



**PARENT-STUDENT  
HANDBOOK**

**DUNN Elementary, an I.B. WORLD SCHOOL**  
**501 South Washington**  
**Fort Collins, CO 80521**  
**970-488-4825**

**Absence Line 970-488-4826**

*Dear Parents and Students,*

*On behalf of the staff I sincerely welcome you to YOUR school, DUNN ELEMENTARY, an authorized International Baccalaureate School. We know this will be another exciting school year! It is our intention to provide all children with a variety of educational experiences that will contribute to their personal development. We anticipate and welcome your involvement and cooperation in making this year successful.*

*This handbook has been prepared to help you better understand the daily operation of our school. We hope it will serve as a quick and easy reference for answers to most questions you might have regarding school procedures.*

*It is important that we work together in a partnership that allows suggestions, questions, and compliments to flow honestly between home and school as we make every effort to meet the unique needs of our children, their families, and staff. Parents involved in the school are an important part of the strength of our programs and in helping to maintain the educational excellence for which Dunn is known.*

*Thank you for taking the time to familiarize yourself and your children with the information in this handbook. We look forward to a productive and mutually supportive relationship with each of you.*

*Deborah L. Ellis  
Principal*

**For more information about our International Baccalaureate  
Primary Years Program (PYP), please see the Appendix  
at the end of this handbook.**

# **Dunn Elementary, an IB World School Parent-Student Handbook**

The purpose of this handbook is to provide information regarding Dunn Elementary, as well as our school 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 Dunn 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.

## **Poudre School District Mission**

Educate...Every Child, Every Day

### **Poudre School District Vision:**

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

### **Dunn Elementary Mission:**

Dunn engages and empowers globally minded learners, inspiring them to take positive action that impacts our world.

### **Dunn Elementary Vision:**

**We are an educational community committed to:**

Inquiry, intellectual rigor, and the development of critical thinking

Conceptual, relevant, global units of study integrating traditional subject areas

The teaching of skills and strategies necessary for success in continued learning

Nurturing an open-minded, caring, and positive environment that celebrates the whole child

### **The Mission Statement of the International Baccalaureate:**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, government, and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right. These lifelong learners are able to see other people's perspective, understand different points of view, and respect the rights of others in our school, community, and world.

## **ANIMALS IN SCHOOL**

In order to protect both children and animals, and in accordance with the recommendations of the Larimer County Health Department, the following policy is adopted for use in all schools within Poudre School District. (ADG)

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.

No animal may be housed in a classroom unless the teacher is familiar with the appropriate care, feeding and handling of the animal, and with any potential dangers caused by the animal. Any such animal shall be in good physical condition and, where appropriate, vaccinated against transmittable diseases. Special consideration shall be given to an animal's effect on allergic students and staff before bringing the animal into the classroom.

The teacher shall be responsible for the proper control of animals brought to school for instructional purposes, as well as for the welfare and safety of all students and staff who may be affected by such animals. No animals shall be allowed to run freely anywhere in the school building, including but not limited to classrooms, food areas or activity areas.

If animals are to be kept in the classroom on days when classes are not in session, the teacher responsible must make arrangements for their appropriate care and safety. All animals shall be maintained at school in a sanitary condition with appropriate food and water and in a manner so as to prevent health hazards or nuisance conditions.

Students shall not be allowed to eat or drink during any activities involving animals. Immediately after handling any animal, all students shall be required to thoroughly wash their hands with soap and water with adult supervision.

The building principal shall be notified as soon as possible if anyone at school is bitten or scratched by an animal, or if another incident occurs that could have an adverse effect on the victim's physical or emotional health. The responsible teacher shall complete a written report describing the incident. If the incident involves a student, every reasonable effort must be made to immediately contact the student's parent/guardian.

Animals shall not be transported on school buses except as expressly permitted by law or District policies/regulations.

## **ATTENDANCE**

Good school attendance is important at Dunn Elementary. A student can never make up a day even though he/she may go over the assignments that were presented. The discussions and experiences that take place at school are as valuable as the written material. Please make every effort to send your child to school unless he/she is ill. Visits to the dentist, doctor, orthodontist, etc. should be scheduled outside of school hours whenever possible.

When a student must be absent from school, parents/guardians should notify the school by leaving a message on the 24 hour attendance line **488-4826**, or by sending a note with another student. This will prevent the Dunn office clerk from interrupting parents/guardians at

work or home to check on a student that is not accounted for. If a student is to be gone for an extended length of time, please notify the Dunn Office and the classroom teacher in advance, if possible.

If it is necessary for a student to leave school during the day, the adult picking up the student must sign out the student in the office.

### **Poudre School District POLICY JH/JHB - STUDENT ATTENDANCE/TRUANCY**

State law requires parents/guardians to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. Accordingly, Poudre School District students are required to satisfy all academic requirements and exhibit good attendance as stated in this policy.

