



# Linton Elementary School Handbook

2018-2022 (to be revised Fall of 2022)

*A community school for excellence;  
making a difference one child at a time.*

*The purpose of this handbook is to provide information regarding Linton Elementary School, 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 Linton Elementary School 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.*

## Office Information

Office Hours	7:45 AM – 3:45 PM
Principal	Mrs. Kristin W. Stolte
Assistant Principal	Ms. Mandy Benedict
Office Manager	Ms. Chantelle Masters
Address	4100 Caribou Dr, Fort Collins 80525
Office Phone	970/488-5850
Fax Number	970/488-5852

**Attendance Line: 970/488-5851**

Please use the Attendance Line number to report **ABSENT** or **TARDY** students. This number is a voice mailbox and is in operation 24 hours a day. This line will be checked for messages each morning by 9:30 AM.

School Hours  
8:50 – 3:28 M-F

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## Message from Mrs. Stolte, Linton Principal

We welcome you to the Linton Family! The purpose of our handbook is to provide information about our rules and procedures in an “easy to access” format. We encourage you to read it, keep it on hand to refer to it, and let us know if you need any clarification.

Linton is a dynamic neighborhood school that values parent involvement. Parents are an integral part of our educational process with communication between home and school a priority. Our students thrive in a rigorous learning environment where high expectations are evident. Please check out our website for our numerous opportunities for students and parents!

The Linton staff continues to be known in the district as being “top notch”. They believe in building a relationship with you and your child. Staff differentiates lessons, and work together to offer a second block of literacy at your child’s level. We know every child has different needs, and we work tirelessly to meet those needs! Linton is also a PBIS school. PBIS establishes and maintains a safe and effective school environment that maximizes academic achievement and behavior competence. Our students follow our PRIDE code:

- \*Perseverance\*
- \*Respect\*
- \*Integrity\*
- \*Diversity\*
- \*Excellence\*

Again, I welcome you to Linton! Stop in anytime. My door is always open.

Respectfully,

Kristin W. Stolte, Principal

***A community school for excellence;  
making a difference one child at a time.***

## ❖ ATTENDANCE & TARDIES

### Student Absences and Excuses (district policy JH)

Students gain the most from their educational experience when they are at school. Our goal is aligned with the state goal, which is to maintain a 96% rate of attendance for students each quarter. This equates to less than 9 absences in a year. Our instruction begins at 8:50 AM. We expect students to be on time each day. We appreciate your efforts in helping us achieve our goals.

- Always use the Attendance Line (**488-5851**) to report absent or tardy students. This voice mailbox is available 24 hours a day and will be checked each morning by 9:30 AM and again at 1:30 PM.
- **A tardy student must be checked into the office by a parent or guardian.**
- Absences will be excused if a contact is made (by phone or written with the front office) on the day of the absence. If a child is absent and there has not been any contact, the child will be marked unexcused. (info about COVID diagnosis)
- Prearranged absences may be excused if they are of a serious nature. Examples of a serious nature are; death in the family, religious observance, medical appointment or quarantine.
- It is up to the discretion of the school administrator to determine whether a prearranged absence may be excused. The following may be considered before excusing an absence: attendance history of the students and academic status.
- Attendance letters will be sent home after 7 days of **excused or unexcused** absences and tardies.

### MAKE-UP 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.

**\*When calling in an absence, please indicate if you would like to pick up make-up work. With notice, work can be picked up after 3:30.**

### **Early Departures, Late Arrivals, Late Pickup**

Parents are expected to come to the office and sign out a child who leaves before dismissal (i.e., medical appointments, lunch, and emergencies.) Parents must also sign the child in when they return from an appointment or is late arriving. For security reasons, please be prepared to show identification. We will only release students to parent/guardians and those designated as emergency contacts per parents/guardians.

Dismissal is at 3:28. Supervision is provided until 3:38. If you are unable to make it by 3:28, please call our office to let us know. If this becomes a pattern, a meeting will be requested by the principal to discuss after school care options. Parents who pick up after 3:38 must come in a sign their child out for our records.

## **❖ COMMUNICATION**

### **Newsletter**

Linton will communicate events and information by sending a monthly newsletter via email. Grade level teachers will also send home their own newsletters, emails or notices sharing information specific to their class. Parents/guardians may request a hard copy of the monthly newsletter in the front office. Email addresses are maintained with the information you provided when your child was registered. Please be sure to update your email address with ParentVue or the front office if you have a change.

