



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

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.

TABLE OF CONTENTS

Attendance	4
AlphaBEST	4
Bike Safety	4
Busing	4-5
Cell Phones, Smartwatches, & Personal Communication Devices	5
Communication & Conferences	5-6
Costume Guidelines	6
Daily Schedule	6
Dress Code	6-7
Discipline & Learner Profile	7-8
Dogs on School Grounds	9
Drug Detection Dogs	9
Emergency Dismissal Procedures	9
Field Trips	9
Harassment	9
Health Policies & Homemade Food	9-10
Homework	10-11
Internet Access	11
Lost & Found	11
Meals	11
Parent Involvement & Volunteering	12
ParentVUE	12
Parties	12
Recess/Weather	13-14
Sex Offender Registry Information	14
Student Records	14

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 they are 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 **970-488-4826**. 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

AlphaBEST

AlphaBEST Education has been providing before and after school programs since 2005. We currently serve approximately 30,000 students in 17 states. Family is important to us. We are a family-owned business and we take pride in the relationships we build with students, their parents, district staff, our staff, and the local communities that we become part of.

At AlphaBEST, we believe in the power of wonder, enabling and encouraging children to use their innate sense of imagination as we expand their horizons. We do far more than provide a safe, nurturing environment for children before and after school — we create rich, immersive experiences through a variety of enrichment activities including coding & robotics, digital animation, engineering, drama, arts, fitness, and more. We provide a schedule that includes homework time, snacks, outdoor play, our signature enrichment curriculum every day, and student-choice clubs to round out each day.

Go to www.alphabest.org and click on "Locations" to find your location. The Enroll Now button on this page will take you to our student enrollment system.

BIKE 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 rollerblades can be ridden to school and are kept in the classroom during the day.

BUSING

These guidelines are designed to help you as a parent/guardian clearly communicate the expectations that students need to meet when they are transported on PSD Buses. By taking a few moments to share these guidelines with your student(s) you can have a part in helping the transportation department create a positive and safe environment for all students.

Cosmo the Bus Bee wants to help your students learn the expectations to safely ride the bus.

B – Be Respectful

Looks Like:

Be Respectful to Yourself and Others.
Display a Positive Attitude.
Follow Directions.

U – Use Inside Voice

Looks Like:

Keep Noise to a Low Level.
Maintain Silence at Railroad Crossing.
Use Appropriate Language.

S – Safety First

Looks Like:

Stay Seated and Face Forward.
Keep Aisle Way Clear.
Keep all Body Parts Inside the Bus.
Refrain from Eating on the Bus.



PSD POLICY EEAEC-R - STUDENT CONDUCT ON SCHOOL BUSES

CELL PHONES, SMARTWATCHES, & PERSONAL COMMUNICATION DEVICES

Smartwatches should be kept in "School Mode" or "Class Mode" during the school day and silenced unless they have permission from an administrator/designee or it's written into their IEP, 504, or HCAP. Students should also leave **cell phones** and **all other electronic accessories** at home. If there is a reason one of these devices needs to come to school, it should be kept in a zipped backpack and not accessed during school hours.

PSD POLICY JICJ - POSSESSION AND USE OF PERSONAL COMMUNICATION DEVICES

COMMUNICATION & CONFERENCES

Parent-teacher partnerships are critical components to the growth and development of our students. Dunn teachers are committed to sharing important information with you regularly. Please refer to the chart below for more detailed information about methods of communication at each grade level.

Kindergarten	Weekly Newsletter
First Grade	Electronic Communications via Seesaw, Thursday Folder Communications as needed , Learning Pages Updated with Important Events and Curriculum

Second Grade	Weekly Email from Individual Teachers
Third Grade	Individual Teachers send Newsletter per Unit of Inquiry and Classroom Emails as Needed
Fourth Grade	Grade-level Newsletter with Classroom Variations (updates linked on Classroom Learning Pages so parents can go back and reference)
Fifth Grade	5th Grade Team Newsletter, approx every 2 weeks
Single Subjects	Quarterly Newsletter
Enrichment	After MTSS Groupings Meetings, an email will be sent to parents/guardians. The email will include what skills students will be working on for the next six-week cycle. (Sight Words, Phonics, Letters and Sounds etc.) Parent Communications as necessary and sharing progress/data when requested.
Integrated Services (Special Education)	Individual family communication as needed

Thursday Folders will come home weekly. Look for papers coming home from school – newsletters, invitations, updates, tips and reminders.

