

CACHE LA POUUDRE MIDDLE SCHOOL

2016/2017 PARENT/GUARDIAN HANDBOOK

CLPMS, an IB World School: Where inquiry and relationships empower independent learners as they develop awareness, understanding, and confidence to become balanced members of our community and world.

This handbook has been prepared to enable parents/guardians to know and understand the procedures, policies, and expectations of CLP Middle School.

Our CLPMS staff is honored to serve the communities of LaPorte, the Mountain communities, Northern Ft. Collins, and those who choice in to our phenomenal school. In order for students to obtain the highest quality education; communication, coordination, and collaboration based on openness and trust between the school and home is necessary.

We strive daily to fulfill our mission:

“CLP Middle School is a school where respect, rigor, relevance, responsibility, and relationships drive learning.”

and vision:

CLPMS, an IB World School: Where inquiry and relationships empower independent learners as they develop awareness, understanding, and confidence to become balanced members of our community and world.

Thank you for reading this handbook. Please feel free to contact the school if further information is needed and/or when other questions arise.

ONCE A PIRATE, ALWAYS A PIRATE!!!



**Cache La Poudre Middle School
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Fort Collins, Colorado 80535
Main Office (970) 488-7400
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www.psdschools.org/clpms**

Office Hours: 7:00 am to 3:30 pm

Parent/Guardian Handbook

PrincipalMs. Alicia Bono

Assistant PrincipalMs. Abby Himlie

CounselorMs. Cheryl Duke

Academic DeanMs. Delhia Mahaney

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CLPMS PIRATES RRR...



CLP Pirates..

Respect Ourselves
INQUIRERS ■ RISK TAKERS ■ REFLECTIVE ■ THINKERS

Respect Others
OPEN-MINDED ■ COMMUNICATORS ■ PRINCIPLED

Respect Our Environment
BALANCED ■ KNOWLEDGEABLE ■ CARING



CLP INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAM

Cache La Poudre Middle School is an International Baccalaureate Middle Years school. Students here experience a rigorous and holistic education where they learn the Colorado standards through inquiry.

Cache La Poudre Middle School
Fundamental Concepts

Holistic Learning

Intercultural Awareness

Pirates

Communication

The graphic features a central illustration of a pirate ship's steering wheel with a pirate's head in the center. The word "Pirates" is written in a stylized font across the wheel. Three blue circles are positioned around the wheel, each containing one of the fundamental concepts: "Holistic Learning", "Intercultural Awareness", and "Communication". The background is a light blue, wavy pattern representing water. The top of the graphic has a dark green header with the school name and the IB logo.

Cache La Poudre Middle School
Learner Profiles

Risk-Takers **Principled** **Balanced** **Caring**
Open-Minded **Inquirers** **Knowledgeable**
Thinkers **Communicators** **Reflective**


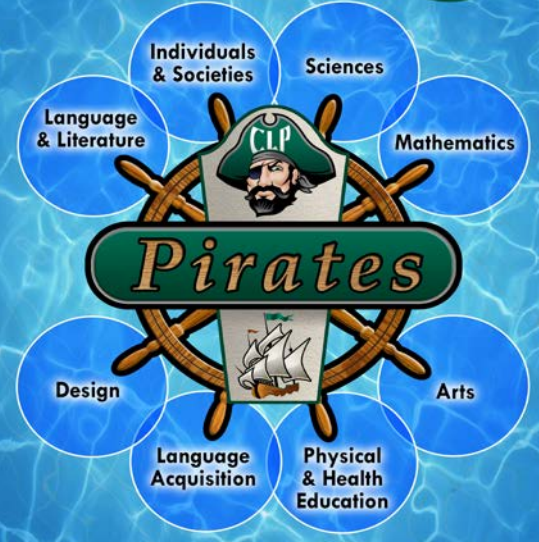
The graphic features a central illustration of a three-masted sailing ship with white sails and a green flag, sailing on a blue sea under a blue sky with white clouds. The bottom of the graphic has a dark green header with the school name and the IB logo. Below the illustration, the learner profiles are listed in three columns.