### **Weekly Phone Messages**

Linton also communicates with all families using a weekly phone message program called School Messenger. Important reminders, updates, and general

weekly announcements are covered. You will hear a recorded message if you answer the phone, otherwise it will leave a voice mail.

## **Handbook**

This handbook is updated every fourth year. Changes that may occur during the interim are published in the school newsletter. This is emailed to families at the beginning of the year, is available on our website, and you may also request a hard copy.

## **Web Page**

We make it a priority to maintain an updated website. Newsletters, monthly calendars, PTO reports/activities are regularly added to this site. Other information such as this Handbook, Supply Lists, News and Events, Contact Information, and links to Lunch Menus are included.

## **Parent/Teacher Conferences**

Parent/Teacher conferences will be conducted yearly in October and again in the spring by request. In addition, you may schedule a conference with your student's teacher at any time during the school year. To schedule a meeting with the Principal, please contact Ms. Masters (970/488-5850) in the front office.

## **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 parents' responsibility to update the information in ParentVue or notify the school office of the following:

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

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.

## ❖ 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:* To receive information from the district and the school via email, you must provide a valid email address when your turn in your child's registration materials. **The Volunteer Email list (for emails about volunteer opportunities)** is separate, you may access that via the Partnerships/Volunteers web page. More information about these email lists is below.

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

**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 Parent Vue 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](http://www.psdschools.org/departments/communications).

**PARENT VUE:** When registering your student, you will be asked for an email address. PSD will send you an activation key once they have your email. You may log into the ParentVue on the main PSD web page and access and update your student's information. All parent email communication will come from ParentVue. You may also stop at the front office at any time and add an email address to your child's record. <https://www.psdschools.org/webfm/5520>

*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).

## ❖ General Information

### Positive Behavior Support School – PBIS

All students are expected to follow our five character traits associated with our Positive Behavior Intervention and Support School model. Students are to display Pride, Respect, Integrity, Diversity and Excellence in all areas of their school day. This includes, but is not limited to, the use of our building, the classroom, their interactions with teachers and students, and the way they represent Linton while on field trips.

Students will be recognized for modeling our five character traits in a variety of ways. When our entire building reaches our goal, we will have building reward.

### **Dress Code (policy JICA)**

Students should wear appropriate clothing to be comfortable, safe, and non-distracting for all school activities. Inappropriate clothing and appearance can be disruptive to our primary goal of teaching and learning. District policy states that apparel that is deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school is prohibited. We expect that parents will take responsibility for their children’s appearance.

Should there ever be a question regarding a child's appearance, the classroom teacher, counselor, or principal will notify a parent/guardian and the student will be expected to change his/her clothing. Usually wearing a shirt inside out or wearing an item from “lost and found” will suffice for the day.

### **Bicycles, Roller Blades, Shoes with Wheels, and Skateboards**

Wheels are NOT permitted on school property. Students must walk bikes and scooters, carry skateboards and remove roller blades when they arrive at school. Bike racks are provided for bicycles. We encourage all bikes to be locked up while on school property. Students using roller blades must bring shoes to wear



after removing roller blades. Student may wear shoes with wheels if wheels are removed.

Skateboarding is **NOT** allowed in the parking lot or on the sidewalks in front of the school at **anytime**, whether school is in session or not.

### **Homework**

It is our practice to not have traditional daily assigned homework. This is based on a large amount of research regarding the (lack) of impact of homework for elementary students. (Please see information at the end of this handbook.)

Your child MIGHT bring work home to finish that they did not complete during the day, might have work when absent, and might need to spend some time at home on a specific project for class. Please check with your classroom teacher to learn more.

### **Parties and Birthdays**

Parents are encouraged to check with their child's teachers to find out more about classroom parties and procedures. Often teachers are in need of parents to assist with food.

If a student would like to bring birthday treats, please make prior arrangements with the teacher. Please also send all necessary serving supplies. **Home party invitations may only be distributed at school if every student in the class receives one.** The school cannot give out home phone numbers or addresses.

Due to established health codes, homemade food items and snacks are not permitted with the intent of sharing these with students (such as parties and birthday treats.) Only commercially prepared and commercially packaged foods can be served. If items are not individually wrapped, an adult with clean hands should provide a serving to each child. Under no circumstances will children be allowed to put their hands into a common container to serve themselves.