#### **EXCUSED ABSENCES**

The following shall be considered excused absences:

1. A student whose absence is approved by an authorized school administrator. Prearranged absences shall be approved for appointments or circumstances of a serious nature that cannot be taken care of outside school hours.
2. A student who is temporarily ill or injured.
3. A student who is absent for an extended period due to physical, mental, or emotional disability.
4. A student who is pursuing a work-study program under the supervision of the school.
5. A student who is attending any District-sponsored activity with advance approval of the school administration.
6. A student who is excused by a parent/guardian for observance of a religious holiday.
7. A student who is in the custody of a court or law enforcement authorities.
8. A student whose absence is due to suspension or expulsion.

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

#### **UNEXCUSED ABSENCES**

An unexcused absence is defined as an absence that is not listed above as an excused absence. Each unexcused absence shall be entered on the student's record. School personnel shall notify each student's parent/guardian of the student's unexcused absences in a timely manner as determined by the school.

In accordance with law, the District may impose appropriate penalties for a student's nonattendance due to unexcused absences. The District attendance officer and school administrators shall communicate the District's and school's rules and procedures related to unexcused absences to students and their parents/guardians. Students and parents/guardians may petition their school principal for exceptions, which must be approved by the assistant superintendent of elementary schools or assistant superintendent of secondary schools, as appropriate.

## TRUANCY

A student shall be considered “truant” if he or she is absent without excuse as provided under this policy. In order to reduce the incidents of truancy, parents of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that their children of compulsory attendance age attend school. Parents shall be required to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual excused and unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent by telephone.

Appropriate school personnel shall make all reasonable efforts to meet with the student's parent/guardian to review and evaluate the reasons for the child's truancy. A plan shall be developed for a student who is declared habitually truant, with the goal of assisting the student to remain in school. When appropriate, the student's parent/guardian shall participate with District personnel during the development of the plan.

A student shall be considered “habitually truant” if he or she is of compulsory attendance age and has incurred 10 unexcused absences during any school year or four unexcused absences in any month. Absences due to suspension and/or expulsion shall not be counted as unexcused absences for purposes of determining whether a student is habitually truant. As provided by law, judicial proceedings will be initiated to enforce the state’s compulsory attendance law with respect to students determined to be habitually truant.

## MAKE-UP WORK

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 may receive only partial credit, which is the consequence for an unexcused absence.

## TARDINESS

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy students to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding tardiness.

A student detained by another teacher or administrator shall not be considered tardy, provided that the student is given a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy.

## APPEALS

Appeals regarding a principal’s application of this policy with respect to any student shall be made to the assistant superintendent of elementary schools or the assistant superintendent of secondary schools, as appropriate. If the appeal is not satisfactorily resolved by the

appropriate assistant superintendent, the matter may be appealed to the superintendent, whose decision shall be final.

### **B.A.S.E. Camp**

B.A.S.E. (Before and After School Enrichment) Camp is a school-age care program located in twenty-eight PSD elementary schools. B.A.S.E. Camp is a non-profit, intergenerational organization that offers care before and after school and on needed in-service days. Students may be registered on a full, part-time, or drop-in basis. B.A.S.E. Camp offers age appropriate activities with friends, afternoon snacks, help with homework and personalized attention. Fees are assessed on a sliding scale based on the number of family members and gross monthly income.

To register for B.A.S.E. Camp, contact the B.A.S.E. Camp office at 266-1734. Space is available on a first come, first served basis. Children must be registered and enrollment packets must be completed at the B.A.S.E. Camp office prior to the first time of attendance.

### **BICYCLE SAFETY**

Students may ride bicycles to school; however the school cannot accept responsibility for the safety of the bicycles. We recommend that any student riding a bicycle have a good lock and use it whenever bringing the bike to school. During the school day, bikes should be stored in the bike racks. Students must dismount and walk their bikes while on the school grounds

Skateboards and roller blades can be ridden to school and are kept in the classroom during the day.

### **BUSING**

#### **POUDRE SCHOOL DISTRICT POLICY EEAEC - STUDENT CONDUCT ON SCHOOL BUSES**

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for student conduct at bus stops and when using bus services.

Students are subject to the District's Student Code of Conduct and to the bus operator's directions at all times in connection with their school bus usage. The operator of a school bus shall be responsible for the safety of the students on his/her bus during the time they are on board and while they are entering or leaving the vehicle. A bus operator may suspend a student's bus-use privilege in accordance with accompanying District regulations and upon direct authorization of the director of transportation services or his/her designee.

Principals/site managers shall be responsible for students' conduct while they are waiting for buses at school and shall cooperate fully with transportation department personnel in addressing student misbehavior.

Students wanting to bring a guest on the bus or to get off at a stop other than the one to which they are assigned must bring a note to the school from a parent or guardian requesting this service. Requests will be honored provided students are well behaved and the bus does not become overloaded. The principal or designee will issue a bus pass to be given to the bus driver. Bus drivers will accept only official bus passes issued by the school office or transportation services; they will not accept notes from parents or guardians.

