lanes with the right lane used for right turns only.
- Please pick up your student promptly. Supervision for students cannot be provided after school. Base Camp is available for before and after school supervision.



If traffic is backed up on Hinsdale, your help in avoiding a left turn out of the parking lot would keep traffic flowing.



Buses and Bus Stops

Students are expected to follow the school rules and model the IB attitudes/profiles at all times during their bus ride; however, the PSD Transportation Department handles misconduct/bus issues. All concerns regarding bus rides should be directed to the PSD Transportation Department at (970) 494-5275. Please remember BUS RIDING IS A PRIVILEGE, NOT A RIGHT. Inappropriate behavior can lead to losing the privilege of riding the bus.

Bus Stop Arrival Time:

As directed by the Board of Education students must be at the bus stop no earlier than five (5) minutes before the bus is scheduled to arrive. As Board policy, it becomes part of the Student Code of Conduct. Failure to comply could result in disciplinary action or loss of the privilege to ride the bus.

Morning Arrival:

Arriving students will exit their bus and walk to the assigned classroom line. Students will walk

around the SOUTH side of the building. They will not walk around the north side of the building for safety reasons. Unless directed to do so during inclement weather, students should not enter the front entrance of the building prior to ringing of the second bell unless accompanied by a parent. Teacher supervision begins at 8:45 a.m.

Afternoon Dismissal

Students who walk home or are picked up will be dismissed at 3:38. Students who ride the bus will remain in their classroom until the first bell rings. Students will walk to the front of the building and exit the assigned front doors for travel home. They should then walk to their bus line.

At the Bus Stop

Parents/legal guardians are responsible for their child at the bus stop.

Arrive at the bus stop five minutes before the bus is scheduled to leave.

Show respect for students, adults and property at the bus stop while modeling the IB attitudes.

Students must stay out of the roadway.

On the Bus

- Listen and follow the bus driver's directions the first time they are given.
- Stay seated and face forward with your feet in front of you and hands to yourself.
- Display courtesy and respect for other passengers by talking quietly without disturbing the driver.
- Students must be silent at railroad crossings.

The transportation department deals with all bus discipline issues.

Please talk to your child's bus driver and/or the bus supervisor at 490-3232.



Buses

(**Student Conduct on School buses (EEAEC & EEAEC-R))

Students may ride district school buses to and from school if they live more than one mile from school. For information regarding the route, pick-up time, and bus number, you may call the Transportation Department at 494-5275.

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extra-curricular activities. Notices of the use of video recording devices shall be placed in each school vehicle.

If your child doesn't arrive home on the bus, and our office is closed, instead of calling the above number for the Transportation Department, the bus terminal's number is 490-3232. If you reach a recording, they suggest you push 0. This should take you to a person to speak with directly.

Bus Passes

(**Student Conduct on School Buses (EEAEC & EEAEC-R))

In order for a student to ride a bus other than that which he/she is scheduled to ride, the office must receive a written request from the parent(s). The student will be issued a special pass for one day only. Written permission must be presented to the office early in the day in order to have a pass issued. Buses will not wait for a pass to be issued after school.

Students riding their same bus but getting off at a different stop will need to turn in a parent note at the office. A pass will then be issued.

Shoes with Wheels, Roller-Blades and Skateboards

Students are asked not to bring skateboards to school, but can roller blade if they will change into their street shoes at the top of Hinsdale and walk as we ask the bike riders to do.



Rules for walkers, bike riders, and shoes with wheels:

- Students walking, biking, or roller skating to/from school should always cross the street at a crosswalk.
- Students and adults biking to/from school need to walk their bike on McGraw grounds during school hours and the busy times before and after school. This is for the safety of the riders and walkers sharing the sidewalk.
- There is to be no roller blading during school hours on McGraw grounds. Shoes that include wheels at the toe or heel may be worn as long as the wheels are taken out during school hours.

Field Trips

The school views field trips as a valuable extension of the classroom in order to provide additional learning experiences. Information slips will be sent home whenever a vehicle is required for transportation. All school and classroom rules apply.