### **Use of Phones at School**

Students are allowed to use the school main office phone for important or emergency calls with teacher approval. We are unable to allow students to use phones for making social arrangements. Please help your child make these plans before coming to school. Teachers of younger children ask that they be informed in writing of "after school" plans.

### **Cell Phones and Communication Devices (watches) at School**

Cell phones brought to school must remain **in back packs and turned off**. Communication watches should be off as well, or kept on the teacher's desk. The school is not liable for any lost, stolen or damaged personal property of students. Cell phones and communication watches that are used inappropriately may be taken by the teacher and will be returned directly to parents.

### **Communication with Students During the Day**

If you leave a message on a teachers' voice mail or email, please allow 24 hours for a response. Emergency messages need to go directly to the school office to ensure timely delivery. However, with the activity level in the school office at the end of the day, messages received after 3:00 can be hard to deliver before dismissal. We appreciate your understanding and support of our best efforts and limited staffing.

### **Lunch at Linton Elementary**

Lunch is served daily for all students grades K -5. The cafeteria serves 2-3 hot lunch choices, and often includes additional choices of yogurt, peanut butter and jelly, or deli meat each day. A salad/fruit bar is included in each meal. You are welcome to join your child for lunch at any time. PLEASE call the office by 9:15 that morning so we may make sure we have prepared enough food.

Your child may purchase hot lunch. The cost is for lunch may be found at; <https://www.psdschools.nutrislice.com/menu>

We encourage you to pay for several days advance on your student's account or they may pay as they purchase lunch. You may send money to school with your child or you can add money to their account by going to <https://psdschools.schoolpay.com>

In addition to lunch, Linton serves breakfast each day. Breakfast service begins at 8:30. Breakfast is a drop-in program and you do not need to let the cafeteria know in advance that your child will be coming.

### **Lost and Found Items**

Any item of clothing left out at recess shall be collected in the lunch/Flex room. At the end of each trimester the clothes will be laid out in the hall for students to retrieve any coats, sweatshirts, etc they may have lost. You can help us return lost and found items to your child by making sure their name is written in their coats, sweatshirts, hats, boots, etc. Any items not collected shall be cleaned and

donated. Small items and money will be held in the Front Office for 2 weeks. If your child has lost jewelry, keys or other items, they may ask to look in the lost and found box for their item.

### **Valuables and Toys at School**

All students are highly advised to not bring valuables, trading cards, electronic devices, sports equipment, jewelry or other personal things to school. **Toys, including fidgets and sensory tools, are not allowed at school unless a student has teacher permission for a specific purpose.** Cell phones and other communication devices are not allowed in the classroom. Any items (including CD or DVD's) brought to school with an explicit or mature label or would qualify for such will be confiscated and returned only to parents. We cannot accept responsibility for the loss or damage of personal items. Having such items at school can be a disruption in many ways.

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

**See current information: masks may be a requirement.**

Students riding the bus for transfer to school or a field trip must cooperate with the bus driver and follow directions. Students must stay seated and face forward. Students must keep the noise level down. Screaming or other loud distractions will not be permitted and students must remain silent at railroad crossings. Misconduct on school buses may result in suspension from the bus depending on the nature of the infraction. Student behavior on the bus is also subject to the Code of Conduct. Please refer to the Code of Conduct book regarding items that are prohibited on the school bus.

One-time bus passes may be obtained in the front office, and must be obtained first thing in the morning. A note from a parent/guardian must give permission for the student to ride the bus, include the name of the student their child is riding home with and the dates the student will be riding the bus. If a student will require more than 5 bus passes during the school year, they must apply for alternative transportation at the following link;  
<https://www.psdschools.org/school-resources/transportation/applications>

### **Facility Use (Community Use of District-Owned Property: District Policy KF & KF-R)**

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

## ❖ HEALTH SERVICES

Only limited health services are provided within the school setting. We have a Health Technician or designee here full time, and we have other office staff who assists with health care whenever needed. Nurses are available on an "on call" basis and visit the sites a half day a week.

It is our policy to inform parents when a child has a fever, has had a serious injury, or has had any injury to the head. Otherwise, we are dependent upon the child reporting his/her injury. A child with a temperature over 100\*, who has vomited or has diarrhea will not be allowed to return to class. Parents will be contacted and asked to pick up their student if the student come to the health office during the school day and has thrown up or has a fever 100 or above. In the absence of vomiting or a fever the child will be allowed to rest and then return to their classroom. If further medical attention is needed, parents will be asked to come to school and make those decisions. We must have updated emergency names and phone numbers in the event we cannot reach a parent/guardian. Parents should keep the school notified of illnesses and/or injuries.