## **CHANGE OF STUDENT RECORDS FOR STUDENT SAFETY**

When a parent needs to be contacted, pupil records are helpful only if they contain up-to-date information. If any of the following items change during the school year, it is important that parents notify the school of the change:

- a) Change of person to contact in an emergency
- b) Change of doctor
- c) Change of address
- d) Change of custody or guardianship
- e) Change of telephone (home or work)

## **COMMUNITY USE OF DISTRICT-OWNED PROPERTY**

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

## **CONFERENCES**

Parent-teacher conferences can be one of the most important links to the school. Conferences allow parents to converse privately with some of the most important adults in their child's life - their teachers. It is a time to ask direct questions and get direct answers. It is an opportunity to let the teacher know how much you value education and just how important you view your child's school world.

Keep in mind that a conference is not the only time you can communicate with your child's teacher. There are times when the information shared through class and school notes, Parent Information Nights, and other means is not enough. When parents have a special concern, they are encouraged to contact the teacher and/or school. Teachers are always eager to meet the needs of you and your child and most often these contacts are also helpful to the teacher. Teachers are available most school mornings after 8:15 to make an appointment or discuss concerns.

## **DAILY SCHEDULE**

**8:35 a.m.** - Playground supervision begins\*

**8:45 a.m.** - Entrance bell rings

**8:50 a.m.** - All classes begin

**3:28 p.m.** - School Dismissed

**Morning Kindergarten Sessions:** 8:50 a.m. – 12:10 p.m.

**All Day Kindergarten Sessions:** 8:50 a.m. – 3:28 p.m.

***\*Students should not arrive at school before 8:35 a.m. Adult supervision will not be available until this time. Children are not allowed on the playground without parent***



***supervision after school. On site before and after school day care is available for a charge from B.A.S.E. Camp 266-1734.***

## **DISCIPLINE**

Dunn students are expected to:

**-BE SAFE**

**-BE RESPECTFUL**

**-BE RESPONSIBLE LEARNERS**

**And to exemplify our IB learner profile and attitudes**



Dunn follows Poudre School District's Code of Conduct as mandated by the District. The *Student Rights and Code of Conduct* will be distributed electronically for the 2019-20 school year. Families will have access to the *Student Rights and Code of Conduct* via the PSD website, through the *Connect* parent e-newsletter, and a limited number will be available in print at each school and at the district office for families that are not able to access it electronically. PSD implemented this change in 2010-11 to save paper, printing costs, and staff time.

We believe it is the responsibility of everyone involved with Dunn Elementary (students, staff, and parents) to work together toward making the school the best place to learn and grow. The Dunn school rules have been established to provide a safe and enjoyable environment for all the students at Dunn. All students will be expected to understand and follow these rules.

The students at Dunn are expected to conduct themselves in a way that does not interfere with the learning, rights, or safety of other students or staff members. Self-discipline is an indication that a student is capable of accepting the responsibilities and privileges that are available to the students at Dunn.

As an International Baccalaureate school, we want students to develop the following attitudes: Appreciation, Commitment, Confidence, Cooperation, Creativity, Curiosity, Empathy, Enthusiasm, Independence, Integrity, Respect, and Tolerance. We teach, model, and recognize these attitudes at Dunn. It is our hope that all our Dunn students reflect the International Baccalaureate Student Profile that we have adopted as Dunn's Student Profile.



# Dunn Learner Profile

Dunn Students are:

- ◆ **Inquirers** – Their natural curiosity has been nurtured. They have acquired the skills necessary to conduct purposeful, constructive research. They actively enjoy learning and this love of learning will be sustained throughout their lives.
- ◆ **Thinkers** – They exercise initiative in applying thinking skills critically and creatively to make sound decisions and solve complex problems.
- ◆ **Communicators** – They receive and express ideas and information confidently in more than one language, including the language of mathematical symbols.
- ◆ **Risk-takers** – They approach unfamiliar situations without anxiety and have the confidence and independence of spirit to explore new roles, ideas and strategies. They are courageous and articulate in defending those things in which they believe.
- ◆ **Knowledgeable** – They have spent time in our school exploring themes which have global relevance and importance. In so doing, they have acquired a critical mass of significant knowledge.
- ◆ **Principled** – They have a sound grasp of the principles of moral reasoning. They have integrity, honesty, and a sense of fairness and justice.
- ◆ **Caring** – They show sensitivity towards the needs and feelings of others. They have a sense of personal commitment to action and service.
- ◆ **Open-minded** – They respect the views, values and traditions of other individuals and cultures and are accustomed to seeking and considering a range of points of view.
- ◆ **Balanced** – They understand the importance of physical and mental balance and personal well-being.
- ◆ **Reflective** – They give thoughtful consideration to their own learning and analyze their personal strengths and weaknesses in a constructive manner.