Parent-teacher conferences will be held mid-October. This will be a time to learn more about how your child is doing academically, socially, and emotionally as well to ask questions. Keep in mind that a conference is not the only time you can communicate with your child's teacher. When parents have a special concern, they are encouraged to contact the teacher.. Teachers are always eager to meet the needs of you and your child and most often these contacts are also helpful to the teacher.

COSTUME GUIDELINES

Category	Allowed	Not Allowed
Masks & Face Coverings	Face paint (applied at home) or small eye masks that do not obstruct vision	Full-face masks, rubber head covers, or anything that completely covers the face or obscures vision during class
Props & Accessories	Items that your child can manage independently	Weapon look-alikes (swords, play guns, knives, shields, wands with sharp edges, or violent props)
Gore & Themes	Playful, imaginative, historical, book/movie characters, or humorous costumes	Excessive blood, realistic fake wounds, graphic violence, or overly scary themes that may frighten younger students

DAILY SCHEDULE

- 8:30 a.m.** - Breakfast available in cafeteria
- 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 (3:23 for Kindergarten)

****Students should not be on the playground 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 AlphaBEST.***

DRESS CODE

Dunn Elementary recognizes that responsibility for the dress and appearance of students generally rests with individual students and their parents. All students should be able to dress comfortably and in a manner that expresses their individuality without fear of or actual unnecessary discipline or body shaming.

Reasonable cleanliness of apparel is expected as a matter of general health and welfare. Apparel should not interfere with or endanger the student while the student is participating in classroom or other school-sponsored activities. Apparel must be worn in a way that covers private body parts appropriately. The decision as to the safety or unsuitability of the apparel is a matter for the instructor's or school administrator's judgment.

PSD POLICY JICA

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 2026-27 school year.

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 as well as to conduct themselves in a way that does not interfere with the learning, rights, or safety of other students.

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.



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



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DOGS ON SCHOOL GROUNDS

During the school day or during school activities (fleet feet, for example) – dogs may not be brought past the gates onto the playground or the field. Dogs on the front lawn of Dunn must be on leash at all times. Dogs should not be left alone (tied to the stair rails of the front steps or to the gates) as students and guests need to walk through those paths.

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 the community that our school is free from drugs.

EMERGENCY DISMISSAL PROCEDURES

Any decision to close school due to bad weather will be posted on the PSD website at 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, 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 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. Please also give your name to your child's teacher. The Dunn Fund helps to pay for these experiences. Your support for our donation drive is greatly appreciated.

HARASSMENT

At Dunn, we are committed to maintaining a learning environment for students that is free from harassment based on an individual's race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, or disability. All such harassment by District employees, authorized volunteers, students and third parties is strictly prohibited.

PSD POLICY JBB

HEALTH POLICIES

Illness - If a student is ill, please keep them 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. Please keep students home until they are feeling better and have had no episodes of fever, vomiting, or diarrhea 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 very important that the school have current telephone numbers for guardians and a **reliable emergency number** in the event that a guardian cannot be reached, so the student can be picked up within an hour. 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. All medications must be kept in the office; students may not keep them in their backpacks. They can only have chapstick or lotion without a doctor's note.

PSD POLICY JLCD-R - ADMINISTERING MEDICINES TO STUDENTS

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 should build connections between school and home, provide families with the opportunity to support skill practice with students, and increase independence for students.

Kindergarten	Show and Tell assignments X 4 times per year Daily reading Second Step conversations
First Grade	10-20 minutes of nightly reading Second Step Conversations
Second Grade	15-20 minutes of reading a night
Third Grade	Use student agendas for parent communication and reminders for students Homework could be "an assignment" to talk/explain at home what was learned in class 10-20 minutes of nightly reading subject specific practice
Fourth Grade	20 minutes reading nightly; Math fact fluency practice; classwork not finished can be completed at home
Fifth Grade	Pleasure reading: 20 minutes minimum/night (100min/week) Practice: Multiplication facts - 5-10 minutes/night

	Family based projects (Migration Map, Biodome, etc.) Unfinished class work
Single Subjects	Simple connections about what they learned in specials each day An opportunity to show what they know and make authentic connections Extend the conversations from the classroom to home
Enrichment	Reading for all encouraged and materials will be provided if requested.
Integrated Services (Special Education)	Collaborate with homeroom teachers on appropriate homework levels.

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 television on during the homework period

INTERNET ACCESS

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, such as lunch boxes and water bottles, that are brought to school should be clearly labeled with the student's name. Found articles should be turned into the school's lost and found. The school's lost and found is accessible to all students and family members, signed in as a visitor, during school hours. Unclaimed items will be given to a welfare agency at the end of each semester.