### **Recess and Sickness**

Recess is considered an important part of the school day. Students are encouraged to participate in the fresh air, socialization and exercise this period offers. If it is imperative that a student remains inside after an illness, a note from the parent is required. A doctor's excuse will be needed for extended exceptions.

All children are expected to come to school properly clothed for changing outside conditions. In Colorado, temperatures can become cooler as the day progresses. Children will have outdoor recess nearly every day unless it is 10\* or lower, or excessively wet. The principal or designee will determine when all children should stay inside due to extreme weather conditions.

## **Immunization Records (District Policy JLCB/JLCB-R)**

Colorado law requires all students attending Colorado schools and licensed child cares to be vaccinated against certain diseases unless a medical or non-medical exemption is filed. Beginning July 1, 2016, non-medical exemptions must be submitted more often. (**Colorado Board of Health rule 6 CCR 1009-2**). You must file an exemption for each school or child care the student attends. For the safety of unvaccinated children, students with an exemption from one or more required vaccines may be kept out of a school or child care during a disease outbreak. Any student without an updated immunization record or an exemption on file with the school will be denied admission until the record is submitted or a waiver is completed.

For more information regarding medical and non-medical exemptions please see: <https://www.colorado.gov/pacific/cdphe/vaccine-exemptions>

## **District Policy on Medication at School (District Policy JLCD/JLCD-R)**

School personnel (including the school nurse) are **NOT** permitted to administer any medication, including over-the-counter drugs, without **WRITTEN** and **SIGNED** permission from the physician **AND** the parent. Permission forms are available in the health office. Once this form is completed it must be kept on file with the school nurse in the health office. All medications must be kept in the health office. Students may not have any medication in their possession while at school (including throat drops and cough drops.) Students who need to carry asthma inhalers may do so only with **WRITTEN** permission from a physician.

## **Vision and Hearing Screening (District Policy JLDAC)**

Each fall a Vision and Hearing Screening is required for all new and special education students as well as all K-3 and 5th grade students. Other students are screened upon request. We work with Project Smile and Project Vision (every other year) and provide additional screening at that time. Parents are only notified of results when initial screening warrants further testing.

## **❖ PARENT INVOLVEMENT**

Linton is fortunate to have a very high percentage of parents actively involved in many different ways. In all cases, this involvement gives a clear message to children that school and education are important. We encourage parents to play as active a role as they can to help not only their own child but also all of the

Linton students. This high level of involvement is one of the major reasons Linton is able to accomplish high goals. Please contact the school if you would like to become even more involved.

### **School Accountability Committee (SAC)**

This site-based management committee is composed of staff, parents and community representatives. This committee meets 4 times a year, provides feedback for decisions that most affect teaching and learning, review budgets and staffing options, and monitor school goals. Attending a SAC meeting is open to any parent or staff member.

Membership is for a minimum of two years and includes five-six parent representatives. Parents are encouraged to contact any parent rep and share their thoughts and ideas. The committee also includes a community member, a teacher, and administration.

### **Parent Teacher Organizations**

Linton's Parent Teacher Organization meets the first Tuesday (typically) of every month in the school Media Center from 6:30 PM - 8:00 PM. The PTO is comprised of parents, staff members and interested community members. The executive board includes a parent and a staff member Co-Presidents, Secretary, Treasurer, and a Volunteer coordinator. In addition, there is a DAB rep, SAC rep, and committee representatives. The PTO meetings are open to all Linton parents/guardians.

### **Volunteers (District Policy KI)**

The degree to which you become involved is entirely up to your interests and schedules. Field trip sponsors, library helpers, clerical volunteers, Friday Folders, classroom helpers, and classroom party organizers are a few of the opportunities. Some situations and opportunities 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 Linton Community. 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/community/volunteers>

*(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 work with students during the school year, you must complete the online volunteer application.**

**You must log into your volunteer profile each year to keep your volunteer status active.**

## **HOW PARENTS SHOULD ADDRESS A CONCERN**

*Concerns involving other students:*

- 1. Contact your child's teacher.**
2. Contact the counselor.
3. Contact the principal.

