

# Olander School for Project Based Learning



**The purpose of this handbook is to provide information regarding Olander School for Project Based Learning, 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 Olander School for Project Based Learning 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.**

# Olander School for Project Based Learning

## Contents

General Information.....	3
Website & Contact Information.....	3
School Hours.....	3
Emergency Numbers.....	3
Valuables, Toys and Bicycles from Home .....	3
Cell Phones .....	4
Dress Code .....	4
Playground .....	5
School Lunch .....	8
Hot Lunch Assistance Program .....	8
Hot Lunch Program.....	8
Lunch Off-Campus .....	8
Specials .....	8
Lost and Found .....	8
Volunteers .....	9
Cold Weather Policy .....	10
Field Trips .....	11
Counselor .....	11
Classroom-based Guidance Curriculum .....	11
Individualized Programs .....	11
Responsive Services.....	12
Media Center.....	12
Damaged, Lost, and Overdue Books and Materials .....	12
Volunteers in the Media Center .....	12
Emergency Procedure .....	12
Classroom Parties.....	12
Party Invitations .....	13
SAC Team.....	13
Student Classroom Placement Procedures .....	<b>Error! Bookmark not defined.</b> <a href="#">3</a>
Gum.....	14
Classroom Observations .....	14
Permission Forms.....	14
Attendance .....	15
Absences .....	15
Daily Attendance .....	15
Excused Absences.....	16
Unexcused Absences .....	16
Early Arrival .....	17
Emergencies .....	17
Academic Information .....	17
Homework Policy .....	17
Reading at Home.....	18
Assessments .....	18
Parent-Teacher Conferences .....	18

Report Cards .....	19
English Language Acquisition .....	19
Gifted and Talented Education .....	20
Transportation .....	21
Dropping off students and picking up students: .....	21
Buses .....	22
Bus Passes .....	22
Transportation Eligibility Changes for PSD Students .....	23
Emergency Dismissal and School Cancellation .....	23
Delayed Start .....	23
School Closures .....	24
Early Release .....	24
Leaving School during the Day .....	25
Withdrawing/Moving .....	25
B.A.S.E Camp .....	25
Behavior Expectations .....	26
B.E.S.T. Code .....	26
Description of B.E.S.T Code .....	26
Lunchroom .....	26
Hallways .....	27
Media Center and Computer Lab .....	27
Buses and Bus Stops .....	28
Boy/Girl Relationships .....	28
Office Referral .....	28
Bully Prevention .....	29
Olander’s Response to Bullying .....	29
Student Support Systems .....	30
Student Health and Safety .....	30
Child Abuse and Neglect .....	30
Head Lice Policy .....	30
Immunization Records .....	31
Medication Given at School .....	31
Student Illness or Emergency .....	32
Vision and Hearing Screening .....	32
Poudre School District Board Policies .....	32
Animals in School .....	32
Bus Stop Arrival Time .....	33
Code of Conduct .....	33
Community Use of District Property .....	33
Drug Detection Dogs .....	33
Harassment/Discrimination .....	33
Homemade Foods .....	34
Procedure for Exempting Students from a Class or a Portion of a Class .....	34
Sex Offender Registry information Available .....	35
Staff Personal Security and Safety .....	35
Visitors to Schools .....	35
Use of Alcoholic Beverages, Drugs, and/or Steroids .....	37
Use of Tobacco .....	37

# Olander School for Project Based Learning

## General Information

### Website & Contact Information

Please visit our website at <https://ola.pedschools.org/>

Main Line 970-488-8410  
Attendance Line 970-488-8411  
Fax 970-488-8412

Address: 3401 Auntie Stone Street  
Fort Collins, CO 80526

### School Hours

The school day at Olander begins at 7:45 a.m. and dismisses at 2:23 p.m. Students are tardy after 7:45 a.m. The office is staffed from 7:15 a.m. to 3:00 p.m.

### Emergency Numbers

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

Base Camp's number is 266-1734. The line is staffed until 6:00 p.m. If you reach a recording, this means they are on the other line. You could leave a message, but they also 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 490-3232. If you reach a recording, they suggest you push 0. This should take you to a person to speak with directly.

### Valuables, Toys and Bicycles from Home

As a general rule, children are not allowed to bring toys, stuffed animals, valuables, MP3 players, tablets, any other electronic devices, as well as playing/trading cards from home to school.

As a means of transportation to and from school skateboards, scooters, unicycles and rollerblades are considered the same as bicycles. On arrival at school they must be stored. Students can make arrangements with the classroom teacher.

## **Cell Phones**

For the 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 hand-held electronic communication and data storage devices.

Students may possess PCDs at school, but they need to be within the student’s backpack during the school day unless the teacher has allowed PCDs for a specific assignment or activity. The student may be allowed to use a cell phone to make an emergency call only if approved by the teacher.

If there is a conflict 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.

## **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. 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 fit appropriately: 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. Hats will be kept in backpacks or on coat racks and not in the physical possession of the students.
  4. Clothing must be appropriate for school.
  5. Clothing must cover all undergarments as well as midriff, cleavage, back, and buttocks.
  6. The hem of all shorts 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 backpack.

Refer to district policy "Student Dress" (JICA) for further information.

