

**PARENT – STUDENT
HANDBOOK**

2011 - 2012



PRINCIPAL: HAYDEN CAMP

**5400 MAIL CREEK LANE
FORT COLLINS, CO 80525
488-5550**



WELCOME TO WERNER!

It is with great pleasure we welcome you into the Werner family! The 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

Hayden Camp
Principal

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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.

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)

GENERAL INFORMATION

DAILY SCHEDULE

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

Adult supervision will not be available until this time.

8:30 Playground supervision begins

8:40 Entrance bell rings

8:45 All classes begin

3:23 School ends

Morning Kindergarten sessions: **8:45 a.m. to 11:35 a.m.**

Afternoon Kindergarten sessions: **12:30 p.m. to 3:23 p.m.**

Recesses vary with each grade.

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 please call ahead 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

When a student is absent from school for illness or other reasons, the parent or guardian should call the school attendance line at 488-5551. This voice mail is available 24 hours a day. 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.

More information regarding make-up homework and district attendance policies, see page 21.

BUSES/TRANSPORTATION

PSD provides round-trip transportation for students in the school boundary area and have the option to ride the bus to/from school based on the distance between their home and Werner. Students not eligible under the distance criteria, or who have transportation needs not met by pre-assigned routes, may be eligible to ride the bus as part of their educational program, or by application (see page 24). One-way transportation is provided for kindergarten students who attend a half-day program.

More information is on page 24 regarding PSD Transportation services, alternative transportation and student conduct on school buses.

Parents can access the PSD BUS SCHEDULE listing online for times and stops:

- By going to the PSD website, click on Bus Schedule/Elementary School Bus Schedules/Werner or look up a specific address and grade level by using [BusStop](#).
- The schedules for the upcoming school year will be posted on the website and also at each school by the first week of August.

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. Wheelies 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 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.

CELL PHONES

Cell phones are not allowed to be used 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(ren) when you arrive so they do not miss time in their classroom.

When arriving late to school (after 8:45), 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. Checking in at the office is the only way to be sure your child's attendance record is accurate.

COLD/WET 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 8:30 and 9:30 a.m. or between the hours of 3:00 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 COMPUTER ACCESS at WALMART

You can now access PSD information at a computer in the Walmart SuperCenter, 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.

PSD thanks the Walmart SuperCenter for partnering with the district on this project.



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: start time will be 2 hours, for all schools.

- **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 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.**

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 1450AM and KJJD 1170AM for Spanish speaking families.

Television Stations (Comcast Cable channels below; channels vary by provider)		Television Web Site
Channel 2	CW2 Colorado/KWGN-TV	www.cw2.trb.com
Channel 4	KCNC4 Denver/CBS4 Denver	www.cbs4denver.com
Channel 5	CBS 5 (Cheyenne)	www.kgwn.tv
Channel 7	7News KMGH	www.thedenverchannel.com
Channel 9	9News KUSA	9news.com
Channel 10	PSD public access TV, available on Comcast and U.S. Cable	www.psdschools.org
Channel 13	Fox 31	myfoxcolorado.com

Radio Stations:

KCOL 600 AM	KCSU 90.5 FM	KFKA 1310 AM
KGRE 1450 AM	KIIX 1410 AM	KJJD 1170 AM
KKQZ 94.3 FM	KOA 850 AM	KOOL 105 AM
KPAW 107.9 FM	KQLF 97.9 FM	KRFC 88.9 FM
KSME 96.1 FM	KUAD/K99 99 FM	KUNC 91.5 FM
TRI 102 102.5 FM	Z94.3 94.3 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

IN CASE OF AN EMERGENCY

During an emergency situation, PSD will communicate information and instructions directly with parents through one or more of the following (see page 18 to learn how to sign up for the various communication tools):

- 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 to answer the phone. Call the PSD Customer Service Center at 970-490-3333. Operators will have the most accurate and up-to-date information.
- 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.

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 Parent Portal on the PSD website:

(www.psdschools.org/services/foodfest/menus.aspx) scroll down and click on another website (<https://www.schoolpaymentsolutions.com/login.aspx>) 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 i.d. number and a one-time login 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 a parent is unable to bring them money then 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.

Parents are welcome to eat lunch at school anytime during the year. Parents should call the office by 9:15a.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. 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.

Free or Reduced lunch applications are available in the school office or Food Service. The application must be filled out every year. Food Service will mail you the application. Families new to PSD can pick up an application in the school office. Once an application is received in Food Service, please give the office up to 10 operating days to process the application. The Food Service 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 if you are interested in qualifying for reduced fees, fill out the 'Poudre School District Information Release' form for each child and return it to the school office (not Food Service).

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.

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 and student'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.

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.