*Concerns involving a staff member:*

- 1. Contact that staff member.**
2. Contact the principal.

*Concerns about building policies and procedures:*

- 1. Contact the child's teacher.**
2. Contact the principal.

*Concerns involving the principal:*

- 1. Contact the principal.**
2. Contact the Assist. Supt
3. Contact a SAC representative.

*Concerns about district policies and procedures.*

- 1. Contact the principal.**
2. Contact the Asst. Superintendent.

## **❖ SAFETY AND SECURITY**

Safety is a top priority. All doors will be locked during the school day. Visitors will need to ring the front doorbell and wait to be buzzed in. Parents/guardians and visitors will wait outside or in front vestibule for students.



## Checking Students Out of School / Late Arrival:

Please make every effort to communicate after school plans with your child before school. This will eliminate unnecessary calls to the office and minimize classroom interruptions. Any student who needs to leave the school building during the day **MUST** be signed out at the front desk in the office by a parent or other designated adult. Please bring a **PHOTO ID** with you. Students will be called to the office when the parents arrive. Students **MUST** be signed back in if they return to school. Students who are tardy must be signed in by a parent or guardian in the front office. Please follow this very important safety procedure.

## Safety Drills and Procedures

Schools are required to have safety drills for fire/evacuation and lockdown. Fire drills are timed for how fast we exit the building as well as how fast we can account for every child and staff member. We also practice a severe weather drill.

A lockdown would occur if students/staff were perceived to be in imminent or potential danger. We expect students under the adult leadership to find the nearest room where they can be locked safely inside. We have communication systems in place that will allow us to find any child who may be in a location different from expected. During drills we also post a sign on the front door for visitors who may arrive during this time. We do not answer the door or telephone at this time. Students are trained to be extremely quiet and out of sight during this drill.

Another level of lockdown would occur only when the external doors need to be locked and the safety of students/staff is not imminent (such as an incident in a nearby shopping mall.) At this time, all staff and students are secured inside the building, safe from external elements. Communication is given to staff so they can continue with teaching inside the school and with any safety measures that may be recommended.

## Visitors (District Policy KI)

Parents are most welcome and are encouraged to visit their child's classroom at any time. **We expect all visitors to sign in at the office and wear a Visitor's Badge.** This policy allows us to maintain security for your children.



In our efforts to maximize our limited time for the teaching and learning process, we encourage you to follow these suggestions to reduce or eliminate classroom interruptions:

- Schedule ahead of time.
- Leave items for students (i.e., lunch, forgotten book) at the front office.
- Conclude personal communication with teachers before the bell rings. Please respect the need for teachers to attend meetings and perform supervisory duties before and after school.
- When possible, leave messages for the teachers through the office, leave a voice mail, or send an email. Email addresses are in the school directory and on the school website.
- Former students who would like to visit need to schedule ahead of time with teachers they wish to see.

### **Parking Lot Drop Off and Pick Up**

Linton is a walk-in school. We have a bus that picks up students who live on the east side of Ziegler. If you choose to drive your student to school, please follow the parking lot signs.

The drive thru closest to the building is for Poudre School District buses and Day Care buses. If you are dropping your child off and not walking them to their class line, please use the 1<sup>st</sup> drive thru on the north side of the parking lot median. If you would like to walk your child to their class line, please park your car in the parking lot. The same procedure is used when picking children up in the afternoon. Please do not leave your car unattended in the drive thru closest to the building or in the 1<sup>st</sup> drive thru on the north side of the parking lot median.

Staff members will be out in the parking lot to assist children and will also be in the back of the building to monitor student lines before they are admitted to the building. Staff members are required to speak to adults who are not following parking lot safety rules. If this becomes a frequent reminder, PSD Security and/or Fort Collins Police Department will be asked to assist.

### **Animals/Pets (District Policy ADG)**

In order to provide a playground that is free of animal feces and is non-threatening to children, pets are prohibited on school grounds during school hours. Staff members are required to speak to adults who have pets on property and ask them to leave.

Animals may be brought to school and/or housed in a classroom only after receiving 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.** Under no circumstances may poisonous animals be brought to school.

## ❖ **Severe Weather or In Case of Emergency**

**\*\*\*\*It is vital for parents to keep their emergency contact information current with their schools.**

The PSD website ([www.psdschools.org](http://www.psdschools.org)) and the following radio and television stations will provide information about PSD school closures. When PSD schools are closed, Alphabest Before and After School will be close.