Cache La Poudre
Middle School
Global Contexts




Personal & Cultural Expression
Orientation in Space & Time
Scientific & Technical Innovation
Fairness & Development
Identities & Relationships
Globalization & Sustainability



Cache La Poudre
Middle School
Subject Areas

Individuals & Societies
Sciences
Mathematics
Arts
Physical & Health Education
Language Acquisition
Design
Language & Literature

Pirates

Cache La Poudre
Middle School
Approaches to Learning

Communication
Social
Research
Self-Management
Thinking

Pirates

ADOLESCENTS, MIDDLE SCHOOL, & OUR COMMITMENT

Adolescence is a time of tremendous change. Adolescents have very unique needs. All of us here at CLPMS understand and embrace the uniqueness of the Middle School Student. We are committed to providing a safe and rigorous environment where they can explore, grow, and thrive. To meet the needs of middle level learners, middle schools adhere to developmentally responsive professional practices such as: ELO's that focus on exploratory opportunities as well as social/emotional needs, Formative assessments, Cooperative learning, Varied learning opportunities that are Conceptual, Hands on, Relevant, Meta-cognitive, Flexibly grouped, and Interdisciplinary. While adolescents begin to pull away from parents, it is essential that parents stay involved in their lives. Education is a partnership. The more you are involved, and the more we collaborate in our efforts, the more we can ensure a successful educational experience and transition to high school.

Characteristics of Young Adolescents

Primarily taken from the Association for Middle Level Education. (2010). *This We Believe: Keys to Education Young Adolescents*. Westerville, OH.

Physical

- Rapid and irregular physical growth that can lead to uncoordinated movements
- Tremendous variability in maturity across gender and age
- Experience intense hormonal shifts with physical maturation
- Require regular physical activity to release energy and maintain fitness
- Develop sexual awareness
- Are very aware of their physical appearance and changing physical features
- Practice healthy choices erratically

Intellectual

- Begin to be able to analyze and think abstractly
- Are very curious and question the world around them
- Prefer active, relevant, and engaging learning
- Crave honest and objective information
- Are able to think about how they learn
- Developing the capacity to understand higher levels of humor

Moral

- Developing empathy, perspective and a community awareness
- Desire social change
- Become interested in exploring religious ideas
- Developing their own moral framework apart from adults
- Strongly rely on adult role models
- Recognize hypocrisy in others

Psychological

- Are occupied with themselves
- Struggle for independence from adults
- Self-esteem can fluctuate in certain domains, are very self-conscious
- Believe experiences are unique to themselves
- Desire recognition
- Susceptible to advertising

Social/Emotional

- Strongly desire peer acceptance and approval
- Can tend to overreact emotionally
- Are susceptible to fads as environmental influences overtake parental influences
- Can make impulsive decisions and struggle with good decision making skills
- Decreased communication with parents yet still crave interactions and conversations with adults
- Mood swings can be extreme and last for long periods of time

How you can help your student be successful

- Encourage and support excellent attendance. Help them establish an evening and morning routine such as packing backpacks and laying out clothes before bed. Being on time and having strong attendance are leading factors in school success.
- Encourage and support academic excellence. Set aside time and a quiet place for your student to study. Help make sure they are prepared with appropriate school supplies, stay organized and on top of their assignments and assessments.
- Be actively involved in your son or daughter's work, progress and growth, encourage a strong work ethic and that he or she must work to his or her highest potential.
- Make sure your child gets a minimum of 8-9 hours of sleep every night. Their brains and bodies are constantly growing and need rest to be healthy and alert.
- Attend Back to School Night and Parent/Teacher Conferences.
- Support the District Code of Conduct and CLPMS building rules in our Student Handbook.
- Communicate with us. Ask questions and share concerns so we can work together as a team. Everyone has your student's best interests and success in mind. If you would like to talk to a teacher, please call or e-mail the teacher or counselor. Please understand that calls cannot be returned until the teacher has a planning period or is done teaching for the day.
- Support our electronics policy. Please do not call or text your child any time other than before school, after school, or during lunch.
- Visit the school. Please report to the main office to get a name tag before proceeding to any other part of the building.
- Encourage responsible use of locks and lockers. Many times students lose items such as clothes, books, or P.E. clothes, but immediately feel someone has "stolen" them. These items are usually found in the lost and found in the main office or in the P.E. teacher's office.