## DRUG DETECTION DOGS

As part of school board policies, it is our responsibility to inform you that drug detection dogs might be used on a random basis to go through the school hallways, classrooms, locker rooms, offices and parking lots to uncover possible drug possession. The intent of this process is to assure parents and community that our school is free from drugs.

## EMERGENCY DISMISSAL PROCEDURES

Any decision to close school due to bad weather will be communicated to the local T.V. (Denver channels 4,7,9 and local cable channel 10) and radio stations (EAGLE 96.1, KUNC 91.5, BEAR 107.9, KOA 850, KOOL 105, KCSU) before 6:30 a.m. School closure decisions will also be posted on the PSD website at <http://www.psdschools.org>. Specific school bus routes or attendance areas will be specified as closed; all other students will be expected to attend regular school sessions as scheduled.

If an emergency closing of a school occurs during the school day, local T.V. and radio stations will be notified and every effort will be made to provide notice to parents that students are to be dismissed. Information will also be posted on the district's web site at <http://www.psdschools.org>.

## FIELD TRIPS



Educational field trips are often taken by Dunn students. If you are interested in accompanying the children, please sign up to be a volunteer on the PSD website: [www.psdschools.org/partnerships](http://www.psdschools.org/partnerships), and give your name to your child's teacher. Dunn's direct donation fundraising drive helps to pay for these experiences. Your support for our donation drive is greatly appreciated.

## HEALTH POLICIES

Illness - If a student is ill, please keep him/her home. While temperature is only one indicator, a child with a temperature of 100 degrees or more should be kept at home until the student has been fever free without medication for 24 hours. Students who have vomited should not return to school until they have had no vomiting for 24 hours. Attendance is important; yet it is in the best interest of your child and others, that when ill, they remain in an environment where they can receive your thoughtful attention while not exposing others.

Emergency Care - School personnel will give emergency care to sick or injured students. Parents will be called immediately if an illness or accident of a serious nature should occur. It is most important that the school have current telephone numbers for both parents and a reliable emergency number in the event that neither of you can be reached. If you are notified that your child has become ill or injured at school, it is your responsibility to arrange for the child to be picked up as quickly as possible.

Medication Given At School - Poudre School District policy requires that no medication - whether it is prescription or over-the-counter drugs - shall be given to a student by any school personnel except on the written orders of a physician or dentist. All medication must be in a current pharmacy-labeled container giving the student's name, the name of the drug, the dosage, and the physician. When changes in medication are made we must again have a correctly labeled container and written orders from a physician or dentist.

## **POUDRE SCHOOL DISTRICT POLICY JLCD-R - ADMINISTERING MEDICINES TO STUDENTS**

### **STORAGE OF MEDICINE**

Medicine to be administered to students at school shall be stored in the office or similar area at each school in a clean, locked cabinet, drawer, or other appropriate container reserved and used exclusively for the storage of medicine and inaccessible to students. If refrigeration is required, the medicine shall be stored either: (a) in a locked refrigerator reserved and used exclusively for the storage of medicine and inaccessible to students; or (b) in an impervious secondary container in a food storage refrigerator, separated from food and inaccessible to students.

At the end of each school year, all medicine in storage at each school shall be returned to the parent or guardian who furnished it or shall be appropriately disposed of by the school nurse or nurse's designee.

### **HEALTH CARE PROVIDER AUTHORIZATION AND DIRECTIONS**

Health care provider authorization and directions for administering medicine to a student must be in writing and signed by the health care provider, and must specify: (a) the student's name; (b) name of the medicine; (c) purpose of the medicine; (d) dosage; (e) time(s) the medicine is to be administered; (f) manner of administration; (g) anticipated number of days the medicine needs to be administered at school and/or school-sponsored activities; and (h) possible side-effects of the medicine.

### **SAFETY PRECAUTIONS**

Before medicine is administered to any student, the school nurse or District employee to whom the nurse has properly delegated this task as authorized under the Nurse Practice Act shall take necessary steps to ensure that: (a) a current request to administer medicine and release signed by the student's parent/guardian is on file; (b) written authorization and directions for administering the medicine signed by the student's health care provider, or current District-wide protocol developed by a licensed physician for administering specified nonprescription medicines, is on file; (c) the correct student is receiving the medicine; (d) the correct medicine is being administered to the student; (e) the correct dose of medicine is being administered; (f) the medicine is being administered at the correct time; (g) the medicine has not expired; and (h) the medicine is being administered in the correct manner.

An error in administering medicine to a student includes but is not limited to giving medicine to the wrong student, giving the wrong medicine to a student, giving the wrong dose of medicine to a student, giving more than one dose of medicine to a student, giving medicine to a student in an incorrect manner, giving medicine to a student at the wrong time, forgetting to give a student medicine at the required time, and/or forgetting to document that medication was given to a student.

Errors in administering medicine to a student must be promptly reported to the school nurse and to the student's parent or guardian, and must be documented on an Error Report. Poison control or 911 shall immediately be called in the case of errors that involve administering medicine to the wrong student, administering the wrong medicine to a student, or administering an overdose of medicine.