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

- PSD Web Site [www.psdschools.org](http://www.psdschools.org).
- Automated phone message delivered to emergency contact number.
- E-mail to all parents who have their email address on Parent Vue.
- 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.

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 Support Service Center at 970/490-3333. Operators will have the most accurate and up-to-date information.
- Call your child's cell phone. Students will not be allowed to use their cell phones. Students need to listen and be ready to follow directions in the event of an emergency.
- Go to your child's school. We are directed to not release a child in the middle of an emergency. 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.

### **Early Release of Schools Due to Weather, Road Conditions:**

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. Alphabest will also release early if schools release students early. Should after school activities be cancelled, Alphabest may also be closed after school.

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 and the PSD website ([www.psdschools.org](http://www.psdschools.org)) also will communicate early release information.**

**Parents are urged to make sure family contacts and telephone numbers are current at you child's school for such an emergency. You may access your student's contact and telephone numbers via Parent Vue.**

**PSD Weather – Related Delayed Start Plan for Schools: Delayed Start Decisions will be made by 5:30 AM.**

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

### **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.

### **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.

**If your child walks to school or is dropped off.....**

With a two-hour delay, student supervision will start at 10:40. Please do NOT send/drop off earlier than 10:40.

**Before and After School Classes**

Classes are offered throughout the year. Please watch for flyers and registrations, as well as check the parent table for offerings.

**Alphabest Before and After School**

**❖ Student Discipline and Policies**

**School Discipline Plan: Positive Behavior Support School – PBIS**

The Linton 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 Linton’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 Intervention and Support system (aka PBIS). 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.

PAWS are given to students when we “catch” them following the PRIDE Code. They put their name of the PAW and it goes into our Pride Wheel. PAWS are drawn on a regular basis to eat lunch with the Principal and for random prizes. When we fill the Pride Wheel, the entire school earns a reward (extra recess, dance party, pajama day, hat day, popsicle, gum day, etc.)

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 Linton, 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 Linton staff will establish high expectations regarding student behavior and attitudes. We want Linton parents to know their children are safe in a school that values quality discipline for the good of all.

Our goal is to focus on positive reinforcement of our core beliefs, which are centered on our PRIDE Code (**Perseverance, Respect, Integrity, Diversity, Excellence**). 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. (This is NOT a permanent record system. It is a program that helps us review location/incident/student data to help us better plan supports. Violation of Code of Conduct may result in the incident being documented on the child's permanent record.)

Teacher or staff member may contact the student's parent(s) or guardian(s) by phone call, e-mail, or in written form. 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
- Restitution: clean damaged area, apology to those involved, etc.
- 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 PBIS 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.

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 PLC for ideas and supports of higher level classroom level interventions

- Referral to Grade Level PLC Targeted Level small group intervention (i.e., social skills instruction or Check-in/Check-out)
- Referral to MTSS (Multi-Tiered Systems of Support) for intervention plan
- Referral to MTSS (Multi-Tiered Systems of Support) for data collection and possible functional behavioral assessment

### **District Code of Conduct (Refer to Student Rights and Code of Conduct Book)**

Colorado laws mandate that each school district establish its own Code of Conduct. A digital copy is available for all families on the PSD webpage. It includes expectations for behavior and resulting actions for serious violations. Parents and guardians are expected to review these expectations with their children. The Code of Conduct includes serious behavioral violations. Parents should contact the school principal or counselor for clarification.

### **ALL families must sign the electronic Code of Conduct agreement in Parent Vue.**

The following are the typical actions that will result in a disciplinary response from teachers, supervisors, counselor and/or principal:

- \* Continued willful disobedience.
- \* Open and persistent defiance of authority.
- \* Actions that are disrespectful and/or detrimental to the welfare and safety of other pupils and adults.
- \* Inappropriate language.
- \* Bullying
- \* Physically hurting others.
- \* Stealing, willful destruction or defacing of property.
- \* Intimidation and harassment in any fashion including ethnicity, gender and disabilities.
- \* Inappropriate use of technology and the Internet.

Every person has the right, regardless of race, gender, color, ancestry, religion, national origin or disability to be secure and protected from fear, intimidation, harassment, and physical harm caused by the activities of individuals or groups.