### **Olander Wellness Philosophy**

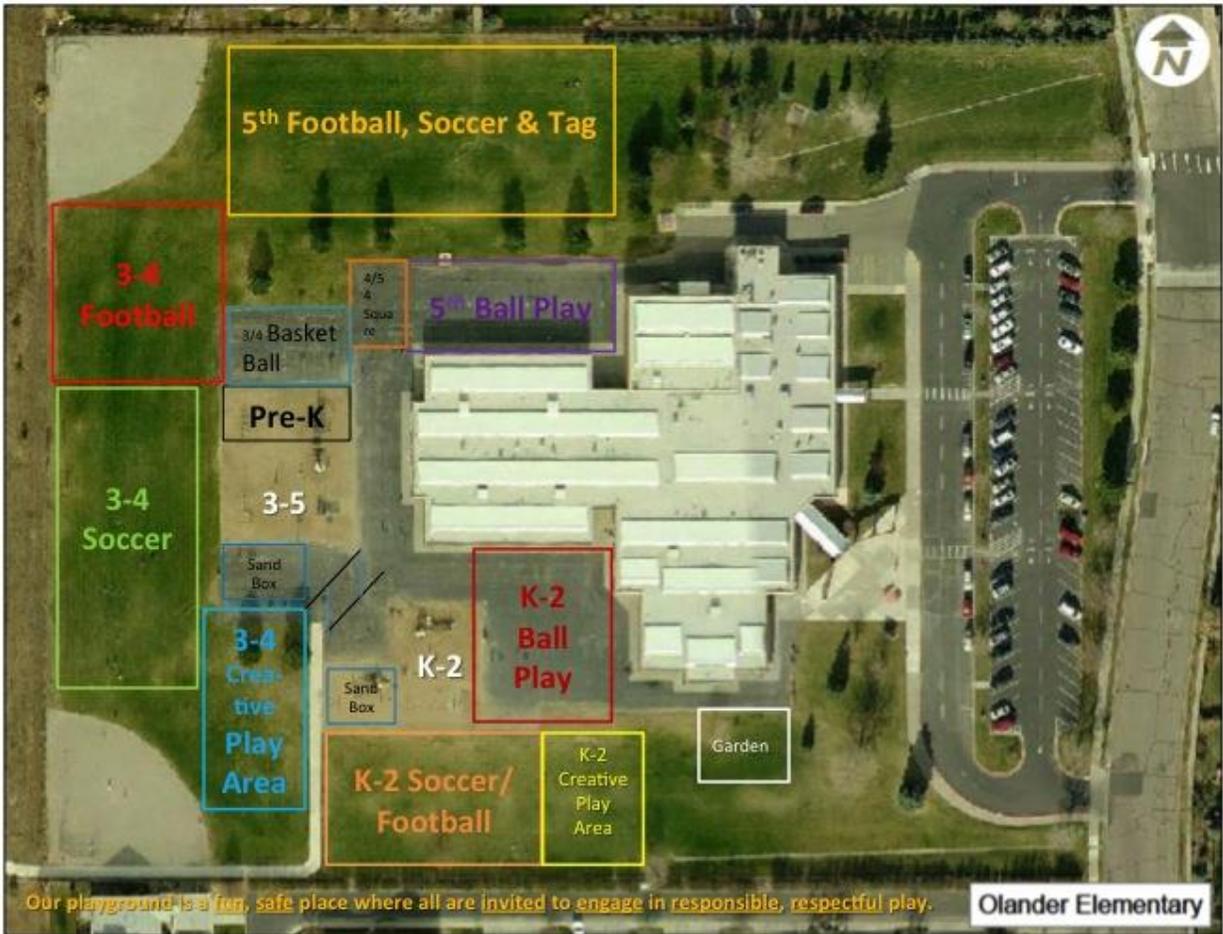
Olander focuses on the total social, emotional, and physical wellness of staff and students. To promote physical wellness, we encourage students to bring daily healthy snacks and lunches that are primarily whole foods such as fresh fruits, veggies, and protein sources low in sugar and minimally processed. We encourage the use of these same foods for classroom parties and birthday treats and encourage the use of physical activity in lieu of food treats. We hope that students remain well-hydrated and suggest students carry a personal water bottle with them each day.

### **Playground**

Many children consider recess their favorite part of the day. Teachers also consider recess to be an important time for students; physical and social activity enhances student interest and ability to learn. The playground is a busy place with many children involved in diverse activities. Adult supervision is always present, but it is not possible to watch every individual at all times. As a result, some activities that may be okay outside of school hours must be prohibited during school hours. On the playground, the guiding principles for behavior are to be safe, to be careful of the safety of others, to be respectful of the activities of other students, and to include all students who wish to participate in an activity. The following guidelines are intended to help ensure a fun and safe environment for all:

1. **Swings** - Students should swing on their bottoms forward and backward only. The following are not allowed for safety reasons: jumping out of swings, standing on swings, flipping out of swings, twisting while swinging, pushing, swing tag, or running between swings.

2. **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.
3. **Balls** - A variety of “soft” balls are permitted, including: footballs, soccer balls, basketballs, four-square balls, and others. No baseballs, softballs, golf balls, or other “hard” balls are allowed for safety reasons.
4. **Frisbees, hackey-sacks, juggling bags, 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.
5. **Snowy Days** - During winter snowy 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. Snow may not be thrown at any time.
6. **Toys, Computer Games, and Sports Equipment** - The school is not responsible for lost or stolen items. As a general rule, students should not bring toys and equipment from home. Scooters, skates, skateboards and similar items may be stored inside the building for after school use, but may not be used on the playground during school hours. Computer games, cell phones, or other electronic equipment are not permitted.
7. **Miscellaneous Items:**
  - a. All students must be included in games or activities if they wish to participate.
  - b. No “hands-on” playing.
  - c. Students may use umbrellas to get to and from school; however, they will not be allowed to use umbrellas during school or on the playground.



## **School Lunch**

### Hot Lunch Assistance Program

For families who need financial assistance in purchasing hot lunches, an application may be made for free or reduced lunch rates through the office at any time.

### Hot Lunch Program

Olander serves both a hot lunch and a hot breakfast. Breakfast is served at 7:20 with the last meal being served at 7:35.

Meals may be paid for daily or weekly as the child goes through the lunch line. Please write your child's name on your check. Families can also create an account with My School Bucks at <https://www.myschoolbucks.com>. Once an account is set up, money can be added to an individual student's account and balances can be viewed. Any amount of money may be added to a lunch account at any time. The money will stay in the account until it is used. At the end of the year, the account balance will carry forward to the next year.

We recognize that students will occasionally forget their money, so we allow them to charge no more than three days in a row. If the charges are not paid for, students may call home or a bowl of hot vegetables will be given to students to tide them over. Family members may join their students for lunch. Please let the office know before 7:45 a.m. if you plan to eat at school. You pay as you go through the line. You, your child, and a friend will sit at a designated table.

Lunch menus are available on the PSD website @ <https://www.psdschools.org/>

Children may bring a lunch from home and purchase milk. Parents are also welcomed to come to school to eat with their child.

### 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 (488-8410).

## **Specials**

Instruction in Art, Music, and Physical Education are given to all students at Olander. Students receive these Special classes on a 3-day rotation cycle that is communicated through a color-coded system.

## **Lost and Found**

Lost articles can be found in boxes in the Flex Room. Smaller items, e.g. glasses, will be found in the office. Approximately once a quarter all found items are laid out in the hallway for students to identify. Articles not claimed will be given to charities at the end of each semester. It would be most helpful if your child's personal items could be marked and names placed on shoes, boots, and lunch boxes.

## **Volunteers**

Poudre School District encourages parents, guardians and other individuals from the community to volunteer their time, knowledge and abilities for the benefit of students in our schools. For purposes of this policy, a "volunteer" is an individual (except a student enrolled in a District school) who provides an act or service without compensation for the benefit of a District school, staff and/or students subject to the direction and control of the school's principal and his/her designees. For purposes of this policy, an "authorized volunteer" is an individual who qualifies as a "volunteer" under the definition in the immediately preceding sentence, is registered as provided in this policy, and is providing service to the District in accordance with this policy. Volunteer service is a privilege that may be granted, denied or revoked at any time at the District's/school's discretion.