## RECORD KEEPING

An individual record shall be kept for each student of every medicine administered to the student, which shall include: (a) the name of the medicine; (b) the date and time the medicine was administered; (c) the dosage administered; (d) the manner the medicine was administered; (e) any unusual reactions or responses of the student; and (f) the name of the person administering the medicine.

Issued: May 1994

Revised to conform with practice: May 22 1995

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Reviewed: October 11, 2004

Revised April 24, 2006

## HOMEMADE FOODS IN THE CLASSROOM



Food prepared or served in classrooms is a significant concern of the Health Department due to the potential of transmitting food-borne illness. In a classroom, it is difficult to assure proper sanitation and safe hygienic practices, and there is no way to thoroughly clean and sanitize food preparation surfaces, utensils, and other equipment.

In accordance with Poudre School District policy, homemade food items and snacks to be shared are not permitted in school. If it is necessary to have food in classrooms, only prepackaged, commercially prepared foods should be served. If items are not individually wrapped, an adult with clean hands should provide a serving to each child.

## HOMEWORK

The Dunn Elementary School Staff believes that homework is an integral part of the educational process in that it contributes to the development of good study habits, self-discipline, organizational skills, reinforces classroom activities, enhances the learning experience, and reinforces communication to parents concerning school programs. It is our belief that well-planned, purposeful homework exercises should begin in the elementary schools, and that the emphasis should gradually increase in terms of quantity and frequency as the student moves through the school system. All homework will be evaluated, and some appropriate feedback will be received by the student from his teacher.

### **Types of Homework:**

Preparation Homework: helps students inform themselves about the next day's lesson.

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

Extension Homework: guides students so they expand on concepts that were taught in class.

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

### **Suggested setting for best results during homework time:**

- Well-lighted, quiet reading area, preferably at a table and chair
- Adults available for response or assessment

- Regularly scheduled time (daily)
- No radio or television on during the homework period

## **INTERNET ACCESS**

Poudre School District (PSD) makes access to the Internet available to all students for use as an academic resource and means of communication through electronic mail. There are no fees or charges for this access, and many classes routinely use the Internet as a tool to complete class assignments and projects. PSD does not have control of the content of information contained on computer systems outside PSD but does take measures to limit student access to content inappropriate for the school environment through filtering and supervision. In addition, students are expected to adhere to strict guidelines for usage of the Internet as defined in the PSD Code of Conduct. Inappropriate use may cause students to lose their Internet access privileges. If for any reason a parent does not wish his/her student to have access to the Internet and/or to be given an electronic mail account, a Non-Permission Form is available in school offices. If a signed Non-Permission Form is not filed with the school each year, it will be assumed that the parent has given approval for his/her student to use the Internet and have an electronic mail account.

## **LOST AND FOUND**

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles should be turned into the school's Lost and Found. Unclaimed items are given to a welfare agency at the end of the school year.

Students are strongly urged not to bring valuables, toys, cars, sports equipment, jewelry, radios, or other personal items from home to school. The school cannot accept responsibility for the loss or damage of these items.

## **MEALS**

Breakfast and lunch are available daily at Dunn. Students have the choice of several daily specials including a salad bar. Additionally, milk and juice are also available. Monthly menus are available online at <http://www.psdschools.org/school-resources/menu-and-meal-info>. Paper copies may be sent home monthly for those without access to the Internet.

## **PARENT INVOLVEMENT**

Dunn has a wide range of opportunities for parents to be involved in their children's education. We have several staff/parent committees and leadership opportunities such as our site-based leadership team. In addition, we encourage parents to volunteer in classrooms, the media center, and for special projects and classes. Volunteer applications are available on the Poudre School District website at [www.psdschools.org/partnerships](http://www.psdschools.org/partnerships).

Parents are also encouraged to participate and become involved in Dunn through Dunn's Parent Teacher Organization. The PTO is an unaffiliated, independent group of parents and teachers who work together to improve the school. It is a vital support network between the school and parent community. Through the organization's efforts, money is donated to educational projects. Activities sponsored by the group also bring families and school staff together.

## **PARTIES**

We have 3 classroom parties during the school year - Fall Festival, Winter Celebration, and Valentine's Day. Parents are encouraged to participate in these parties. Additionally, if students wish to bring prepackaged, commercially prepared treats to celebrate their birthday, they may do so. Classroom teachers should be made aware of these arrangements several days ahead of time. Rather than bringing a birthday treat, students may donate a book to the library. The book will have an identification label indicating the event and student making the donation.

## **PERSONAL COMMUNICATION DEVICES (Policy JICJ)**

For purposes of these rules, "personal communication device" or "PCD" is defined to include all cell phones, smart watches, pagers, iPods, MP3 players, Zunes, personal digital assistants, cameras, audio/video recorders, and other hand-held electronic communication and data storage devices.