Personal Vehicle Transportation of Students:

Parents must provide written permission for their student(s) to ride in any private vehicle. All passengers in the vehicle must have a working seat belt and must be belted while the vehicle is in motion. Each child must have a working seat belt and have it on, regardless if they are sitting in the front or back. It would be a good idea to check out the vehicle to make sure all belts work, and each child has one on. The person driving the personal vehicle must have a valid driver's license. Please check the license to be sure that it has not expired, and make a copy for your records. Insurance follows the vehicle. Therefore, check for verification of insurance on the vehicle to be used.

Valuables and Toys from Home

Children will not be allowed to bring toys or valuable items from home with the exception of selected playground items with the provision that students follow school rules and the understanding that the school is not responsible for lost or broken items. Currently, this is limited to nerf balls, basketballs, jump ropes and similar toys. Please help us by allowing your child to bring only those things



listed and by being sure that they understand that they are responsible for anything brought from home. Special arrangements can be made with the classroom teacher if an item not listed is brought for "show and tell." Any cell phones brought to school must remain in backpacks. Cell phone use is only allowed after school hours or with teacher permission.

Visitors

(**Visitors to Schools (KI))

We encourage parents to visit their child's classroom, but we do ask that you refrain from bringing preschool children or infants when visiting the classroom, as younger children often distract the attention of both visitor and the class. We also ask that young relatives or friends of the children not visit the school when in session. See district policy KI for more detailed information regarding visitors.



Here are a few tips on how to get the most out of your visit:

- Sign in at the office and receive a visitor badge.
- Check with the teacher(s) to be visited to see if the time you wish to visit is suitable.

- Once a day and time are set in advance, check into the office first upon your arrival.
- Come at a time of day when the work you want to see is likely to be in progress. This will help avoid conflicts such as field trips, recess, etc.
- In accordance with district policy to minimize disruptions to the educational process, visits should not extend past one hour and limited to once a week.
- Please sign out in the office when leaving.

Poudre School District Board Policies

POUDRE SCHOOL DISTRICT--BOARD OF EDUCATION POLICY IMG-R – ANIMALS IN SCHOOL (**Animals in District Facilities & Vehicles (AGD))

The following guidelines are adopted regarding all animals including, but not limited to, mammals, birds, reptiles, amphibians, fish, and insects used in the classroom or on school property for a specific and appropriate educational purpose.

1. Dogs are typically not allowed on school property
2. All requests to have animals in the classroom or on school property must be submitted to the principal in writing. The principal has the discretion to permit or deny the presence of animals in the building. Animals may be allowed in classrooms only for a specified and appropriate educational purpose for the time necessary to achieve the educational goal.
3. The request must include a description of the activity, the type of animal, the educational purpose/benefit, the length of activity, and a plan for the care of the animal, including care on weekends and during emergency school closures.
 - a. All requests to take field trips involving animals must be submitted to the principal in writing. In determining whether to grant the request, the principal shall be guided by the district policy on field trips.
 - b. Parents/guardians must be notified in writing prior to any school-sanctioned activity involving animals.
4. Prior to any exposure to animals in school or on a school-sponsored field trip, the teacher should be aware of any students or staff members who may have allergies which could be exacerbated by exposure to animals. Appropriate and reasonable accommodations will be accorded to protect the health of such individuals.
5. No animals may be housed at school unless the teacher involved is familiar with the appropriate care, feeding, and handling of the animals.
 - a. No domesticated animals, including dogs, cats, primates, or livestock, shall be allowed in schools unless proof of appropriate and/or current rabies vaccination is provided. Any domesticated mammal that is too young to be immunized for rabies will not be handled by the students.
 - b. No wild animals (e.g., skunks, raccoons, badgers, lynx, bobcats, bats, ground hogs, monkeys, coyotes, fox, etc.) will be allowed in a school unless they are under the control of an individual trained in their care and management (e.g., zookeepers, docents, veterinarians, etc.).
6. No animals will be allowed free range in a school building. Animals housed in a school will be kept in appropriate enclosures for their protection, as well as for the protection of students and staff.
 - a. All animals must be kept in appropriate and well-maintained enclosures that prevent direct contact with animal waste material. Animal enclosures must be constructed of a smooth, non-absorbent material to facilitate cleaning.
 - b. All waste products must be cleaned from all animal enclosures on a daily basis by an adult such as a teacher, assistant, volunteer, etc. An appropriate sanitizer must be used.
 - c. Animal enclosures will not be cleaned by students, and students will not have direct contact with animal waste products.
 - d. Reptiles, fish, and insects shall be cared for in a manner so as to minimize odor and maintain health.