In order to help ensure appropriate oversight of school activities and the welfare and safety of staff and students, every individual who wishes to serve as a volunteer (including parents/guardians) must first be registered by the District, in accordance with the terms and conditions set forth below. **This requirement applies to all volunteer service, whether it is only for a single occasion or will occur on a sporadic or regular basis, and regardless of the program, event or activity involved.**

The volunteer registration process shall be conducted in accordance with the following procedures:

1. Individuals who wish to serve as volunteers must first complete a volunteer application and agreement, which may be done online through the District's Internet website.
2. To register online
  - Go to the district home page at [www.psdschools.org](http://www.psdschools.org)
  - Go to Community and scroll down to Volunteers and Partnerships.
  - The PSD Volunteer Agreement (general agreement and confidentiality agreement) must be read before completing the volunteer application.
  - Please keep a record of the User ID and password as the application must be updated each year.
  - Make sure the Finish button is clicked at the completion of the application.
3. A background check at District expense is required for any individual whose volunteer service could involve contact with one or more students outside the physical presence of a District employee, even if such contact may occur incidentally by chance at school or a school activity and for only a brief period of time. This background check requirement is not meant to discourage or offend prospective volunteers, but rather to help ensure the safety and welfare of the District's most precious resource – its students.
4. All information provided in the volunteer application and agreement, and all information received by the District through the volunteer background check and/or other sources, shall be considered and maintained as confidential personnel file information under the Colorado Open Records Act and not subject to disclosure

except on a “need to know” basis as authorized by law. An individual’s volunteer service may be denied if the District determines that such volunteer service would be incompatible with the protection of student health, welfare, safety or morals, based on information provided in the volunteer application and agreement, information discovered through a background check, or information discovered by other means. Determinations in this regard may be appealed to the Executive Director of Human Resources, whose decision shall be final. An individual’s conviction of a felony or misdemeanor will not automatically result in denial of volunteer service; each situation will be considered individually.

5. Registered volunteers shall be issued an identification badge, which must be worn at all times the individual is providing volunteer services.
6. Registered volunteers whose volunteer service could at any time involve contact with one or more students outside the physical presence of a District employee, even if such contact may occur incidentally by chance at school or a school activity and for only a brief period of time, are subject to follow-up background checks any time the District receives information indicating that it would be prudent to conduct such a background check in the interest of protecting student health, welfare, safety or morals. Such registered volunteers are also subject to one random follow-up background check during each three-year period they remain a registered volunteer.

Volunteers shall comply with all applicable District policies and regulations, as well as with all applicable school rules.

We encourage Parents, grandparents, or guardians to sign up for the areas they would like to volunteer for. The coordinator will then place the volunteer. 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.

For our children’s safety, we require that ALL volunteers and guests sign in at the office and wear a name badge. This includes lunch visitors as well as parents on the playground. Due to liability, preschool children are not allowed on the playground during school hours, or when you are volunteering in the classrooms or during class parties. **We value quality, learning time for our students. When you bring preschool age children to school, you cannot give your full attention to assisting students and/or the teacher. If you would like to volunteer but can’t find a sitter for your younger child then we can send home projects you can help with.**

If you are interested in volunteering, please call our office 970-488-8410

### **Cold Weather Policy**

Olander uses, as do many other District schools, a cut off of 10 degrees Fahrenheit wind chill. On such day’s students will come into the building as soon as they arrive in the morning. They will go out to recess during the day only if the temperature is 10 degrees Fahrenheit wind chill or above. In snowy or cold weather, each child should have appropriate clothes and shoes to wear outside.

## **Field Trips**

Field trips help the school make use of community and regional resources that are directly related to the curriculum. They are planned to coincide with units of study and to provide concrete learning experiences. Field trips are taken on district buses and are carefully planned and supervised. Parent permission for student participation on field trips is required and fees are charged to help cover transportation and entrance costs. District transportation guidelines must be followed (see PSD Discipline Handbook, available @ <https://www.psdschools.org>)

For more information regarding field trips, please click on the following link: <https://www.psdschools.org/risk-management/field-trips/extended-field-trips>

## **Counselor**

Olander's School Counseling program is designed to help all students grow personally and socially, balancing the behavioral, social and emotional needs that contribute to academic and personal success. Counseling lessons focus on interpersonal and social skills, conflict resolution, friendship, empathy, bully-proofing lessons, healthy choices, self-regulation, appreciation of social diversity, and developing a positive attitude towards oneself and others. In keeping with PSD and American School Counseling Association (ASCA) standards, our counselors work as a student advocate collaborating with parents, teachers and the community to facilitate academic, personal and social development for all students, as well as to help students resolve concerns that interrupt the educational process.

For information about Olander's School Counseling Program, including information related to individual student needs or requests for consultation, please contact the school office. 970-488-8410.

## Classroom-based Guidance Curriculum

The guidance curriculum includes bi-monthly classroom and small-group instruction and activities for all grade levels that are designed to promote social emotional learning by focusing on interpersonal and social skills, conflict resolution, friendship, empathy, bully-proofing lessons, healthy choices, self-regulation, appreciation of social diversity, and developing a positive attitude towards oneself and others.

## Individualized Programs

Our counselors also work with individual students and small groups to help them make effective decisions, develop relationship and social skills, examine healthy choices, and resolve conflicts. Staff, students, and parents can make requests for students to participate in such targeted groups as: impulse management, emotion regulation, friendship, social skills, family changes, and school success.

## Responsive Services

Responsive services include individual consultation with students and parents or group consultation with small groups or classes to resolve conflicts, solve problems, facilitate communication and create plans for student academic and social success. Responsive services also include providing professional counseling in crisis situations and referring families to outside resources.

## **Media Center**

### Damaged, Lost, and Overdue Books and Materials

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. Report cards/transcripts can be held if all fines are not paid.

Refer to district policy “Student Fees, Fines & Charges” (JQ) for further information.

### 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 Olander Volunteer Coordinator if you are interested.

## **Emergency Procedure**

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.

## **Classroom Parties**

Please notify the classroom teacher in writing if your child is not to participate in these activities. Homemade food items and snacks should not be permitted in schools with the intent of sharing these with others, i.e. classroom parties, including 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

### **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.

If you have deliveries sent to the school, these will be delivered to the classroom at the end of the day.

### **SAC Team**

The School Accountability Committee is a group of parents and teachers who function as a communication link between the school and the community. The team directs the development and implementation of the annual school improvement plan. The SAC team also serves as a sounding board for ideas related to new and ongoing school policies and programs. If you are interested in serving on this team, please contact the principal.

### **Classroom Placement Policy:**

Towards the end of March, teachers make inquiries regarding students who may be moving, and we ask that you let us know if your child will not be with us the following year before class lists are made. Decisions regarding retention should also be made at this time.