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

1. Students shall not use PCDs at school at any time they are in class or participating in or attending education-related activities, unless expressly authorized by the principal or his/her designee.
2. Students shall keep PCDs out of sight at all times they are in class and at all times they are participating in or attending education-related activities, unless expressly authorized by the principal or his/her designee.
3. Students shall keep PCDs turned off or dormant at all times they are in class and at all times they are participating in or attending education-related activities, unless expressly authorized by the principal or his/her designee. In this regard, "dormant" means elimination of all vibration alerts, alarms, ringtones, flashes, and other methods of notification of incoming calls or messages.
4. Students shall not use PCDs when they are not in class or when they are not otherwise participating in or attending education-related activities if such use results in disruption of the educational process or of school operations, as determined by the principal or his/her designee.
5. Students shall not use PCDs on District vehicles in a manner that may interfere with or disrupt the safe operation of the vehicle, as determined by District transportation officials or their designees.
6. Students shall not use PCDs with cameras and/or video recording capabilities at any time they are in a bathroom, locker room or other location where such use could violate another person's reasonable expectation of privacy, and shall keep PCDs with cameras and/or video recording capabilities out of sight at all times they are in a bathroom, locker room or other location where such PCDs could violate another person's reasonable expectation of privacy.
7. Students shall not use PCDs to send, receive or store pornography or sexually oriented images, photographs, videos, or messages in written or audio form, that may be

reasonably perceived as having the purpose or effect of stimulating erotic feelings or appealing to prurient interests.

8. Students shall not possess or use PCDs in any manner that involves a violation of any law, District policy or regulation, or established school rules.

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

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

1. Confiscation of the PCD possessed or used in violation of the rules for a period of time to be determined by the principal or his/her designee, up to and including the remainder of the school year. Confiscated PCDs shall not be returned until after a meeting to discuss the violation is held between the student's parent/guardian and the principal or his/her designee
2. Receiving a failing grade with respect to any test or assignment during which the student has possessed or used a PCD in violation of the rules.
3. Discipline, including suspension or expulsion from school.
4. Referral of the matter to law enforcement authorities when the student's PCD possession or use may involve a violation of the law.

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

## **RECESS / WEATHER**

Outside recess is an important part of the students' day. Students benefit from the fresh air and physical activity. Therefore, all students will be going outside for scheduled recesses unless the weather is either too cold - less than 20 degrees including wind-chill - too rainy/snowy, or there is a threat of lightning.

As long as weather conditions are acceptable as established by the school, all students will be expected to go outdoors for daily recess unless there are special medical circumstances that have been verified by your doctor. If your child is too ill to be outside, he/she should remain at home until fully recovered.





## PLAYGROUND RULES

These rules are developed to ensure a safe playground environment. They are based upon safety, respect, and responsibility for self, students, adults and others.

1. Students will exemplify all learner profiles and attitudes on the playground at all times.
2. All students must go outside after lunch. Students needing to return to class may do so with a teacher note or pass.
3. All food and drink must be consumed in the cafeteria or classroom prior to recess.
4. Keep hands, feet, and objects to ourselves. Use gentle two-finger touches on the arms when playing tag type games.
5. Monitor speed when running to ensure control and awareness of others or things around us.
6. Remain in the designated grade level area of the playground.
7. Ask permission from an adult on duty to re-enter the building. Enter the building with a pass.
8. Notify the adult playground supervisor if a ball goes outside of the playground area. The adult will be responsible for retrieving the ball. Balls should be kept away from the building, except for designated areas.
9. Swings:
  - Used by one person in a sitting position
  - Stay clear of the area directly in front of and behind the swing
  - Stop swinging prior to getting off the swing
10. Slides:
  - Prepare to slide by walking up the steps only
  - Sit flat on bottom
  - Place legs and feet directly in front of oneself
  - One person slides at a time
  - Stay clear of the bottom of the slide when someone is sliding

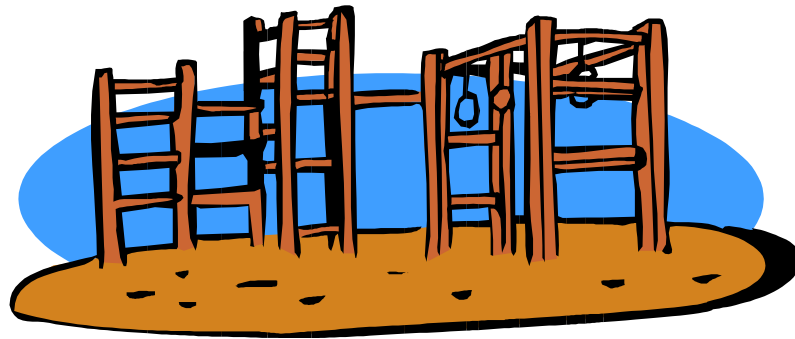
11. Monkey Bars:

- Start at one end and go directly across
- Wait for person to reach other side before beginning

12. Tag and running games should be played on grassy areas and blacktop, not on playground equipment.

13. The ramp to the modular is to be used for entering and exiting that building only.

14. Only school issued playground equipment is to be used on the playground.



## **SEX OFFENDER REGISTRY INFORMATION AVAILABLE**

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

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

## **STUDENT DRESS**

Students are encouraged to dress in a neat and attractive manner that reflects pride in themselves and their school. Students should not wear clothing that is disruptive to the learning environment. Clothing that advertises alcohol, drugs, and/or is obviously offensive or constitutes a threat to health and safety is not acceptable.