### **Non-Discrimination Policy**

<https://www.psdschools.org/sites/psd.psdschools.org/files/PSD/policies//AC.pdf>

### **Harassment and Discrimination (District Policy JBB)**

Poudre School District is committed to maintaining a learning environment for students that is free from harassment based on an individual's race, color,

religion, national origin, ancestry, sex, sexual orientation or disability. All such harassment by District employees, authorized volunteers, students and third parties is strictly prohibited.

Any student who engages in harassment of another student shall be required to attend a meeting with his or her parents or guardians and the principal or a principal designee. Students may be subject to such disciplinary actions as education, counseling, suspension or expulsion.

### **Child Abuse Reporting**

All public school employees are required under Colorado law to report *any suspicions* of child abuse or neglect to the local social services department or to a local law enforcement authority. This duty occurs when the employee has observed circumstances or conditions that could possibly lead to abuse or neglect. Upon such report, an investigation may occur. Reports are kept confidential and persons making reports in good faith shall not have any civil or criminal liability, nor shall their employment be affected. However, if staff members do not report, legal action may be taken against them.

### **Drug Abuse Policy (District Policy JICH)**

Poudre School District shall promote a healthy environment for students by providing education support and decision-making skills in regard to alcohol, drugs and other controlled substances. In order to accomplish this goal, District personnel shall cooperate with law enforcement, social services and other agencies and organizations, parents, and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by students.

### **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.**

## 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 the 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 a 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.

**All physical and dog sniff searches must be conducted in compliance with Policies JIH and JLIE.**

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

## Additional information regarding homework

When we know better, we can do better. Research over the last decade is significant in this area. Homework at the high school level has its benefits. Less at the middle school level, and virtually **no benefits at the elementary school level**. Multiple sources site a negative impact on “attitudes toward school”, has a negative impact on family time, significantly decreases time to play/be involved in other activities, and has impacted children’s sleep. We have a packed school day. We often say, “We work our students hard during the day and expect a lot out of them.” **If homework at this age level is showing little to no academic benefits, why are we doing it?**

- We aren’t saying “do nothing”. Students might have a special project that is ongoing. They might have some work they didn’t finish during the day. We ARE encouraging more deciding as a family how you use family time. More reading what they want to read, and doing activities they are excited to do. We ARE encouraging you to try it. If you are wanting your child to have worksheets or traditional homework, talk to your teacher and they will give you some ideas.
- We aren’t saying responsibility doesn’t matter. Responsibility IS important. But at this age, WHO is really managing the homework? At this age, it can be taught through chores, clean room responsibilities, taking care of a pet, etc.

We want to do MORE of what works best (focusing on our instruction/instructional strategies), and LESS of what doesn’t work as well. John Hattie is a leading researcher of “what has the most impact” on student learning.

## ACRONYMS OR CONFUSING TERMS USED

504	Educational plan that provides for students with disabilities
ACCESS	Assessment given to English Language Learners annually
DAB	District Advisory Board
ECO Week	Ecology Education (3 day, 2 night environmental learning experience for 5 <sup>th</sup> graders)
ELL	English Language Learners; first language is not English
EnVision	Math Curriculum
Extension	Additional block of special's time on a rotating basis
Flexible grouping	Groups that change frequently; not-permanent groupings
CMAS	Colorado Measure of Academic Success
CogAT	Screening test for Gifted and Talented designation
DIBELS	Tool used to assess and monitor reading progress
FOSS	Full Option Science System (K-6)
Gifted & Talented	Typically defined as students scoring in the top 3% of academic (beginning in 3 <sup>rd</sup> grade)
I/E	Intervention/Enrichment
IEP	Individualized Educational Plan (special needs, federal requirements attached)
MAPs	Measures of Academic Process (computerized and individualized)
MTSS	Multi-Tiered System of Support
Para	Para-professional
PBIS	Positive Behavior Intervention and Support character education based on positive reinforcement
PRIDE	Perseverance, Respect, Integrity, Diversity, Excellence, character traits used for PBIS
PLC	Professional Learning Community
PTO	Parent Teacher Organization
READ plan	Support plan for students not meeting benchmark
SIP or UIP	School Improvement Plan or Unified Improvement Plan
SAC	School Accountability Committee
"Specials"	Refers to Art, Music, PE, Media Skills, Technology Skills and sometimes counseling
SRO	School Resource Office (specially trained police officers that work with schools)
VIPS	Volunteers in Poudre Schools