First week of April: Classroom teachers complete individual student profiles that give information regarding students' academic strengths, work habits, family involvement, behavior, social emotional skills, gender, and special needs. Teachers, special education providers, and the counselor meet to sort students into classrooms based on this information, and then numbers from these student profiles are plugged into a spreadsheet to ensure classroom balance.

Last Day of School: Meet the grade level teams. Students visit their classroom for the following year, meeting their grade level team and hearing highlights about the upcoming year.

### **Parent Input on Classroom Placement:**

May parents request a particular teacher? Honoring parent requests makes it impossible to maintain balanced classrooms, and thus the answer is no. Parents have a two-week window to provide a written letter or email to the principal should they feel that their child has a unique need or extenuating circumstance. The parent may describe a teaching style that is helpful or a peer to avoid, but specific teacher requests will not be honored. Do not feel obligated to provide written input.

## **Other Frequently Asked Questions:**

### **May I request a class transfer for my child once class lists have been posted?**

No, this is not possible. Changing even one child on a class list creates a big domino effect and a whole host of unanticipated consequences, affecting the balance in academics, behavior, chemistry, and friendships in all grade level classes.

**Why may it seem like one classroom is not as balanced as the others?** We do our very best to create equity, and according to our profile numbers, the classrooms are balanced as much as possible at the end of the school year. While the numbers represent the fairest balance, we can't always anticipate students who move in and out of our school before school starts. One new student arriving in August with more significant needs can change the make-up of a classroom. We also can't always anticipate the chemistry that occurs when new combinations of students are formed.

**May I request that my child be placed with a friend?** While we understand that not being placed with a friend can be very stressful for your child, we study our class lists to try to make sure that your child has at least one friend in the class or new likeminded peers that we think they could connect with. One of the great features of our Olander culture is that students are shuffled around from year to year to intentionally promote new friendships and create an atmosphere where all students can support and befriend each other. Olander staff members trust in this same process for their own children. If you have an extenuating circumstance regarding peers your child would do well with as well as peers your child should avoid, you may let the principal know within our two-week period.

## **Gum**

No gum is allowed at Olander at any time.

## **Classroom Observations**

Please contact the office regarding classroom observation times. The office staff will check with the teacher to see if the time you wish to observe is available and then will schedule a visit. Classroom observations are limited to 15-minute sessions.

## **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
- Not be allowed to access the internet or
- Not be allowed to access email at school

These non-permission forms will be sent home with each student. It will be assumed permission is granted if the form is not returned

## **Attendance**

### **Absences**

Student attendance is a critical factor to successful academic achievement. In addition to daily attendance, it is also important that students arrive at school on time to be prepared for learning.

When your child is absent from school for illness or for other reasons, you should inform the school by 7:45 a.m. by calling the attendance line voice mail at 488-8411. If we do not receive a call by 7:45 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 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 that your child will be tardy, please leave a message on the attendance line at 488-8411 prior to 7:45 a.m.

1. Students are expected be in the classroom when the tardy bell rings – 7:45am.
2. After the 5<sup>th</sup> tardy in a 9-week quarter, the principal will make a phone call to the parent/guardian.
3. After the 6<sup>th</sup> tardy, a letter will be sent to the parent/guardian from the principal.
4. Starting with the 7<sup>th</sup> tardy and above, the student will lose 20 minutes of classroom/recess time. The student will write a note home to their parent/guardian.

Refer to district policy “Student Absences & Excuses” (JH) for further information.

### **Daily 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 do not schedule 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 attendance. Excessive absences can result in written notification to the parents as well as visitation by the Attendance Officers.

## Excused Absences

The following shall be considered excused absences:

1. A student who is ill, injured, or whose absence is pre-approved by the school's administrator. Prearranged absences shall be approved for appointments or circumstances of a **SERIOUS NATURE ONLY** which cannot be taken care of outside school hours.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity with advance approval by the administration.
5. A student who is excused by a parent/guardian for observance of a religious holiday.

The District may require suitable proof regarding the above exceptions, including written statements from medical sources.

## Unexcused Absences

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 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".

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 program provided at school.

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

1. Approximately 5-7 absences, questionable or unexcused – 1<sup>st</sup> attendance letter sent to parent/guardians by school.
2. Approximately 10-12 absences, questionable or unexcused – Medical letter sent to parents/guardians by school (if absences seem to be related to a medical condition – or – 2<sup>nd</sup> attendance letter sent to parents/guardians by school; district outreach worker assigned)
3. 15 or more absences, questionable or unexcused – Certified attendance letter sent to parents/guardians by district attendance officer.
4. 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.

Refer to district policy "Compulsory Attendance Ages (JEA), "Student Absences & Excuses" (JH), and "Truancy" (JHB) for further information.

## Early Arrival

Please do not have your students at school before 7:30 a.m. unless they are having breakfast, which starts at 7:20 (last meal will be served at 7:35). Supervision for students cannot be provided before 7:30. If your child is participating in a before school activity, the classroom teacher will meet your student at the front entrance. Students will not be allowed in the building before 7:45 unless they need breakfast or are present for a before school activity. Please make sure your child is adequately dressed for the weather as they will be outside until 7:45 unless it is 10 degrees wind-chill or colder.

## Emergencies

### 1. 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](http://www.psdschools.org)
- Automated phone message delivered to phone number on file for student
- E-mail to all parents (sign up at [www.psdschools.org](http://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**:

- 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. Instead, call the PSD Customer Service Center at 970-490-3333. Operators will have the most accurate and up-to-date information.
- Do Not- 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.

## Academic Information

### 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 students. Homework schedules are consistent within each grade level but different

between the grade levels. Back to School Night and parent teacher conferences are great opportunities to learn about your child's expected nightly homework routine

Homework may be requested for a student who is absent due to illness. Please call no later than 8:15 a.m. to request homework to be picked up after 2:23 p.m. in the office. Please understand that last minute requests are difficult for the teachers to prepare and teachers may not be able to prepare what is asked within the day. The more time you are able to give the teacher, the more likely your request will be accommodated.

### **Reading at Home**

In addition to regular homework, ALL students at Olander are assigned between 20 to 30 minutes of reading each evening. Reading is the key fundamental skill that builds success in all academic areas. Like any athlete practicing a sport to improve, students must practice reading to improve their skills as well. We ask parents of students who are not independent readers yet to read to their children for 20 minutes each evening.

### **Assessments**

During the school year we will be administering the required Poudre School District and State assessments. We also utilize our own teacher created assessments in the areas of reading, writing, science, social studies and math as determined by the Poudre School District adopted curriculums.

### **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.

All students participate in a fall conference. Our spring conferences are scheduled as needed. Please make sure you request this spring conference with your teacher if you have any questions, concerns or compliments.

### **Sample Questions for Parents to Ask:**

How does my child interact with you and other adults?

