



# 2020 2021

Revised 07.15.20

**Note: Significant changes  
to pages 5, 11 and  
elimination of  
page 16**

# WELCOME!

Teachers and Specialized Service Professionals New to PSD

## Educator Orientation

Friday, August 7, 2020

Event structure has changed due to COVID 19 | Details on page 5

# TABLE OF CONTENTS

- 
- 3.** Welcome
- 
- 4.** Values and Expectations for Learning
- 
- 5.** PSD Educator Orientation
- 
- 6-7.** Mentoring and Induction
- 
- 8-10.** Human Resources:  
Contracts & Licensure, Payroll, Benefits,  
Health & Wellness
- 
- 11.** Integrated Services (Special Education)
- 
- 12.** Frequently Asked Questions
- 
- 13.** 2020–2021 Calendar
- 
- 14.** Map
- 
- 15.** Important “To-Do’s”
- 



ECO Week at CLPMS

Cover photos top to bottom: Timnath Elementary School, Lincoln Middle School, Polaris Expeditionary Learning School

Welcome to the Poudre School District team of inspirational and curious students, dedicated and passionate educators, and involved community members.

Even with the impacts of COVID-19, our team believes we continue to have the responsibility to empower students to gain foundations for success, be successful in a changing world, experience opportunities to go above and beyond, and build lasting connections within and across our schools. Life-long learning and collaboration help us be inspired and healthy in this work. Our Standards-Based Teaching and Learning Framework guides our approach to meeting the needs of all students in the areas of Student Engagement, Environment and Culture, Purpose, Assessment for Learning, and Curriculum and Pedagogy.



We are committed to welcoming new team members and we want you to know that your success is very important to us. This brochure includes resources and information to help guide the start of your journey in PSD. Please know that all of the people and departments are only a phone call or email away; do not hesitate to reach out.

As a new member of the PSD team, our greatest hope is that you find inspiration, support, and collaboration to enable you to truly make a difference in the lives of the students you serve.

Thank you for saying yes to the PSD Mission:

**Educate... Every Child, Every Day.**

Kate Canine  
Director of Professional Learning

### Who to Call at PSD

#### Human Resources:

- General Info ..... 970-490-3619
- Benefits ..... 970-490-3499

**Mentoring and Induction** ..... 970-490-3613

**Integrated Services** ..... 970-490-3233

**Professional Development** ..... 970-490-3623

### Connect with PSD

Facebook: [facebook.com/PoudreSchoolDistrict](https://www.facebook.com/PoudreSchoolDistrict)

Twitter: [@PoudreSchools](https://twitter.com/PoudreSchools)

Instagram: [poudre\\_school\\_district](https://www.instagram.com/poudre_school_district)

Phone: 970-490-3333

Web: [www.psdschools.org](http://www.psdschools.org)

Email: [info@psdschools.org](mailto:info@psdschools.org)

COVID information: <https://www.psdschools.org/psd2020-21>

PSD TV: Comcast Channel 10 | YouTube | Instagram

# Values and Expectations for Learning

## Standards-Based Teaching and Learning Framework



## Operational Definitions

**Purpose:** Intentional use of the Colorado Academic Standards emphasizing the concepts and skills students must master as identified in both the Evidence Outcomes and the 21st Century Skills and Readiness Competencies to ensure all students have equal access to universal instruction.

**Student Engagement:** Intentional use of strategies resulting in students doing work that stimulates high levels of interest, leads to student ownership and commitment, and results in relevant and transferable learning.

**Curriculum and Pedagogy:** Intentional use of an organized plan of instruction and appropriate learning strategies to engage students in learning the standards.

**Assessment for Student Learning:** Intentional use of ongoing, frequent assessment opportunities designed to provide students with meaningful feedback regarding their level of performance and to provide educators with information to make timely and appropriate instructional adjustments.

**Environment and Culture:** Intentional use of the structures of the physical environment, classroom routines, rituals, and relationships to create a positive classroom culture for student learning.