GENERAL INFORMATION

Daily Schedule

The school day at CLPMS begins at 7:25 am and dismisses at 2:15 pm. The building is open to students at 6:45am for them to enter the gymnasium. The cafeteria opens for breakfast at 7:00am. At 7:18 a bell dismisses them to go to lockers. All students are expected to leave campus by 2:30 in the afternoon, unless they are involved in a school activity, attending Pirate Tutorial, or meeting with a teacher or administrator. The office closes at 3:30 pm

Who to Contact When You Have Questions or Need Assistance with Concerns Regarding —

1. Students	Teacher, Counselor, Administrator
2. Staff member	Staff member, Administrator
3. Building administrator	Administrator, Asst. Supt. of Secondary Schools
4. Building policies and procedures	Administrator, Member of School Accountability Committee
5. Coaches or athletic policies and procedures	Coach, Asst. Principal-Abby Himlie
6. District policies and procedures	Principal, Assist. Supt. of Secondary Schools
7. Registration, Withdrawal, Moving, Records	Counselor
8. Transportation	PSD Transportation Department

Guidance/Counseling

Our school counselor provides many services for students, parents, and school staff. These services include academic guidance, personal and social counseling, student assessment, career guidance, and referrals to outside resources. The counselor is one of the liaisons between the school and the community, as well as a support system for students, parents, and school staff. If you have questions or concerns about academic planning, parent conferences, student rules, peer problems, student schedules, community resources or need other general information regarding school programs, activities or policies, the Counseling Office is offered to you as a resource.

Parents are encouraged to contact the counselor by personally visiting the school and/or by telephoning the counseling office at 488-7404.

School Resource Officer

We are pleased to have a partnership with the Larimer County Police Department and the presence of a School Resource Officer in our school. The purpose of the partnership is three fold:

1. Provide a safe learning environment and help reduce school violence
2. Improve school and law enforcement officer collaboration

3. Improve perceptions and relations between students, staff and law enforcement officials.

Our school resource officer is Officer Eric Schulz at 488-7412.

Emergency Drills and Dismissal

Fire drills and lock down drills are practiced at school. Tornado and evacuation procedures are verbally explained by staff, and we have practiced them. Students will be shown where to go and instructed regarding what to do in case of any emergency. In the event of a dismissal, parents will be notified of the pick-up procedures and location.

ATHLETICS

Athletic programs available for **7th and 8th graders** include the following:

FALL: Football, Volleyball, Tennis, Cross Country

WINTER: Girls Basketball, Wrestling

SPRING: Boys Basketball, Softball, Golf, Track

6th graders may participate in Cross Country, Tennis (Fall), Golf and Track (Spring) through CLPMS.

6th Graders participate in all other sports through the City of Fort Collins. CLPMS teams are created based on numbers of registrations.

In order to participate in school sports, student athletes must meet all of the following requirements:

1. Have a current physical form on file.
2. Meet eligibility requirements for grades and behavior.
3. Have paid athletic fees.
3. Be in attendance at school for at least half the day on the day of the event.

Required Physical Examinations

If a student plans to participate in any PSD interscholastic athletic activity, he/she is required to have a current athletic physical. The physical card must be filled out by a medical doctor and returned to school before the first day of practice. The physical is good for one calendar year. For 6th graders, Fort Collins Parks and Recreation recommends but does not require a physical.