How does my child interact with peers?

What activities engage or frustrate my child during school?

What does my child do with unstructured time?

What activities seem to hold my child's interest the longest?

How does my child work in teams?

Who do you "team" my child with and why?

What do you see as my child's strengths?

What areas need improvement?

**Sample Questions for Teachers to Ask:**

What strengths do you see in your child?

What does your child say about school?

What kinds of activities, at school or elsewhere, seem to frustrate your child most?

What kinds of activities excite your child?

What does she/he play?

Tell me about your child's peers, and social relations.

Who does he/she socialize with outside of school?

What is your child's favorite subject?

What else would you like me to know about your child?

**Report Cards**

Report cards are issued each trimester. Students generally receive a mark for progress every nine weeks in a subject as well as a mark for effort applied during this period. These marks are explained at the top of the reports. Students that are receiving modified instruction will be considered for above or below grade level instruction.

For further curriculum information please visit the district website at

<http://www.psdschools.org>.

**English Language Acquisition**

English Language Acquisition (ELA) services help English Language Learners (ELLs) become proficient in everyday English, as well as classroom English, and to learn the necessary content to be successful in school and after graduation. All services include English language development and use of the Colorado English Language Proficiency

Standards to differentiate for each student's level of English language development. The strategies help each student reach English proficiency in listening and speaking.

Olander's ESL teacher can be reached by calling the front office 488-8410.

## **Gifted and Talented Education**

**Purpose:** To recognize and nurture the development of exceptional abilities so that all gifted students demonstrate positive self-esteem, high-level thinking and creative productivity.

**Vision:** All gifted Poudre School District youth are identified by the strength areas and needs. Educational programming is designed and implemented to match their identified needs. Student progress and achievement is monitored through ongoing dynamic assessment. Teachers of gifted students participate in professional development to increase knowledge, skills and understanding of gifted students and required instruction.

**Definition:** Gifted children means those persons between the ages and five and twenty-one whose abilities, talents, and potential for accomplishment are so outstanding that they require special provisions to meet their educational needs. Gifted students are capable of high performance in any or a combination of these areas:

- General intellectual ability
- Specific academic aptitude
- Creative, productive thinking
- Leadership and human relations skills
- Visual and performing arts

**Identification:** At this time, the identification process for gifted and high ability students will focus on grades 3-12 in the areas of language arts and math. Identification for gifted students will be to identify the needs of students and match programming to those needs. The process includes four criteria: cognitive ability testing, achievement testing with scores above the 95%ile, classroom performance, and other evidence gathered through observation tools. This process will categorize students into three tiers: those needing to receive universal interventions (e.g. differentiated instruction), those needing to receive targeted interventions (e.g. Advanced Placement courses), and those needing to receive intensive interventions (e.g. mentorship). Only those in the top two tiers receiving targeted and intensive interventions will be reported to the State of Colorado as gifted.

**Programming:** The following options are available at Olander.

**Differentiated Instruction:** Students remain in their regular classroom with specialized teaching strategies to intensify the curriculum content, teaching-learning process or student product.

**Instructional Grouping:** Placing students of similar ability in the same class or group for purposes of instruction. Research shows higher academic achievement gains for all

students when grouped by learning needs and taught at a pace that matches their learning rates.

Affective needs: monthly meetings with the counselor and GT teacher to address the affective needs of gifted students, helping them to gain greater awareness of themselves and their relationships with others.

## **Transportation**

### **Dropping off students and picking up students:**

Parking lot safety is a major concern for us here at Olander. We believe that with a little patience, understanding, and following a few simple procedures we can ensure that all students are safe and help keep things moving smoothly. We have developed the following procedures for drop off and pick up:

- ALL drop off and pick up for students occurs in the parking lot East of the building.
- PLEASE, when pulling in to the drop off/pick-up lane, pull all the way up as far as possible.
- DO NOT park in the drop off/pick-up lane!
- Have your student(s) ready to get out of the car when you pull in. If for some reason your child cannot immediately exit your vehicle, please exit the lane and pull into a parking space.
- If possible, please make sure your student(s) exit/enter your vehicle from the sidewalk side.

During pick-up, students will not be allowed to cross the pick-up lane to “meet” a pick-up person who has parked. You must escort the student across.

Here are some other suggestions:

- Please make sure you and your children use the cross walks.
- If you are parked in the East parking lot, please escort your student(s) across the parking lot and onto the sidewalk.
- Do not use the handicapped parking spaces at the front of the building for drop-off.
- Watch your speed!

We will always have a staff member(s) on duty in this area before and after school. We ask that everyone using the drop-off/pick-up lanes follow the directions of these staff members. While sometimes the process may feel frustrating because someone is not following the correct procedures, being patient and considerate is always a great skill to model for our students. Saving a few minutes is not worth the potential harm that could come to a child if an accident were to occur.



Friendly Reminder (Please refer to the map) - We would like to increase safety and encourage a better flow of traffic by following the above protocol. Please do not drive through the bus lane and please do not stop in the eastern most lane of the parking lot (the through traffic lane). Following these guidelines will help keep students safe and will allow people to exit the parking lot. If you know you need to get out of the parking lot quickly, it may be best to park along Auntie Stone or in the southeast portion of the lot. Thank you!

## Buses

Students may ride district school buses to and from school if they live more than one mile from school. The Transportation Department handles all bus discipline issues. 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.

Refer to district policy “Student Conduct of School Buses” (EEAEC & EEAEC-R) for further information.

## Bus Passes

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.

Only 6 bus passes are allowed in a school year without a transportation request/change form being submitted. When needed (and if possible), please arrange outside transportation for your child so they are not being issued bus passes more than 6 times in a year.

Refer to district policy “Student Conduct of School Buses” (EEAEC & EEAEC-R) for further information.

### **Transportation Eligibility Changes for PSD Students**

Effective July 1, 2009, to align transportation services with grade level changes, PSD transportation policies will be revised to reflect 6<sup>th</sup> grade students moving to middle school and 9<sup>th</sup> grade students moving to high school. The transportation eligibility distances for each level (elementary, middle school, high school) will not change; the grades receiving transportation services will change:

- Elementary school students in kindergarten-5<sup>th</sup> grade will receive transportation services to and from school if they live 1 mile or more from school, in the school attendance area.
- Middle school students in grades 6-8 will receive transportation services to and from school if they live 1 ½ miles or more from school, in the attendance area.
- High school students in grades 9-12 will receive transportation services to and from school if they live 2 miles or more from school, in the attendance area.

## **Emergency Dismissal and School Cancellation**

### **Delayed Start**

Should the need arise; the delayed school start time will be 2 hours.