# PSD Educator Orientation Friday, August 7th

**Attendance at PSD Educator Orientation is required.**

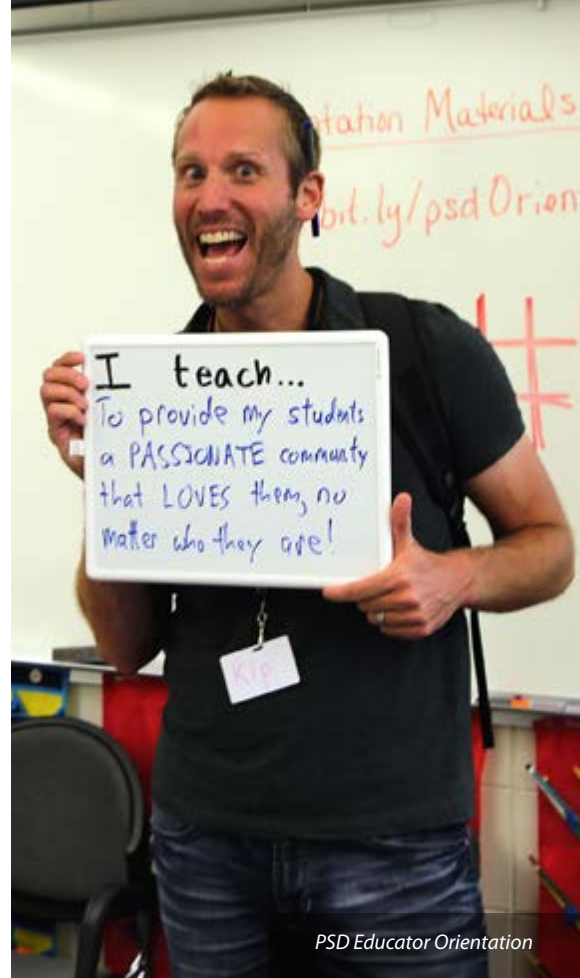
**Note:** *Event structure and length has been impacted by COVID-19.*

To ensure a successful start to the year, all educators beginning employment with Poudre School District in 2020-2021 attend Educator Orientation on **August 7, 2020**. This additional paid work day is provided to teachers and specialized service professionals new to the district, regardless of contract percentage or previous experience outside of PSD.

The purpose of August 7 is to begin building relationships and introduce our learning system's values and expectations. This includes opportunities to connect across schools, levels, and roles; answer questions that may be keeping you up at night; and meet key resources in-person. We will introduce the PSD Board of Education Ends along with our values and expectations for teaching and learning, presented through our Standards-Based Teaching and Learning Framework. The afternoon of the orientation allows for grade-level and role-specific cohorts to dig deeper into the Framework.

**For the day's schedule and more details about Educator Orientation on Friday, August 7th, go to**

<https://sites.google.com/psdschools.org/edorient/home>



## Required Trainings\*

For each required training, please review the options and **officially register through the Professional Development Online Catalog**. You will be compensated for attending required trainings that only occur outside your contract time. Most required trainings are offered multiple times, so check the catalog for the options that work best for your professional schedule.

### QPR Suicide Prevention Training

*All staff need to attend this training during their first year of employment.*

### Kindergarten Readiness Assessment and Training

*Are you a licensed teacher who teaches or supports Kindergarten students?*

If so, you will need to attend a required training for administering the Kindergarten Readiness Assessment. Dates for this training are still being determined. Check the PD Online Catalog for dates.

***\*Additional required trainings may exist for staff and will be communicated by your school or site directly.***

## Registering for Trainings

1. Go to the PSD website: **www.pdschools.org**
2. Navigate to the Professional Development page or the Staff portal to access the Professional Development Online Catalog
3. Log into the Professional Development Online Catalog using your PSD username and password (see page 9 for information about your PSD email account)
4. Search for the training on the Courses tab
5. Register for your preferred section



PSD Educator Orientation

## Mentoring and Induction

### What is the Mentoring Program?

The Mentoring Program is dedicated to inspiring growth in PSD's new teachers and specialized service professionals. Through a variety of supports, the program prepares new licensed staff to be confident and highly effective educators.

To ensure that all educators are equipped with the knowledge and skills they need to be successful in PSD, new teachers and specialized service professionals follow one of the program's *Pathways of Excellence*. The Novice and Experienced Pathway provide intentional support and learning opportunities that promote professional growth and cultivate an understanding of the Standards-Based Teaching and Learning Framework.

**Novice Pathway:** Educators who hold a Colorado Initial License or Colorado Interim License and have NOT completed a Colorado Induction Program

#### Requirements of the Novice Pathway

- Educator Orientation
- Required PSD trainings
- PSD Induction

**Experienced Pathway:** Educators who hold a Colorado Professional License or have completed a Colorado Induction Program

#### Requirements of the Experienced Pathway

- Educator Orientation
- Required PSD trainings

### PSD Induction

In PSD, Induction is a body of work that demonstrates professional growth for all Novice Pathway teachers/specialized service professionals. Completing Induction is also the means to become eligible to apply for a Colorado Professional Teacher or Special Service Provider License.