## **STUDENT RECORDS**

### **POUDRE SCHOOL DISTRICT POLICY JRA/JRC - STUDENT RECORDS/RELEASE OF INFORMATION ON STUDENTS**

#### **1. General Provisions**

The principal shall be the official custodian of student records within the school building. All questions regarding requests for student records shall be directed to the principal.

Student education records may contain, but will not necessarily be limited to, the following information: identifying data; academic work completed; level of achievement (grades, standardized achievement test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data and medical information; family background information; teacher or counselor ratings and observations; and reports of serious or recurrent behavior patterns.

Education records do not include records maintained by a law enforcement unit of the school or District (should one exist) that are created by that unit for the purpose of law enforcement.

Nothing in this policy shall prevent administrators, teachers or other staff from disclosing information derived from personal knowledge or observation.

All requests for inspection and review of education records and requests for copies of such records, as well as disclosure of personally identifiable information except as provided by law, shall be maintained as a part of each student's record. (Such request/disclosure records

shall be made available to the parent or eligible student upon request in accordance with the following requirements.)

## 2. ACCESS TO RECORDS

A parent or guardian has the right to inspect and review the student's education records. However, if a student is 18 years of age or older, the student may inspect his/her own records and the student's written permission shall be necessary in order for the parent or guardian to inspect them. (Such student 18 years of age or older shall be known as an "eligible student.") However, if an eligible student is a dependent for federal income tax purposes, parents/guardians are entitled, along with the student, to have access to student educational records.

The building principal shall provide such personnel as necessary to give explanations and interpretations of the education records when requested by parents/guardians or eligible students.

The parent/guardian or eligible student shall examine the education records in the presence of the principal and/or other person(s) designated by the principal.

An education record itself shall not be taken from the school building. However, upon request, one (1) copy of the record shall be provided within a reasonable time to the parent/guardian or eligible student at a cost not to exceed 25 cents per page.

### **ParentVUE**

The ParentVUE offers parents a personalized look at their student's information, including a link to their student's academic growth information, PIV (Pinnacle Internet Grade Viewer) and fees (ie: lunch credits, athletic fees, etc...). Parents can now pay lunch fees online. We hope to make other fees payable online soon.

The ParentVUE can be accessed by clicking on the ParentVUE button located on the "Parent" landing page of the PSD Website. A unique activation code is required for each student a parent wishes to access. Activation codes are set up at your child's school and given to parents. *Information: 490-3020 or [portalhelp@psdschools.org](mailto:portalhelp@psdschools.org)*

### **THURSDAY FOLDERS**

Thursday is our regular communication day; look for papers coming home from school – newsletters, invitations, updates, tips and reminders. Any information that is to go home in Thursday folders should be submitted to the office by noon on Wednesday.

### **VISITORS**

#### **POUDRE SCHOOL DISTRICT POLICY KI - VISITORS TO SCHOOLS**

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

All visitors to school buildings must enter only through designated doors and report directly to the school office immediately upon entering the building.

1. As used in this policy, "visitor" includes any person who is not a member of the student body and who is not a member of the regular school staff, and who comes upon school grounds and/or enters a school building.
2. School visitation by District employees who are not members of the regular school staff shall occur as determined by the District to be necessary or advisable.
3. School visitation by individuals who are not District employees is a privilege, not a right, which may be limited, denied or revoked by the District, principal, or principal's designee based on considerations of student and/or staff safety, efficient school operations, maintenance of a proper educational environment, or failure to comply with the terms of this policy.
4. The District or school may authorize individuals who are not District employees to visit a school and/or to observe or participate in school activities, including but not limited to education-related activities, as deemed by the District or school to be necessary, appropriate or in the best interest of the District, the school, and/or one or more students or staff members at the school. The time(s) and duration(s) of such visits shall be determined by the District or school.
5. Notwithstanding the terms of paragraph 4 above and unless otherwise authorized by the appropriate assistant superintendent of school services, requests by individuals who are not District employees to observe classrooms or other areas of the school where education-related activities are in progress shall only be approved for: (a) the parents/guardian of a student in the classroom or area being visited; (b) relatives of a student in the classroom or area being visited; and (c) other visitors authorized by the student's parents/guardian whose observation is reasonably necessary for the student's benefit, as determined by the District or school. With respect to such requested observations:
  - No more than three (3) visitors shall be approved to observe at any one time, except in unusual circumstances as authorized by the appropriate assistant superintendent of school services.
  - Visitors approved to observe shall not interfere, distract or otherwise disrupt the education-related activities.
  - Approved observations by all visitors concerning a particular student shall be considered in the aggregate and shall be limited to the period of time one (1) day per week established by District or school rules, except in unusual circumstances as authorized by the appropriate assistant superintendent of school services.
6. All visitors to school buildings must enter only through designated doors and report directly to the school office immediately upon entering the building.
7. Upon reporting to the office all visitors must state their business to a school official, who may request any confirmation of the visitor's identity or business, documentation, or other information the official deems necessary in the interest of securing the safe and efficient operation of the school. If the visitor is deemed to have legitimate business at the school, he or she may be authorized access to those parts of the school building and grounds necessary for that business. In such cases, the visitor: (a) may be required to sign in and out; (b) may be required to wear an identification badge, which must be prominently displayed at all times the visitor is at the school and