Students are strongly urged not to bring valuables, toys, stuffed animals/plushies, jewelry, or other non-essential personal items from home to school. The school does not accept responsibility for any loss or damage to such items.

MEALS

Breakfast and lunch are available for free 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 <https://psdschools.nutrislice.com/menus-eula> Paper copies may be sent home monthly for those without access to the Internet.

PARENT INVOLVEMENT AND VOLUNTEERING

Dunn has a wide range of opportunities for parents to be involved in their children's education. 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.

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.

ParentVUE

[ParentVUE](#) offers parents a personalized look at their student's information, including a link to their student's academic growth information and report cards. ParentVUE can be accessed by clicking on the ParentVUE button located on the "Parent" landing page of the PSD Website.

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.

Fall Festival - We do not have a school Parade of Costumes at Dunn. Students can wear their costumes during the Fall Festival party but do not have to. The party is Fall-themed, not Halloween-themed.

COSTUME GUIDELINES

Category	Allowed	Not Allowed
Masks & Face Coverings	Face paint (applied at home) or small eye masks that do not obstruct vision	Full-face masks, rubber head covers, or anything that completely covers the face or obscures vision during class
Props & Accessories	Items that your child can manage independently	Weapon look-alikes (swords, play guns, knives, shields, wands with sharp edges, or violent props)
Gore & Themes	Playful, imaginative, historical, book/movie characters, or humorous costumes	Excessive blood, realistic fake wounds, graphic violence, or overly scary themes that may frighten younger students

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 profile traits on the playground at all times.
2. Students will listen and follow directions from ALL adults, including paraprofessionals, guest teachers, recess supervisors, etc.
3. Students will finish eating and drinking in the lunchroom before going outside to play (breakfast and lunch).
4. During morning and afternoon recess, each team of teachers supports kids to eat snacks **then** play at recess. Students should sit or stand near the building to eat their snacks, throw away their trash, and put their containers in the designated spot for their class.
5. Keep hands, feet, and objects to ourselves. Use 2-finger touch on the arms or shoulders when playing tag type games and team sports.
6. Keep a safe speed.
7. Remain in the designated grade level area of the playground.
8. Ask permission from an adult on duty to re-enter the building to use the restroom or go to the health office.
9. Notify the adult playground supervisor if a ball goes outside of the playground area. The adult will be responsible for deciding if it's safe to retrieve the ball. Balls should be kept away from the building, except for designated areas.
10. Keep sand in the sandbox - do not transport it around the playground.
11. On the intermediate playground, students should focus on playing and not distract the drivers on Mulberry with the honking sign. Students should not throw toys, woodchips, snow, or any other objects through the fence onto the street.
12. **Swings:**
 - ◆ Used by one person sitting or on stomach
 - ◆ Can swing side-to-side or twist, as long as doing so safely
 - ◆ Stay clear of the area directly in front of and behind the swing
 - ◆ On the primary playground, only adults can push students on the swings
 - ◆ Stop swinging prior to getting off of the swing
13. **Slides:**
 - ◆ Prepare to slide by walking up the steps only
 - ◆ Feet first, slide on your bottom or back
 - ◆ 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
 - ◆ Climbing up the straight slides is allowed when a student is not sliding down
 - ◆ No climbing up twisty slides

14. Monkey Bars:

- ◆ Stay a safe distance from others using the bars
- ◆ Stay under the bars - no sitting on top

15. K-2 Snow Play:

- Staff will place cones in places that are unsafe to play
- Snow Boots:
 - students must have boots on to play in the snow
 - extra snow boots are available for students that do not have OR routinely forget to bring them from home
- Playing soccer and football on the snow:
 - If students have snow boots on, then they can play sports on the snow
 - During snowy times, alternative playground equipment (hula hoops, extra jump ropes, etc.) will be available for play on the blacktop
- Snow Hills:
 - Staff will designate a slide hill and a dig area with cones
 - Staff will directly monitor the students' snow hill play
 - Students can slide down snow hills towards the swings
 - If snow hills are too icy, staff can close the area and direct students to play somewhere else

16. Puddles: Have boots on AND watch the space around you to be safe with friends

17. Umbrellas: No umbrellas on the playground

18. Tag and running games should be played on grassy areas, the blacktop, or the woodchips - not on playground equipment. This means "Groundies" is not allowed on the equipment.

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

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: <https://www.larimer.gov/sheriff/sexoffenders>
- **Colorado sex offenders registry from the Colorado Bureau of Investigation:** available online at <http://sor.state.co.us>

STUDENT RECORDS

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 number (home, cell, or work)