Educators engaged in the PSD Induction program receive:

- Two years of formal mentoring from an active practitioner in their area
- Release time to observe the best practices of their mentoring partner and work collaboratively on the teaching and learning cycle, curriculum/program development, and student assessment
- Ongoing outreach with focused resources that promote the growth of strong roots in Poudre School District

Induction will be explained in detail at the Induction Overview required for all Novice Pathway educators and their mentors.

Partnerships will attend **one** of the following meetings:

<b>Tuesday, September 15</b>	<b>4:15-5:15 p.m.</b>
<b>Wednesday, September 16</b>	<b>4:45-5:45 p.m.</b>
<b>Monday, October 5</b>	<b>4:15-5:15 p.m.</b>
<b>Tuesday, October 6</b>	<b>4:45-5:45 p.m.</b>

Johannsen Support Services Center Boardroom  
2407 LaPorte Avenue  
Fort Collins, CO 80521

**No registration is required.**

# Poudre School District Mentoring Program

# Pathways of Excellence

## Find Your Pathway

I currently hold a  
**Colorado Initial License.**

**OR**

I currently hold a  
**Colorado Professional License.**

**YES**

**YES**

I have completed a  
**Colorado approved  
induction program.**

**YES**

## Experienced Pathway

### Requirements

- Educator Orientation
- Required PSD trainings

**NO**

## Novice Pathway

### Requirements

- Educator Orientation
- Required PSD Trainings
- PSD Induction

### Next Step

Mentors will be assigned by the Novice Pathway educator's building principal or supervisor. Induction will be explained in detail at the Induction Overview required for all Novice Pathway educators and their mentors.

## Frequently Asked Questions

- 1. I'm still unsure of my pathway. Will I receive any confirmation?** Yes, we will send you a confirmation to your PSD e-mail address of your pathway assignment based on your Educator Profile by the third week of August.
- 2. When will my mentor be assigned to me? How will I be notified?** Can I choose who my mentor is? Mentors are assigned by the Novice Pathway educator's building principal or supervisor by the beginning of September. Any questions/ recommendations regarding your mentor should be directed to your building principal/supervisor.
- 3. I have questions now, who should I contact?** We recommend reaching out to your building principal or supervisor for specific questions.
- 4. I'm on the experienced pathway but I would appreciate some help, can I be assigned a mentor?** If you feel like you have specific learning needs, share them with your building principal or supervisor and they will contact the Mentoring Program to explore options of support.
- 5. When will I receive more information about Induction?** All of your questions regarding Induction will be answered at Induction Overview (dates are on previous page).

## Contact the Mentoring Program



**Jennifer Needham**  
*Director of Human Resources*  
[jneedham@psdschools.org](mailto:jneedham@psdschools.org)

**Website:** [bit.ly/psd-mentoring](http://bit.ly/psd-mentoring)  
**Twitter:** [@MentoringPSD](https://twitter.com/MentoringPSD)

# Contracts & Licensure

Congratulations on becoming an educator in Poudre School District! The following is a brief outline of what you need to do and what you can expect from Human Resources in the next few months.

1. From the Talent Ed system to the personal email address you supplied in the application system, you will receive a congratulatory email and an email with "Action Required," directing you to two separate checklists you must complete.
  - a. Congratulatory email--will notify you to watch for the additional email requiring immediate action
  - b. Licensed New Hire Checklist—contains all payroll forms to complete on-line immediately
  - c. Licensed New Hire Contract Checklist—contains sections allowing you to upload materials required to set your salary
    - i. Colorado Educator license: required for your contract
    - ii. Official transcripts: required to set your salary. You will be set at a Bachelor's (lane B) until we receive all transcripts.
    - iii. Verification of previous experience forms: required to set your salary. You will be set at Step 1 (0-1 years of previous licensed experience) until we receive all verification of previous experience forms. Forms must be returned by October 15, 2020. If hired after the start of the school year, forms are due within 60 days of hire to be credited for the 2020-21 school year.
2. You must complete all assigned tasks in the Licensed New Hire Checklist as soon as possible so you can begin your assignment when scheduled and get paid on time!
3. After all on-line forms have been completed, come to the Human Resources Department to complete your I-9 Federal form and take a photograph for your ID badge.