- e. Livestock or poultry shall be located more than 50 feet from food service areas, offices, or classrooms, except those offices or classrooms associated with animal husbandry activities.
7. The teacher is responsible for the proper control of animals brought into the classroom for instructional purposes, including the effective protection of students. In addition, the teacher is responsible for the proper supervision and control of students under his or her direction whenever there is an exhibit or activity involving animals in the school.
 - a. All animals brought to school for exhibit must be restrained by the owner/handler.
 - b. Supervised hand washing for a minimum of 20 seconds with soap and water will be conducted by students after handling animals. Hand washing will be conducted immediately after the activity has ended and prior to any further school or classroom activity. Eating and/or drinking will not be allowed during the animal exhibition or during activities involving animals.
8. No poisonous animals are allowed in schools.
9. The principal must be notified as soon as possible if anyone in the school has been bitten by an animal or if an incident has occurred which could have an adverse effect on the individual's physical or emotional health. If the incident involves a student, the student's parent/guardian must be notified immediately. The supervising teacher will complete a written report describing the incident.

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

Personal Communication Devices At School

For purposes of these rules, "personal communication device" or "PCD" is defined to include all cell phones, pagers, personal digital assistants, cameras, audio/video recorders, and other handheld electronic communication and data storage devices.

Students may possess and use PCDs at school, except under the following circumstances:

1. Students shall not use PCDs at any time they are in class or participating in or attending education-related activities, unless expressly authorized by the principal or his/her designee.
2. Students shall keep PCDs out of sight at all times they are in class and at all times they are participating in or attending education-related activities, unless expressly authorized by the principal or his/her designee.
3. Students shall keep PCDs turned off or dormant at all times they are in class and at all times they are participating in or attending education-related activities, unless expressly authorized by the principal or his/her designee. In this regard, "dormant" means elimination of all vibration alerts, ringtones, flashes, and other methods of notification of incoming calls or messages.
4. Students shall not use PCDs when they are not in class or when they are not otherwise participating in or attending education-related activities if such use results in disruption of the educational process or of school operations, as determined by the principal or his/her designee.

If one or more of these rules conflicts with a student's IEP or Section 504 Plan, the conflicting terms of the rule(s) shall not apply with respect to that student.

Students who violate any of these rules are subject to one or more of the following consequences for each violation:

1. Discipline, including suspension or expulsion from school.
2. Receiving a failing grade with respect to any test or assignment during which the student has possessed or used a PCD in violation of the rules.

3. Confiscation of the PCD possessed or used in violation of the rules for a period of time to be determined by the principal or his/her designee, up to and including the remainder of the school year. Confiscated PCDs shall not be returned until after a meeting to discuss the violation is held between the student's parent/guardian and the principal or his/her designee.

School officials shall not view the content of or any information on a student's PCD without the consent of the student or student's parent/guardian, unless expressly authorized by the appropriate assistant superintendent of school services.

Space Available and Alternative Transportation Applications

Applications will be available on the PSD website and at the transportation office beginning early August. 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 when space is available.

Application process overview:

- Parents must reapply for space available and/or alternative transportation every year.
- Applications will not be accepted until designated time in early August.
- Only current year applications will be accepted.
- The application review process begins October 1, 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 in early August at www.psdschools.org. For more information, contact the transportation routing department at 490-3155.

PSD excited to offer computer access at Walmart

You can now access PSD information at a computer in the Walmart Super Center, 1250 E. Magnolia, Fort Collins. The PSD computer, which is available during regular Walmart business hours, gives you access to the PSD website that includes the latest district news and events, as well as information about school registration, bussing, calendars and district policies. You also have access to specific information about your child through the Parent Portal on the PSD website.

Please know that this computer does not have access to outside email or Internet sites beyond the PSD website.

In case of an emergency...

During an emergency situation, PSD will communicate information and instructions directly with parents through the following:

- PSD website www.psdschools.org
- Automated phone message delivered to emergency contact number
- E-mail to all parents (sign up at www.psdschools.org)
- Local radio and T.V. stations
- PSD Channel 10 (Comcast and US Cable)
- Parents may call the PSD Customer Service Center at 970-490-3333. Operators will have the most accurate and up-to-date information.