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 will be sent home with your child. We send communication from the office on Thursdays and they will be on blue paper (unless there is a need for it to be send home immediately). Check backpacks on Thursdays and Fridays, and **please stress to your child the importance of bringing home all communication from the school.**

A Werner PTA newsletter and activities calendar has gone 'GREEN' and is now posted at the beginning of every month on the PTA website:

<http://www.psdschools.org/schools/werner/PTA/newsletter.aspx>

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.psdschools.org/schools/werner>. Click on "Calendar" then "Werner 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 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): 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" landing page (located on the upper tool bar of the PSD home page) that includes a Student Snapshot feature that lets parents view personalized information about their child. *Information: Deb Hooker, PSD Communications Specialist, 490-3549 or dhooker@psdschools.org.*

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 (pages 10-12) or visit: www.psdschools.org/departments/communications.

Information: Danielle Clark, PSD Communications Services 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 or 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 or 490-3404.

Pinnacle Internet Viewer (PIV): Currently Parents and students in grades 4 and 5 can see daily grades, assignments and test scores. Teachers enter grades into their electronic grade book and PIV organizes the data for convenient 24/7 viewing. PIV is located as a left-hand link on the "Parent" landing page. Parents must know their student's identification number and PIN code to access it. A letter will be sent home with all the information early in the school year. If you forget the PIN number, please contact your child's teacher or the school office.

Student Snapshot: The Student Snapshot (formerly called the Parent Portal) offers parents a personalized look at their student's information, pay lunch fees online and also a link to their student's academic growth information, PIV (Pinnacle Internet Grade Viewer, only for grades 4 and 5). The Student Snapshot can be accessed by clicking on the Student Snapshot button located on the "Parent" landing page. Parents must set up an account by clicking on the account link, located in the upper left of the login page. A unique activation code is required for each student a parent wishes to access. Activation codes are set up at your child's school and given to parents. Activation codes can also be generated in the Student Snapshot and emailed to the head of household (who is currently listed on the PSD student information database). *Information: 490-3020 or portalhelp@psdschools.org*

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" landing page 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 or 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.pdschools.org/partnerships) on the PSD website and click the blue Register button under "Individual Parent/Community Volunteer." 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 or 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 COUNCIL AND SCHOOL ACCOUNTABILITY COMMITTEE

The Werner Council is a group of the Werner School community whose role is to facilitate decisions affecting the school. The Council is made up of teacher representatives, parents, an office staff member, and the principal. Meetings are scheduled monthly and are communicated through our newsletter and website. Issues of concern or ideas for improvement may be directed to the Council at anytime. The office can provide details on the procedure used to submit an issue.

Beginning in the 2010-2011 school year, all schools are required by state law to have a School Accountability Committee (SAC). SAC will be a sub-committee of Council, involving many of the same members and reporting back to Council and the principal. This committee will "advise and recommend" to the principal on certain areas such as budgets and school improvement. In addition to serving on Council, this group will meet an additional 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.**

WERNER & DISTRICT 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:

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) <i>-or-</i> 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.

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: School Registration/School Choice/Online School Choice Registration. 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: Click on School Registration/School Choice

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, have 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>

2010-11 Changes that will impact students and families:

- Students will have to walk farther to catch the bus to reduce bussing costs district wide. PSD will use an "arterial bussing system," meaning busses will travel through major "arteries" or streets and make fewer individual stops in neighborhoods.
- Students may have to walk up to .5 miles to meet the bus and bus stops will be on more central roadways (these changes only impacts walking distances to bus stops, not the walk distance to schools).
- Changes will further limit transportation's ability to provide space available and alternative transportation options for PSD families.
- Bus rides may be shorter because of changes.
- 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 and this change may not apply.** *Please call 490-3233 for more information.*

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

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 2010-2011 space available transportation and alternative transportation remains unchanged for next year.

Space Available and Alternative Transportation Applications avail. August 1, 2011

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, 2011-2012, 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. 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 they 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.

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.*

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 490-3557

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.

POSITIVE BEHAVIOR SUPPORT (PBS)

PBS 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.

WERNER ELEMENTARY SCHOOL DISCIPLINE PLAN

The Werner school climate has long been established on strong traditions and core values. Honesty, integrity, trustworthiness, work ethic and respect for others describe the principles upon which Werner's school discipline philosophy is based.

Often when people consider the word "discipline", it conjures up negative thoughts and reactions. Instead, it should imply thoughts around teaching, modeling, shaping, and developing.

It is our goal to build a school climate focused on beliefs and aspirations rather than one based upon fears and retributions. In order for this goal to be achieved, emphasis will be placed on "catching", rewarding, and celebrating students when they are aligned with these beliefs and aspirations. This forms the foundation for our Positive Behavior Support system (aka PBS). When students do violate this policy, attention will be given swiftly, fairly, firmly, and with dignity. It is our purpose to build character, not diminish it.

Vitally important to a school discipline plan is active and supportive parents. When parents support the school and its teachers, children learn and grow from their mistakes.