which must be returned before the visitor leaves the school; and (c) may be required to be accompanied by a District employee for some or all of the visit

## **VOLUNTEERS**

Dunn has an active volunteer program that provides positive experiences for volunteers, teachers, and students. Volunteers help in the classrooms, in the Media Center, and other areas in the school. Volunteers also provide assistance as needed on special occasions. The Dunn staff welcomes anyone who would like to volunteer their time whether it is at school or projects at home. Any amount of time is appreciated. We want volunteering to be an enriching experience for you, too. If you are interested in volunteering at Dunn, please complete a volunteer form on the Poudre School District website at [www.psdschools.org/partnerships](http://www.psdschools.org/partnerships).



## **Philosophy of International Baccalaureate Organization**

### **Primary Years Program**

The IB Primary Years Program (PYP) at Dunn IB World School is designed for students in Kindergarten through Fifth grade. The curriculum framework provides for the development of the whole child. The PYP is a uniquely international program focusing on the total growth of the developing child, encompassing social, physical, emotional and cultural needs in addition to academics.

The International Baccalaureate Primary Years Program (IBPYP) provides a shared

curriculum for primary schools throughout the world. It does not replace the district scope and sequence or the state requirements but expands on them providing breadth and depth to understanding for primary age children. In addition, it provides the students with an international perspective that relates their world in the U.S. and Colorado to a larger global community. The curriculum is designed as an interactive whole, that eventually encompasses the full range of disciplines and adds to the district and state guidelines.

A Program of Inquiry designed around six organizing themes with a multitude of inquiry-based activities is used to integrate the curriculum.

### **Organizing Themes**

- Who we are.
- Where we are in place and time.
  - How we express ourselves.
  - How the world works.
- How we organize ourselves.
  - Sharing the planet.

### **Your child will:**

- develop a deep understanding of important concepts;
- conduct research into knowledge which has local and global significance;
- acquire and practice a wide range of essential skills in Language Arts, Math, Science, Social Studies, Technology, Art, Music, P.E. and Spanish;
  - learn more effectively using inquiry;
  - learn and use the skills of a second language;
- be encouraged to develop positive attitudes towards learning, the environment and other people;
- have the opportunity for involvement in responsible action and community service;
  - manipulate the many facets of technology to become true users of the tool;
- and finally, develop the conceptual understanding and knowledge, skills and attitudes needed to not only succeed at the district and state curriculum, but surpass in both breadth and depth those expectations.

IB is a balanced program of concepts, knowledge, skills, attitudes and actions for children that is academically challenging including a Spanish language component. The primary curriculum sets high standards and has high expectations for the students. The teachers and administrators, working with the international guidelines of the IBPYP and the district and state standards, plan the primary program together. This provides a more coherent education reflective of the district and state standards and the community as well as an international perspective.

*Adopted: Guide to the Primary Years Program , September 1998, IBO*

### **Process Of Inquiry**

We derive meaning and knowledge by asking questions. According to Nancy Cecil in *The Art of Inquiry*, real learning begins to take place when children are engaged in asking and answering carefully crafted questions. Inquiry gives them an "opportunity to explore with their minds, to gain meaning for themselves, and to relate new data to old ideas. When children seek to ask or answer questions about things for which there are many potentially correct answers they begin to develop an attitude of appreciation for the immensity and complexity of the natural world."

Eight fundamental concepts, expressed as key questions, propel the process of inquiry. They are broad in scope and are intended to define clusters of ideas. These powerful ideas drive the research units-called Units of Inquiry or Planners-which are designed by teachers and students and lie at the heart of the curriculum model.

### **These key questions are:**

**Form:** What is it like?

**Function:** How does it work?

**Causation:** Why is it like it is?

**Change:** How is it changing?

**Connection:** How is it connected to other things?

**Perspective:** What are the points of view?

**Responsibility:** What is our responsibility?

**Reflection:** How do we know?

*Adopted: Guide to the Primary Years Program, September 1998, IBO*