It is vital for parents to keep their emergency contact information current with their school.

If an emergency does occur, please DO NOT:

- Call your child's school. School personnel will be occupied with taking care of students and will most likely not be able
- Go to your child's school. Parents arriving at the school will cause unnecessary congestion and hinder school personnel from taking care of students. Parents will receive information and instructions on how to pick their children up via the methods listed above.

Sex offender registry information available

State law (C.R.S. § 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: Information about sex offenders via Colorado Bureau of Investigations statewide sex offender list is available at <http://sor.state.co.us/> which will take you to the State of Colorado registry. Simply follow the steps and select the city or county of interest for the information which is maintained by CBI. The local Fort Collins sex offender registration list can also be accessed by going to the police station at 2221 Timberline Road, and filling out a request form (no charge to view list; \$7.50 to purchase copy).
- List of offenders living outside city limits in Larimer County is available from Larimer County Sheriff: Residents can go to the Sheriff's Office administration building, 2501 Midpoint Drive, and view books with information and pictures of sex offenders at no charge. Residents can purchase a list for a fee of \$7.50 through the records department. A 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>

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.

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.

- Delayed start decision: A decision about delayed start will be made by 5:30 a.m.
- Parent notification: Visit the PSD website at 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.

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 for information about school closures or tune in to local radio and television stations the morning of the day in question.

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.

The PSD website (www.psdschools.org) and the following radio and television stations will provide information about PSD school closures. We will notify Spanish radio stations KGRE 1450 AM and KJJD 1170 AM for Spanish speaking families.

Note: When PSD schools are closed, B.A.S.E. (Before and After School Enrichment) Camp will be closed.

Television Stations (Comcast Cable channels are listed below; channels vary by provider):

Channel 2, CW2 Colorado/KWGN-TV

Channel 4, CBS4 Denver

Channel 5, CBS 5 (Northern Colorado)

Channel 7, 7News KMGH

Channel 9, 9News KUSA

Channel 10, PSD public access TV (available on Comcast and U.S. Cable)

Channel 13, Fox 31

Radio Stations:

KCOL 600 AM

KCSU 90.5 FM

KFKA 1310 AM

KGRE 1450 AM

KJJD 1170 AM

KVUU 99.9 FM

KKQZ 94.3 FM

KOA 850 AM

KOOL 105 FM

KPAW 107.9 FM

KIIX 1410 AM

KRFC 88.9 FM

KISS 96.1 FM

KUAD/K99 99 FM

KUNC 91.5 FM

TRI 102 102.5 FM

Other Media:

Fort Collins Coloradoan: www.coloradoan.com

Northern Colorado Tribune at www.greeleytribune.com

Early Release of Schools Due to Weather, Road Conditions

If the weather forecast suddenly changes to adverse conditions, PSD may put in to action an early release. Parents are urged to develop a plan for your student’s early release to your home. B.A.S.E. (Before and After School Enrichment) Camp will not be available after school if schools release students early.

When PSD makes a decision to close schools earlier than the regularly-scheduled release times due to inclement weather and/or questionable road conditions, parents will be notified by phone. In addition, the PSD website (www.psdschools.org) and media outlets (listed above) will communicate early release information.

Parents are urged to make sure family contacts and telephone numbers are current at your child’s school for such an emergency.

*Each time there is a concerning accumulation of snow or a fear that the roads will be impassable, PSD transportation team members perform roadway checks throughout the district. Each person on this team is assigned to cover areas east of I-25, Wellington, Fort Collins, Rist Canyon, Red Feather and Highway 287 (to the Wyoming border). Each member of the team drives 130 to 160 miles when checking road conditions.

Members consider travel safety for busses and school staff when checking road conditions. It is the individual decision of parents to determine whether they feel their high school aged student(s) are capable of driving in these conditions. Parents may choose to explore other options, like finding alternative transportation, if they do not want their child driving to school. Parents have the option to keep their child at home if they do not feel it is safe for their child to walk or ride to school due to weather and/or road conditions.

For additional information about the policy and procedures, contact the transportation department at 490-3155.