Original identification documents are required by the Immigration and Naturalization Service. A partial listing of acceptable documents includes:

Driver's License or state-issued photo ID card AND

- a. Social security card  
OR
  - b. Original or certified copy of your birth certificate  
OR
  - c. Current U.S. passport or certificate of U.S. citizenship
4. If you haven't yet, apply for your Colorado Educator License as soon as possible; you cannot receive a contract if your license has not been issued. Please visit the Colorado Department of Education webpage ([www.cde.state.co.us](http://www.cde.state.co.us)) regarding licensure types and any changes to test requirements, endorsements, etc.



Lincoln Middle School

## PLEASE NOTE:

- a. New employees who have completed new hire checklist items but whose materials have not been submitted by mid-August will receive a paycheck at the end of August. Your salary will be set at the base salary and adjusted after all expected documents are in.
  - b. Your assignment must be approved by the Board of Education; if all materials have been received by HR in time, your assignment will go before the Board during its first meeting of the school year and your contract will be sent shortly thereafter to your on-line personnel folder in Talent Ed.
  - c. If all materials are not returned, your contract may be delayed; it is possible you could start the school year without a contract.
5. After all necessary steps are complete, you will receive an email from Talent Ed alerting you to review and sign your contract.

## Contract Status

All licensed staff new to PSD are categorized as probationary educators. You will remain probationary until you have met all the following requirements:

- had a valid license (not authorization) issued
- completed assignments that meet PSD policies and state requirements
- demonstrated effectiveness for three consecutive years
- completed a state-approved induction program
- have begun the next year's assignment

For any additional questions, please visit the New Employee web page on [www.psdschools.org](http://www.psdschools.org).



# Payroll Paperwork and Deadlines

Paperwork received by **Monday, August 10** will be processed for payroll on **Monday, August 31**. Paperwork received after **August 10** and by September 10, will be processed for **September 30** payroll.

## Required Paperwork

1. Original identification documents required by the Immigration and Naturalization Service. A partial listing of acceptable documents include:
  - Driver's License or state-issued photo ID card **AND**
    - a. Social Security card **OR**
    - b. Original or certified copy of your Birth Certificate
  - OR**
  - c. Current U.S. Passport or Certificate of U.S. Citizenship
2. Voided check or savings deposit slip for mandatory direct deposit. In lieu of a voided check you may submit a Direct Deposit Information form from your financial institution.

## Direct Deposit

PSD employees are required to have "direct deposit" of their pay into their account at a bank or other financial institution of their choice.

## Accessing Your Email

Shortly after your payroll paperwork has been processed, you will receive a Welcome email to your personal email address. This email will provide you with your PSD Employee ID number and your PSD email address. Please follow the instructions in this email to activate your PSD email account.

## Check Stub

Each month, a few days prior to payday, you will be notified by PSD email that your check stub is available for you to view and/or print from Employee Online. Instructions to access Employee Online will be included in the Welcome email. The Check Stub is an explanation of your pay and leave time.

Employees are responsible for reviewing their Check Stub monthly and promptly reporting any discrepancies to the Payroll Department. Payday is always the last business day of the month.

## Payroll Questions?

For questions on your Check Stub, please send an email to [payroll-l@psdschools.org](mailto:payroll-l@psdschools.org). The appropriate Payroll Technician will respond.

[Return to Table of Contents](#)





Harris Bilingual Elementary

## Benefits Information

### If your contract is 70% or more:

You are eligible for medical, dental, vision benefits and other optional benefits. You will be notified of your eligibility in early August. The notice will be emailed to your PSD email account and will include specific details on the benefits enrollment process. We do not hold benefits orientations. If you have questions, please reach out to the contacts listed below.

### If your contract is less than 70%:

You are not eligible for medical, dental and vision benefits. However, you are eligible to participate in a host of other optional benefits.

Benefits information can be found on the Benefits Services web page:  
<https://www.psdschools.org/careers/working-at-psd/benefits-overview>

### If you have any questions, please contact::

**Christina Erickson**  
[christie@psdschools.org](mailto:christie@psdschools.org)  
970-490-3499

**Marissa Campos**  
[mcampos@psdschools.org](mailto:mcampos@psdschools.org)  
970-490-3680

## Employee Health & Wellness Program

PSD is committed to providing employees every opportunity to work well and live well. Benefited employees and their benefited dependents, and non-benefited employees can participate in a variety of free or low cost wellness activities. Some activities include: biometric screenings, cooking classes, employee health clinic, flu shots, fitness classes, health and fitness assessments, Lifestyle Health Management program, medical premium discounts, mindfulness classes, wellness portal and points.