1. Delayed start decision: A decision about delayed start will be made by 5:30 a.m.
2. Parent notification: An automated phone call will be made to the phone number the school has on file. You may also visit the PSD website at [www.psdschools.org](http://www.psdschools.org) or tune in to local radio or television stations to find out about delayed start the morning of the day in question. Please do not call schools, district offices, or broadcast media. No announcements by media or on the website means all schools are open as usual.
3. 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.
4. Drop off and arrival times: Parents dropping off students and students who walk should arrive 2 hours after their regular arrival times. Please do not arrive earlier.

5. Kindergarten: Morning-only kindergarten programs are cancelled when there is a delayed start to schedule. Full-day kindergarten will start 2 hour later than normal.
6. 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.
7. 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

In the event that schools are closed due to inclement weather and/or questionable road conditions, parents should tune in to local radio and television stations, or go online to PSD’s website at [www.psdschools.org](http://www.psdschools.org) to find out about school closures the morning of the day in question.

1. 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. No announcements by media or on the website means all schools are open as usual.
2. Parent notification: An automated phone call will be made to the phone number the school has on file.
3. The PSD website 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.
4. When PSD schools are closed, B.A.S.E. Camp will be closed

### Television Stations

Channel 2 – KWGN	Channel 4 – KCNC	Channel 5 – CBS 5
Channel 7 – KMGH	Channel 9 – KUSA	Channel 10 – PSD
Channel 13 – FOX		

### Radio Stations

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

## Early Release

If the weather forecast suddenly changes to adverse conditions, PSD may put into action an early release. Parents are urged to please develop a plan for the possibility of your student’s early release to your home. B.A.S.E. Camp will also release early 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, media outlets (listed above) and the PSD website also will communicate early release information.

Please make sure all your family contacts and telephone numbers are current at your child's school for such an emergency.

Refer to district policy "School Closing & Cancellations (EBCE) for further information.

### **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. 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.

### **Withdrawing/Moving**

If your family is moving to another school, district, or state, we request that you notify the Olander office at least three days 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.

## **B.A.S.E 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 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 office prior to the first day of attendance.

**Questions about the program should be directed to the Base Camp main office at 266-1734.**

In an emergency, if you need to reach Base Camp, please call 266-1734. The line is staffed until 6:00 p.m. If you reach a recording, this means they are on the other line.

You could leave a message, but they also suggest you call back in a minute or two in case they don't listen to their messages immediately.

## **Behavior Expectations**

Each of our students has a right to experience the best possible education at Olander Elementary in a safe and positive environment. With this right comes the responsibility to respect the rights of others, and to contribute to a safe, orderly, and caring atmosphere. This BEST Code provides guidelines regarding expectations for student behavior.

### **B.E.S.T. Code**

The B.E.S.T. code describes what is expected from all Olander students and forms the foundation for Olander's strong sense of community. The B.E.S.T. code supports Olander's culture of mutual respect, personal responsibility, safety and "doing your best". Students are rewarded throughout the year with Flying High and Osprey Awards as well as classroom incentive recognitions for demonstrating the B.E.S.T. behaviors.

B - Be Responsible

E - Expect the Best of Yourself

S - Safety First

T - Treat Yourself, Others and Property with Respect

### Description of B.E.S.T Code

This B.E.S.T Code addresses general school behavior, including expectations and consequences for all students who attend Olander. It is intended to guide student behavior in all parts of the school and in all school-related activities in the hallways, in the lunchroom, in the media center, in the computer laboratory, on the playground, on the bus, and on field trips. While it provides many examples of behavioral expectations, the Code cannot anticipate all possible situations that may arise. Administrators, teachers, and staff members all share responsibility for modeling and enforcing the Code as well as using their judgment and discretion to interpret the Code.

Within the classroom, teachers may add specific expectations and consequences to fit their teaching style and the needs of students.

### Lunchroom

The lunchroom is part of the school environment, just like any other room within the building. So that everyone may have a quiet, comfortable place to eat lunch, students are expected to behave in the school lunchroom as they would in their own homes or at a restaurant. 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. Students are not to reenter the school during lunch recess without permission.
6. Students are not to return to classrooms without a note and supervision from classroom teachers.
7. We will use a color code system in the cafeteria to help ensure proper behavior and noise level.
  - a. Green – Normal rules apply.
  - b. Red -Students at a table have been warned to keep noise level down. – NO TALKING – If students remain quiet, the green card will be reinstated.

### Hallways

The hallways within Olander are busy places during the school day as approximately 430 students as well as staff travel from classroom to Specials, the office, the media center, and other destinations. Everyone should strive to move through the hallways in a matter that allows efficient travel and does not disrupt any other activities. The following rules apply to the hallways:

1. Teachers will walk their homeroom classes to Specials and pick them up from Specials.
2. Teachers will walk their homerooms to lunch and recess as determined by the schedule
3. Students will walk silently to respect the classrooms around them.
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 morning bell rings. Students will not be allowed inside the building unless a parent accompanies them or there is a teacher-directed activity.
6. Students are not allowed in the hallways during lunch recess without teacher permission.
7. Students will be issued a hall pass when traveling during non-transition activities

### Media Center and Computer Lab

All staff and students share the Media Center and Technology Laboratory. To ensure that all may use these areas as intended, the following rules should be followed:

1. Always speak quietly.
2. Use computers only for research, word processing, or other school-related functions.
3. When finished with a computer, close all files and active software, and prepare the computer for the next user.
4. Push in chairs, pick up books, pencils, papers, and other materials, and “straighten-up” the work area for the next user.
5. Replace all materials appropriately.

## Buses and Bus Stops

The buses and bus stops used by students to travel between home and school are considered part of the school environment and are covered by this behavior plan. Our goal is a safe and pleasant bus experience that allows students to travel efficiently but please remember that **BUS RIDING IS A PRIVILEGE, NOT A RIGHT**. Inappropriate behavior can lead to losing the privilege of riding the bus.

### At the Bus Stop:

1. Arrive at the bus stop five minutes before the bus is scheduled to leave.
2. Show respect for students, adults and property at the bus stop while modeling BEST Code attitudes.
3. No “hands-on” playing.
4. Students must stay out of the roadway.

### On the Bus:

1. Listen and follow the bus driver’s directions the first time they are given.
2. No eating or drinking.
3. Stay seated and face forward, with your feet in front of you and hands to yourself.
4. Display courtesy and respect for other passengers.
5. Talk quietly and do not disturb the driver or other passengers.
6. Students must be silent at railroad crossings.
7. Students are expected to model BEST Code attitudes at all times.

Refer to district policy “Student Conduct of School Buses” (EEAEC & EEAEC-R) for further information.