At Werner, our purpose is to create a positive atmosphere that ensures all students an optimal climate for learning. It's our desire that students demonstrate a high level of self-discipline, enabling their greatest potential for individual success. Creating a significant presence of self-discipline also ensures greater likelihood that one does not deter another from learning. Both results are vitally important. There is a high correlation between student achievement and a safe and orderly environment. The Werner staff will establish high expectations regarding student behavior and attitudes. We want Werner parents to know their children are safe in a school that values quality discipline for the good of all.

Whenever possible, we support and encourage students to solve their own problems. By empowering students, we give them the gifts of confidence and increased self-esteem. The more students see themselves as capable problem solvers, the better we prepare them for life.

Ultimately, everything we do in our schools should be geared to student achievement and fostering positive attitudes toward learning. Our focus is predominantly academic achievement, but we realize that a quality learning environment is influenced by quality discipline.

Our goal is to focus on positive reinforcement of our core beliefs, which are centered on our ROAR Code (Respect, Own your Behavior, Attitude that is Positive, Responsibility). When students do break our code, we re-direct their behavior unless it is severe enough to take immediate action. Below are descriptions of our types of offenses and possible responses by staff. We know that each child is unique and his/her needs help guide us in choosing the appropriate response.

DESCRIPTION OF OFFENSES

“Minor” Discipline Offenses

*By definition, “minor” discipline offenses create a **minimal interference or disturbance** in the school setting but do not constitute a direct violation of the PSD Code of Conduct.*

Teacher or staff member redirects the offending student and re-teaches the appropriate school wide behavioral expectations.

Teacher or staff member completes a **minor discipline documentation form** and submits a copy to the building SWIS coordinator for entry into the SWIS online behavior management system.

Teacher or staff member contacts the student’s parent(s) or guardian(s) by phone call or e-mail. Teacher or staff member assigns consequences for offending behavior in compliance with school wide policies.

Repeated “minor” discipline offenses will result in a “major” discipline referral and specific consequences as determined by building administrator.

All “minor” discipline documentation will be recorded in the SWIS online behavior management system. Habitual “minor” offenders will be referred to the Positive Behavior Support team to be considered for targeted behavioral interventions.

Possible Staff Responses to “Minor” Offenses (Before or After documentation with Referral)

- Re-teach, model and have student practice appropriate behavior
- Directly teach routines and procedures
- Increase positive reinforcement for appropriate behavior
- Check for student understanding of expectations
- Evaluate student’s academic and social skills
- Prompt and encourage appropriate behavior
- Closer monitoring
- Modify environment (schedule, seating, volume of work, opportunity for movement, attention cues, etc.)
- Problem solving conference with student—positive plan for improvement
- Loss of privileges

- Time away from situation for reflection (another classroom, special area on playground, etc.)
- Have student call parent/guardian; conference with parent/guardian
- Interventions based on function of behavior

“Major” Discipline Offenses

By definition, “major” discipline offenses create a **substantial interference or disturbance** in the school setting and/or constitute a direct violation of the PSD Code of Conduct.

Teacher or staff member sends the offending student(s) to the main office and submits a copy of the **major documentation form** (including specifics relating to the offense and including the Code of Conduct violation) to the building administrator. Administrator contacts the student’s parent(s) or guardian(s) by phone call or e-mail. Administrator assigns consequences for offending behavior(s) in compliance with the PSD Code of Conduct policies.

The PBS team reviews the major discipline offenses monthly. Targeted behavioral interventions and restructuring of the offending student(s) daily schedule are implemented if deemed necessary for the maintenance of a positive learning environment.

Habitual “major” offenses or severe “major” offenses will result in more extensive consequences involving district leadership and the school board. PSD Code of Conduct policies will be strictly enforced for habitual or severe “major” offenses. These policies include a threat assessment with a district assessment coordinator, involvement of the Fort Collins police department, the implementation of a safety plan for offending students and possible expulsion from Poudre Schools.

Possible Office/Staff Responses

- Due Process/Investigation/Conference with student
- Review data for patterns/trends
- Consult with teacher to evaluate previous responses
- Loss of privilege
- Restitution (apology, cleaning up, “fixing” the problem, assignments or jobs related to problem behavior)
- Phone call to parent/guardian and/or letter home
- Conference with parent/guardian, student, and/or teacher
- In-School or Out-School Suspension and Re-entry Conference
- Referral to Grade Level Learning Team for ideas and supports of higher level classroom level interventions
- Referral to Grade Level Learning Team for Targeted Level small group intervention (i.e., social skills instruction or Check-in/Check-out)
- Referral to SST (Student Success Team) for intervention plan
- Referral to SST (Student Success Team) for data collection and possible functional behavioral assessment

***NOTE:** referral to the SST should be considered when student has 5 minor level referrals, 2 serious major level referrals (or a combination of the two), preferably after consultation/intervention at the Grade Level Learning Team level*

- District Code of Conduct procedures

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.

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 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.

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 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 must 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>

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 are 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.

This handbook is revised each year. If you have suggestions for making it better, please let us know.