Athletic Eligibility Policy

The goal of CLP Middle School eligibility policy is to support students in academic success and extracurricular participation. All students involved will have an eligibility report run once a week to determine eligibility.

A student will be declared ineligible if he/she has a 0 or 1 one or more classes, unless the student has an Eligibility Confirmation signed by the teacher of the class he or she was failing.

A student will be declared ineligible if he/she earns a major office referral resulting in In School Suspension or Out of School Suspension.

Eligibility is determined on continuous grade basis. This means a grade is determined from the **first day** of the quarter to the **end of the school year**. All students will be eligible for their first athletic competition. Fees must be paid by the second competition.

All students declared ineligible may be required to attend an after school study hall to help correct the problem. Students will also be required to attend practice after study hall and are expected to attend the home athletic event in which they are ineligible to play. Ineligible students will not be dismissed early to attend away games.

Eligibility reports will be run on Monday. This report will determine the following Wednesday through Tuesday eligibility list.

On the third ineligibility, the student will run the risk of forfeiting their place on the team.

Individual coaches may communicate more stringent eligibility requirements.

ATTENDANCE

Students are required by State Law 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 relation to the learning process. A student can never make up a day missed even though she or he 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.

If possible, please avoid scheduling family vacations during the school year, as your son or daughter will be missing valuable instructional time that, once lost, cannot be regained.

Absences

When a student is absent from school for illness or for other reasons, a parent or guardian should call the attendance line (488-7405) by 7:30am the morning of the absence. If we do not receive a call by 9:00 am, the school will be calling the parent/guardian to check on the reason for the absence. In addition, a **written** note excusing the absence may be requested.

Tardy Policy

Punctuality is a valuable life skill, and CLPMS students are expected to be on time. Any student who is late arriving to school in the morning must report to the front/attendance office to sign in. Excused tardies may include: doctor or dental appointments, a late bus or other circumstances. Sleeping through an alarm because one was up late the night before, running errands, missing the bus, babysitting, talking in the halls, etc., are not excused tardies. In order to receive an excused tardy pass, a student must have a written note signed by a parent or guardian, a phone call indicating the tardy is for an excusable reason, or a pass from a teacher. After every third unexcused tardy, the student will receive one lunch detention. After every twelve unexcused tardies, the student will receive after school detention from 2:30 to 3:30pm. Further unexcused tardiness may result in a teacher/ parent/ guardian/ administrator conference and a behavior contract. Tardies accumulate through a month and reset at the beginning of each month.

Make-up Work

Students shall have two school days for each day of excused absence to make up missed work, generally not to exceed ten school days. This only applies to classes that are missed due to absences. If a student is present when assignments and assessments are given/presented, the student is responsible for being prepared on time. It is the student's responsibility to obtain make-up work and to schedule times to make up quizzes and tests. This means that students need to take the initiative and time to communicate with their teachers. Email is always a good first step. For absences of three or more days, our preferred method for obtaining assignments is to first check the Blackboard posting for teachers who utilize it, and e-mail those who do not. Teachers will be checking e-mail daily. For those without internet/e-mail access, contact the front office. Please give 24 hours advance notice to the office to allow adequate time to gather assignments.

Pre-Arranged Absences

Prior to a pre-arranged absence, a student must obtain a pre-arranged absence form from the Attendance Office and initiate a request for assignments from each teacher. Students may have a choice of completing assignments prior to the prearranged absence if the teacher is able to provide it or have one day for each day absent to make up the work, generally not to exceed ten school days. We ask that you make arrangements with specific teachers, especially if a long term project has been assigned to be worked on during the absence. If the reason for an absence is a school-sponsored trip, ask your teachers their expectations.