## **Boy/Girl Relationships**

As students get older in elementary school, some students begin to develop “boyfriend” and “girlfriend” relationships. It is not our desire to judge whether or not a child is ready to have a boyfriend or a girlfriend, which is solely a parental decision; however, we have found that these relationships take away from the elementary learning environment and are often in conflict with our school goals and behavior plans. We encourage and promote positive and productive interactions between all students. We will discourage and limit discussions of “boyfriends & girlfriends” as much as possible. No public displays of affection are allowed. We encourage you to please discuss with your children that elementary school is not the place for such conversations. Our goal here is to keep the school focused on academic learning and create a learning environment that is safe and open to all students.

## **Office Referral**

As part of our discipline approach students can be sent to the office if they are interfering with the learning process in the classrooms. Students can be sent to the office for a wide variety of reasons, i.e. failure to follow classroom rules, disruption of learning of others, lack of cooperation, etc. Students may be sent to “re-set” for short periods of time to work with the counselor or administrator in order to practice the necessary skills without

consequences. If a student is sent to the office for a more serious offense, students may lose the privilege of recess, eating lunch or other events with their class. This may include in-school suspensions or being sent home for the day. While in the office, students will be required to practice the correct behavior and process how they could handle the situation differently. Students are sent with classroom work. For students who are sent to the office for a “Major” office referral, an administrator will contact you. For “Minors” and “Re-sets” parents will be notified when their child has been sent to the office by the classroom teacher, via phone call home, note, or message.

## **Bully Prevention**

Olander Elementary has adopted a comprehensive bully prevention curriculum that will be administered school wide. It is integrated closely with our philosophy and attitudes. This program teaches students skills and strategies to encourage positive peer interaction through role-playing, modeling and classroom discussions.

If you feel that your child is experiencing bullying or harassment, please contact the school principal or school counselor. You can expect that bullying situations will be handled with the attached protocol:

### Olander’s Response to Bullying

- 1) A school-wide approach to bullying is incorporated into Olander’s PBIS (Positive Behavior Intervention and Supports) system. All staff and students are trained in the same approach to identify bullying, refute it, and report it.
- 2) The teacher addresses the bullying concern with the student, incorporates corrective teaching, and instructs the student on acceptable behavior.
- 3) The teacher or staff member documents incidents of bullying or harassment and notifies the parent of the concern.
- 4) When a pattern is established (3 or more minor reports or continued teasing once a student has been asked to stop), the student is referred to the counselor for a problem-solving conference.
- 5) If incidents continue, the student is referred to the principal. The principal, counselor, parent and student meet to discuss the behavior. A plan is made for improved behavior. (One major bullying incident results in an immediate office referral and immediate parent notification.)
- 6) The student is recommended for individual or a small counseling group to build empathy and pro-social skills.

- 7) If the behavior continues to violate the code of conduct, the principal may determine that other consequences are appropriate.

Refer to district policy “Bullying Prevention & Education” (JICDE) for further information.

### **Student Support Systems**

Our BEST Code requires an investment by staff, students, and parents in a partnership to help students learn academic and social responsibility. We will provide any assistance we can to help students be successful academically and behaviorally. Along with classroom and administrative support for students, our counselor is available to assist students or parents in solving individual problems that occur at our school. This may include friendship issues, conflict resolution, behavior support, and family resources. Please refer to the counselor section of this handbook for a more comprehensive description of the support available.

All students receive a copy of the Poudre School District Student Rights Code of Conduct. <http://www.psdschools.org/parents/studentcodeofconduct.aspx>

## **Student Health and Safety**

### **Child Abuse and Neglect**

A Colorado Statute (19 10-102 to 115) requires the reporting of suspected child abuse or neglect to the appropriate county department or local law enforcement agency. It is the intent that, as a result of such reports, protective social services shall be made available in an effort to prevent further abuses, and to safeguard and enhance the welfare of such children.

In the Child Abuse Bill enacted in the 1976 session, the “school official or school employee” is listed as the persons required to report abuse or neglect. This bill states that any person, who is listed to report, who willfully fails to report a case of child abuse for circumstance or conditions which would reasonably result in child abuse, “commits a Class 2 petty offense and conviction thereof, shall be punished by a fine not to exceed \$200.00 and shall be liable for damages proximately caused thereby.” No person who reports a case of suspected child abuse can be sued for making a good faith report.

### **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, parents are notified and may allow the child to finish the school day or come for him-her as soon as they are able, so treatment could be started. At the discretion of the school nurse, immediate treatment may be indicated. A packet of information concerning proper care is sent with the parents. Upon returning to school, after proper treatment, the student is

again checked by our trained health technician. At the discretion of the school nurse, the student may be checked daily for 1 week after treatment. Weekly checking may be recommended for a total of 3-4 weeks from initial treatment because of the life cycle of lice. If at any time during the re-checking period, living lice are noted these steps will be repeated.

A classroom check will be done at the discretion of the school nurse if at least 2-3 students are identified with a positive case in the same class. Siblings at the school or friends who have had recent close contact may also be checked.

### **Immunization Records**

The Colorado School Entrance Immunization Law requires all students to provide proof of immunizations to be enrolled in school or child-care. Your child's immunization record must be presented by the first day your child attends school or child-care.

If a student does not have all the required immunizations, the school or child-care will notify the parent/guardian. The parent/guardian has 14 days to show documentation that the required immunization has been given or to complete a written plan for completion of any additional required immunizations.

Students shall not be permitted to attend or continue to attend any school in Poudre School District without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal, or other reasons as provided by law.

Students who do not submit a certificate of immunization or present a valid exemption shall be suspended and/or expelled from school until such certificate or exemption is received.

You may contact your physician, county health department, or public health nursing service to obtain the required immunization.

Refer to district policy "Immunization of Students" (JLCB/JLCB-R) for further information.

### **Medication Given at School**

1. ALL medications, whether prescription, over-the-counter, long-term or short-term, require a written authorization signed by both the prescribing practitioner and the parent/guardian. This includes cough drops, Tylenol, vitamins, etc. Herbal and homeopathic remedies also require written authorization from a prescribing practitioner and parent. State guidelines define "prescribing practitioner" as a physician, podiatrist, dentist, advanced practice nurse with prescriptive authority, physician's assistant who has directions of a physician or written protocol" (From the Colorado Nurse Practice Act, 1995, Section 12-38-103 (4)).
2. The written authorization must be renewed yearly, and forms are available in the health office at each school.

3. All medication must be in the original bottle/container/package, whether prescription or over-the-counter. No medications will be accepted in envelopes, baggies, etc.
4. All medications must be kept in a locked cabinet in the Health Office. Those medications requiring refrigeration must be kept in a locked box in a designated refrigerator. Students may not keep medications and administer them to themselves, unless authorized by a prescribing practitioner, parent and the school nurse. This helps prevent a potential danger that medications may be lost, improperly used or accidentally ingested by another student.
5. ASTHMA INHALERS may be carried by a student if the authorization form required “For Asthma Inhalers Only” is signed by both the prescribing practitioner and the parent/guardian.
6. These procedures are important for safeguarding ALL students.