ACADEMIC INFORMATION

Homework/Blackboard/Pirate Tutorial

Homework is an important part of life at CLPMS Middle School. The brain needs to practice and process learned concepts to make it permanent. To reach 80% competency level requires practice of up to 24 times for most students. Our teachers post homework and other resources to their Blackboard sites so students can access important information from home.

Time needed for homework will vary with the individual subject, teacher and student ability. In addition, each grade level will make an effort not to assign major projects, assignments, or tests on the same day. Our practice is in line with the most recent research on homework which indicates that a practical amount of time for homework is 10 minutes times the grade level of the student, so up to 60 minutes for sixth graders, 70 minutes for seventh graders, and 80 minutes for eighth graders. Homework time, will, of course, vary from night to night and week to week depending on the nature of the work being done and classes scheduled each day. Students who choose to take accelerated coursework can expect additional homework for those courses. Pirate Tutorial is open in the North Fork Lab Mondays-Thursdays 2:30-4:30pm for students who need a place to study.

Textbooks

Basic textbooks and supplementary textbooks are furnished to each student at the beginning of the school year in each of the classes in which the student is enrolled. Each student is held responsible for all books checked out to him/her at the beginning of the school year or during periods within the year. Every effort should be made to see that the books are not lost or damaged. We ask that students cover each textbook they have. (They are currently estimated to be valued at approximately \$250 for core classes alone.) A student may be subject to a book fine or penalty at the end of the year for a book which is returned showing damage beyond normal wear and tear or for a book which is lost. For lost books, the student will be charged the price of current replacement cost, and damaged books will be assessed at a fee.

Grading/Synergy

CLPMS Middle School bases grades on student mastery of the Colorado Academic Standards and the IBMYP Criterion. There is also a category in the grade books marked Approaches to Learning (AtL) Skills which is reported out once per quarter. Separating skills from academic grades will demonstrate the connection of positive and consistent work habits & behavior to success in student learning and life rather than distorting the academic grade. Individual AtL grades will be reported out quarterly.

With the exception of high school credit bearing classes, grades will no longer be reported out on a 100% scale or as a letter grade. Students will be receive a 0-8 based on the IB assessment criteria that shows the level of proficiency per criteria.

It is our belief that **all** students are capable of succeeding at a proficiency level or above, given the proper motivation, support, and guidance from parents and teachers. This is best achieved through a partnership between the school and the home. Students and parents/guardians can access teachers' electronic grade books at any time with the use of Synergy ParentVue and StudentVue. Teachers update their gradebooks at least once every two weeks to ensure accuracy of information. Regularly checking your student's gradebook is the best way to stay informed of his/her academic progress.

BEHAVIOR POLICIES AND PROCEDURES

As a school, we have in place a referral system to enable all staff to work with student behaviors and decisions. Our goal is to address concerns at the lowest possible level before issues or behaviors escalate. CLP Middle School believes that mediation, problem solving, restitution, and restoration are the best ways to resolve problems.

Minor behaviors/Referrals are classroom-managed and will be addressed and solved through staff working directly with students. Minor behaviors/Referrals may turn into Major Referrals if the problem persists or if students choose not to work through the issue positively.

Minor Referrals may result in lunch or after-school detentions, or other consequences/ restitution plans as determined by individual teachers.

Major behaviors/Referrals require administrative response. These behaviors include major disruptions that are disrespectful, defiant, willfully disobedient, and/or harmful to self or others, jeopardizing student safety and an environment of mutual respect. When behaviors occur that jeopardize safety or the environment of mutual respect, a student may earn in-school or out-of-school suspension. In the case of out-of-school suspension, a parent conference is required before the student is re-admitted.

Major Referrals result in administrative consequences and may include: detention, restitution plans, parent meetings, in school suspension, out of school suspension, referral to law enforcement, or expulsion.

Behavior choices that result in disciplinary referrals may cause students to lose the privilege to attend school dances, assemblies, parties, etc. Students should keep this in mind as they make behavior choices.

Standards for CLPMS Middle School Students

The District Code of Conduct for students and staff has been established to create the foundation for acceptable behavior in Poudre School District. The CLPMS Student Handbook is created to specify expectations and policies specific to our school. Please read both of these and let us know if you have any questions. We invite parents to help close the circle in forming a standard for the entire CLPMS community, by making a commitment to join us in enforcing and modeling these expectations. Experience has taught us that we are able to do a much more effective job of teaching when students, staff, and parents share an understanding of expectations for student behavior.

Classroom Expectations

Each teacher follows school-wide building procedures regarding expectations and discipline. In addition, teachers develop classroom expectations unique to the culture of their classroom that meet their specific expectations. Teachers explain their classroom expectations at the beginning of each school year and students are expected to follow these expectations.

Hallway Expectations

Use appropriate language

Walk on the right
Keep hands and feet to self
Keep halls clean

0-1 Voice level during classes

Earbuds and phones must be put away during passing periods.

Cafeteria Expectations

Make healthy choices and eat lunch.
Pay for your food.
Check your table and floor before you leave.

Walk.
Keep your own place in line; maintain personal boundaries.
Say “Please” and “Thank You.”

Use tongs and follow sanitary procedures.
Use appropriate bins: trash, recycle, compost.
Neatly stack trays and return utensils to bins.

Bus Expectations

Stay seated for the entire ride
Keep your personal belongings with you

Food and drink ONLY if allowed by the driver
Keep your hands and feet to yourself
0 – 1 Voice level
Silence at railroad crossings
Keep aisle clear of all items
Follow the instructions of the driver at all times

Keep the bus clean

After School Expectations

1. Students are expected to leave campus by 2:30pm unless they are in a school-sanctioned activity.
2. Students waiting outside the building must behave in a quiet, orderly manner, keep the area free from litter, and refrain from any use of profanity. The office is closed at 3:30 – CLPMS staff cannot be responsible for students still here after that time.
3. Students attending athletic events in the new gym must be in a seat in the gymnasium and must display appropriate behavior and language at all times.

Positive Behavioral Interventions and Supports

As a staff, we implement Positive Behavioral Interventions and Supports (PBIS) strategies. PBIS schools emphasize a school-wide system of supports that include strategies for defining, teaching, and supporting appropriate behavior.

Students will earn recognition throughout the school year for making positive choices and following the Three RRRs: Respect Ourselves, Respect Others, and Respect our Environment. Weekly drawings, announcements, and quarterly pizza parties are a few of the ways we reward students for making great choices at CLPMS.

Safe to Tell

If you see inappropriate or unsafe behaviors, report them to your teacher, parent, counselor, or administrator. By breaking the code of silence, you help keep CLP Middle School a safe school. Anonymous reporting is always available at safe2tell.org – a direct link is on the CLP website.

Administrative Procedures

When a serious incident is reported to an administrator, the administrator will follow this procedure:

1. Investigate the incident, documenting first-hand information from all parties involved.
2. Allow the student to tell his/her part, opinion, feelings, etc., about the incident in writing and/or verbally.
3. Explore the immediate consequences resulting from the behavior and the belief(s) behind it, and explore other choices that could be made in the future.
4. Make a judgment and identify any and all needed consequences.
5. Notify parents/guardians by phone and/or in writing within a reasonable time.
6. Notify the person who did the initial reporting or referral in person and/or in writing.
7. Follow up as deemed necessary.

Personal Appearance

School is the professional work environment for students. With this in mind, we adhere to the PSD dress code with the following clarifications:

The Board of Education recognizes that responsibility for the dress and appearance of students generally rests with individual students and their parents. Students are encouraged to dress appropriately for all school activities. The following general standards will be in effect:

1. Reasonable cleanliness of wearing apparel is expected as a matter of general health and welfare.
2. To avoid injury and disease, shoes, sandals, or boots must be worn in the buildings.
3. Beach or swim wear is inappropriate.
4. Dress that causes or is likely to cause disruption of the educational process is prohibited.