Refer to district policy “Administering Medicines to Students” (JLCD-JLCD-R) for further information.

### **Student Illness or Emergency**

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**

Each fall, Poudre School District Health Services conducts a Vision and Hearing Screening at the school for all K-3 and all 5<sup>th</sup> grades. Students in 4<sup>th</sup> grade are screened if there is a concern. Students new to the district are screened as they transfer in throughout the year.

Refer to district policy “Screening/Testing of Students” (JLDAC) for further information.

## **Poudre School District Board Policies**

### **Animals in School**

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 school 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.

Refer to district policy “Animals in District Facilities & Vehicles” (ADG) for further information.

## **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.

## **Code of Conduct**

All students have received a copy of the State Mandated Code of Conduct.

## **Community Use of District Property**

1. District-owned property is available for use for community groups.
2. It is governed by district policy (Community Use of District-Owned Property (KF & KF-R))
3. Please contact Customer Service at 490-3333 for information or visit the district website ([www.psdschools.org](http://www.psdschools.org)) and search for “Information About Use of District Property” to obtain the customer service website.

## **Drug Detection Dogs**

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.

Refer to district policy “Searches” (JIH) for further information.

## **Harassment/Discrimination**

Sexual harassment of students by other students and third parties includes *unwelcome* sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may occur whether the harassment is between people of the same or different gender. Sexual harassment can include unwelcome oral, written or physical conduct, directed at or related to a person’s gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing or hugging, or restraining someone’s movement in a sexual way.

All District employees and students share the responsibility to ensure that harassment based on race, color, religion, national origin, ancestry, sex, sexual orientation or disability does not occur at any District school, on any District property, at any District or school-sanctioned activities or events, when students are being transported in any vehicle

dispatched by the District or one of its schools, or off school property when such conduct has a reasonable connection to school or any District curricular or non-curricular activity or event.

Refer to district policy “Harassment of Students” (JBB) for further information.

### **Homemade Foods**

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 student’s 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 in a classroom.

Homemade food items and snacks should not be permitted in schools with the intent of sharing these with others, i.e. classroom parties, including 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, i.e. popcorn from a common bowl, cookies from a common package, etc.

### **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 at the school.

After reviewing the curriculum materials, a parent/guardian may request in writing that the student be exempted for all or from any portion of the class. Exemption will be granted from all or from 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.

## **Sex Offender Registry Information Available**

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

**List of Offenders living inside city limits is available at City of Fort Collins Police Services:** Residents of Fort Collins must go to the Fort Collins Police Department, 300 LaPorte Avenue, and fill out a request for (no charge to view list; \$7.50 to purchase copy). Police Services is working on moving the database online. No date has been given for completion

**List of offenders living outside city limits in Larimer County is available for Larimer County Sheriff:** Residents must go to the Sheriff's Office administration building, 2501 Midpoint Drive. Bring photo identification, and fill out request form (no charge to view list; \$7.50 to purchase copy). A partial database is online at: <http://www.larimer.org/sheriff/sexoffenders/index.htm>

**Colorado sex offenders registry from the Colorado Bureau of Investigation:** available online at <http://sor.state.co.us>

## **Staff Personal Security and Safety**

The following procedures shall be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense by a student directed toward a teacher or school employee:

- The teacher or employee shall file a written complaint with the school principal, the superintendent's office, and the Board of Education.
- The principal, after receipt of both the complaint and adequate proof of the charges, shall suspend the student for three days in accordance with established procedures.
- The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.
- The superintendent or his/her designee shall report the incident to the district attorney or the appropriate local law enforcement agency or officer who shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.

## **Visitors to Schools**

All visitors to Poudre School District schools shall be subject to the terms of this policy. Failure to comply with the terms of this policy may result in the denial or withdrawal of the visitor's authorization to visit the schools, and/or referral of the matter to law enforcement.

- As used in this policy, "visitor" includes any person who is not a member of the student body and who is not a member of the regular school staff, and who comes upon school grounds and/or enters a school building.

- School visitation by District employees who are not members of the regular school staff shall occur as determined by the District to be necessary or advisable.
- School visitation by individuals who are not district employees is a privilege, not a right, which may be limited, denied or revoked by the District, principal, or principal's designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with the terms of this policy.
- The District or school may authorize individuals who are not District employees to visit a school and/or to observe or participate in school activities, including but not limited to education-related activities, as deemed by the District or school to be necessary, appropriate or in the best interest of the District, the school, and/or one or more students or staff members at the school. The time(s) and duration(s) of such visits shall be determined by the District or school
- Notwithstanding the terms of paragraph 4 above and unless otherwise authorized by the appropriate Assistant Superintendent of School Services, requests by individuals who are not District employees to observe classrooms or other areas of the school where education-related activities are in progress shall only be approved for: (a) the parents/guardian of a student in the classroom or area being visited; (b) relatives of a student in the classroom or area being visited; and (c) other visitors authorized by the student's parents/guardian whose observation is reasonably necessary for the student's benefit, as determined by the District or school. With respect to such requested observations:
  - No more than three (3) visitors shall be approved to observe at any one time, except in unusual circumstances as authorized by the appropriate Assistant Superintendent of School Services.
  - Visitors approved to observe shall not interfere, distract or otherwise disrupt the education-related activities.
  - Approved observations shall be limited to one (1) day per week, except in unusual circumstances as authorized by the appropriate Assistant Superintendent of School Services.

All visitors to school buildings must enter only through designated doors and report directly to the school office immediately upon entering the building. Upon reporting to the office all visitors must state their business to a school official, who may request any confirmation of the visitor's identity or business, documentation, or other information the official deems necessary in the interest of securing the safe and efficient operation of the school. If the visitor is deemed to have legitimate business at the school, he or she may be authorized access to those parts of the school building and grounds necessary for that business. In such cases, the visitor: (a) may be required to sign in and out; (b) may be required to wear an identification badge, which must be prominently displayed at all times the visitor is at the school and which must be returned before the visitor leaves the school; and (c) may be required to be accompanied by a District employee for some or all of the visit.

Refer to district policy "Visitors to Schools" (KI) for further information.

## **Use of Alcoholic Beverages, Drugs, and/or Steroids**

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 a 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.

Refer to district policy “Drug & Alcohol Use by Students” (JICH) and “Possession & Use of Tobacco by Students” (JICG) for further information.

## **Use of Tobacco**

Smoking, chewing, or any other use or possession of tobacco or tobacco products by students while on District property or while attending any District-sponsored activity off District property is prohibited.

Refer to district policy “Drug & Alcohol Use by Students” (JICH) and “Possession & Use of Tobacco by Students” (JICG) for further information.