****CLPMS: Clothing must cover the torso and all underwear during any and all movement.**

- **Guideline for shorts and skirts: length of thumb.**
- **Guideline for tank top width: 2 fingers.**
- **Shirts must cover entire back and sides, no muscle shirts or racer-back tanks.**
- **Shirts must be solid, no mesh or see-through.**
- **Pants must be worn at students' waistlines.**

****CLPMS: Clothing advertising or promoting tobacco, alcohol, drugs, violence, or sex, or which offends, threatens or demeans others is prohibited.**

5. Wearing apparel that interferes with or endangers the student while he/she is participating in classroom or other school-sponsored activities is prohibited. The decision as to the safety or unsuitability of the clothing is a matter for the instructor's or school administrator's judgment.

****CLPMS: Slippers and bedroom wear are inappropriate for the school setting.**

6. Pupils must not wear hats or dark glasses in the building without permission from an administrator.
7. Any manner of grooming or apparel, including clothing, jewelry, hats, emblems, tattoos and badges, which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with any gang, will not be allowed. The prohibition on gang-related apparel shall be applied at the discretion of building-level administrators after consultation with the superintendent or designee as the need arises at individual schools.

****CLPMS: Hats or hoods may be worn before school, at lunch outside, or when given permission for activities, such as field trips.**

CLPMS Staff will discuss with students attire that does not meet these expectations. If students do not have appropriate clothing to change into, the school will provide clothing or they can call home for a change. If the student continues to violate the dress code, he or she will earn disciplinary consequences.

Cell Phones/Electronic Devices

We believe it is our responsibility to help teach our students how to use devices academically and responsibly. Every student will have a district laptop checked out to them. We also allow students to use their devices before school, after school, and during lunch. They may use them for educational purposes in the classroom when approved by the teacher, and come to the office any time to contact you in an emergency or during passing periods. They are never allowed to use them in the hallway or in a way that violates another person's privacy. **Please help us by not calling or text messaging your son or daughter during school hours.**

PARENT ENGAGEMENT

School Accountability Committee

The School Accountability Committee (SAC) is an important advisory group at CLPMS. The School Accountability Committee has the following purposes required by state statute: recommending to the principal spending priorities; advising the improvement or performance plan; quarterly discussions regarding progress in implementing the accreditation plan. Parents/guardians are to be representative of the student population. If you are interested in serving on this team, please email the Principal-Alicia Bono.

Friends of CLP

The Friends of CLP is the organization which seeks to promote the welfare of students by helping to establish and maintain a good relationship between the staff and families of the school community. They provide financial support for academic-related activities and/or equipment for students and staff through fund-raising activities and social events. Money raised through fund-raising activities will be targeted to provide direct support for school goals and related activities. Please contact Alicia Goddard at ak_goddard@msn.com if you are interested in participating.

CLPMS Volunteers

Volunteering in a school is a rewarding experience and a privilege for both the school and the volunteer. It is designed to promote and maintain a supportive relationship for students, teachers, and the school staff. If you have some time that you are willing to share with us, please contact sign up on the district website, contact our Volunteer Coordinator-Melanie Auer at Mmj.auer@gmail.com or fill out the Chart of Involvement on the next page and return it to the front office.

CHART OF INVOLVEMENT

To be a volunteer in PSD, all you need to do is this quick sign up process at <http://www.psdschools.org/partnerships>.

Please let us know how you would like to volunteer this year and leave this with the Front Desk:

Your Name: _____ Student's Name: _____

Phone #: _____ Email: _____

PLEASE CHECK BELOW IN THE LEFT COLUMN TO LET US KNOW HOW YOU WOULD LIKE TO GET INVOLVED

Opportunity	Description	Time Commitment	Who to contact
School Accountability Committee (SAC)	The SAC is a CO state requirement. The SAC provides feedback on the Budget and the School Improvement Plan	4-6 meetings per year that are about 1.5 hours in length. It is OK if you are not able to attend every meeting	Alicia Bono-Principal aliciab@psdschools.org
After-school Tutoring	Tutor students during our Pirate Tutorial time	Tutoring is every Monday-Thursday 2:30-4:30. create your own schedule!	Amy Goldstein amyg@psdschools.org
Friends of CLP	This is similar to a PTO, inclusive of all who would like to join. The focus is on community.	As much or as little as you would like. Events: Fall Carnival and Spring Walk a Thon	Alicia Goddard ak_goddard@msn.com
Fall Carnival	This will be our 4 th annual Fall Carnival. We need about 15 adults and 30 students to make it happen! Scheduled for 10/21/16.	Commit to organizing and running 2-3 booths: about 3 hrs of planning and organizing plus 4 hrs during the carnival	Alicia Goddard ak_goddard@msn.com
Media Center Volunteer	Help the librarian check in/out and shelve books	As much or as little as you would like	Misha Bell mbell@psdschools.org
Lunchtime Volunteer	Help supervise the students. Bring any issues to Ms. Bono or Ms. Himlie. The more eyes the better!	As much or as little as you would like	Anne Kirven akirven@psdschools.org
Dance Volunteer	Help supervise the students - bring any issues to Ms. Bono or Ms. Himlie, or help pass out pop and sell pizza slices	There are 4-5 dances a year 6:00pm-8:00pm -- you can commit to 1 or more	Melanie Auer mmj.auer@gmail.com
Field Trip Volunteer	Accompany students on field trips	As needed	The teacher
Classroom Volunteer	Help the classroom teacher in the capacity that works best. Often students benefit from another adult working with them one-on-one during silent work time	As much or as little as you would like	Any teacher
Magazine Sales Cheerleader	The annual magazine sale is CLPMS's single fundraiser for the year, lasting 2 weeks. We rely on this for many of our programs. The Coordinator will assist Abby Himlie with advertising this event and providing support on accounting day.	Meet once a week for approximately 1 month. Magazine Sales kickoff is September 16 th .	Abby Himlie ahimlie@psdschools.org
Athletics Head Parent Volunteer	The CLP Athletic Department needs a point person for communications, coordinating volunteers for concessions, and assisting with events such as the annual Pig Roast	Weekly home game concessions coordination; quarterly communication with Abby Himlie. The Pig Roast planning will require 1 meeting and assistance at the actual event	Abby Himlie ahimlie@psdschools.org
Feed the Teachers	Provide food for hard working and hungry staff on long days (Conferences, Back to School Night, Teacher Appreciation Day)	As much or as little as you would like	Melanie Auer mmj.auer@gmail.com
Outside Maintenance	Keep the areas around the building weeded, watered, and trimmed	Once every other week April-October	Alicia Bono aliciab@psdschools.org
Staff Member of the Week Board	Create and maintain a bulletin board featuring a staff member every other week	1 hour a week	Alicia Bono aliciab@psdschools.org
School Day Celebrations	Provide assistance for school day celebrations	Usually 3 to 4 events per year. Help with planning and setup, and assist at the actual event.	Anne Kirven akirven@psdschools.org
Vision/Hearing Screening	Assist in organizing students for the screenings typically held in January or February	3-4 hours	Colleen Howard choward@psdschools.org

As provided in district policy AC (Nondiscrimination/Equal Opportunity), Poudre School District does not unlawfully discriminate on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, marital status, veteran status, age or disability.

“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 direct to: For District students and community members: Director of Student Services, 1630 South Stover Street, Fort Collins, Colorado 80525, phone: 970-490-3033; For District employees: Executive Director of Human Resources, 2407 LaPorte Avenue, Fort Collins, Colorado 80521, phone: 970-490-3620.”