To view all our comprehensive wellness program components and offerings please visit [psdschools.org/employeehealth](https://psdschools.org/employeehealth)

### If you have any questions, please contact:

**Amanda Brantley**  
[abrantle@psdschools.org](mailto:abrantle@psdschools.org)  
970-490-3074

# Integrated Services (Special Education) Educators Training Teachers and Specialized Service Professionals\*

Training structures may be impacted by COVID-19. PSD will communicate changes in multiple ways if changes are needed.

## Teaching Skills for Behavior Success

All New Integrated Services Staff Working With Students In An Extensive Needs SED Program

Wednesday, July 29, 2020; 8 a.m.-4 p.m.

**AND**

Thursday, July 30, 2020; 8 a.m.-4 p.m.

**AND**

Friday, July 31, 2020; 8 a.m.-4 p.m.

Location: TBD

## Crisis Prevention Institute (CPI) Training

All New Integrated Services Staff and Special Service Providers

Trainings will start the week of August 3, 2020

New Employees will be assigned classes through the PD website and Google Classroom. Participants will complete two online modules to receive certification.

Online Training Only

## IEP Enrich Orientation

All New Integrated Services Teachers and Special Service Professionals

Tuesday, August 4, 2020; 12-4 p.m.

**OR**

Wednesday, Aug 5, 2020; 9-11 a.m.

(\*\*Note: You may only attend this session if you have previous CO Enrich experience)

**OR**

Wednesday, August 5, 2020; 12-4 p.m.

**OR**

Thursday, August 6, 2020; 8 a.m.-12 p.m.

**OR**

Thursday, August 6, 2020; 1-5 p.m.

Information Technology Center

2413 Laporte Avenue, Fort Collins, CO 80521

## Educator Orientation: Welcome to PSD and Integrated Services Orientation and IDEA/IEP Training (Part 1)

All New Integrated Services Teachers and Specialized Service Professionals

Friday, August 7, 2020

8 a.m.-4 p.m.

Fossil Ridge High School

5400 Zeigler Road, Fort Collins, CO 80528

## Integrated Services Orientation and IDEA/IEP Training (Part 2)

All New Integrated Services Teachers and Specialized Service Professionals

Thursday, August 13, 2020

8 a.m.-4 p.m.

Information Technology Center

2413 Laporte Avenue, Fort Collins, CO 80521

## Lifting and Transferring

All New Integrated Services Staff Working With Students Requiring Lifting and Transferring \*\* PICK ONE\*\*

Thursday, August 13, 2020; 4:30-6:30 p.m.

**OR**

Friday, October 16, 2020; 4:30 - 6:30 p.m.

Location: TBD

## IDEA Transition IEPs

All New Secondary Integrated Services Teachers and Specialized Service Professionals

Thursday, September 17, 2020

4:30-7:30 p.m.

Information Technology Center

2413 Laporte Avenue, Fort Collins, CO 80521

For questions about Integrated Services schedules, call 970-490-3233.

**Facebook:** [Poudre School District Integrated Services](#)

**Twitter:** [@Poudre\\_IS](#)

**Website:** [www.psdschools.org/integratedservices](http://www.psdschools.org/integratedservices)

**Integrated Services Blog:** [IntegratedServicesPSDschoools.org](http://IntegratedServicesPSDschoools.org)

\*Integrated Services (Special Education) Specialized Service Professionals include occupational therapists, physical therapists, school psychologists, social workers, and speech language pathologists.



# Frequently Asked Questions

## How do I get my email address?

Shortly after your payroll paperwork has been processed, you will receive a Welcome email to your personal email address. This email will provide you with your PSD Employee ID number and your PSD email address. Please follow the instructions in this email to activate your PSD email account.

## I know I must have a Colorado educator license before school starts and be considered “in-field” in all subject areas I will be teaching. How do I obtain my license and be considered “in-field” in my subject area?

Complete the CDE educator license application process as quickly as possible. Your contract will not be issued until the district has received proof of licensure. For more information on submitting your Colorado educator application, go to [www.cde.state.co.us](http://www.cde.state.co.us).

All documents required for your license must be scanned and downloaded into your CDE application. Please follow all directions carefully.

1. **Integrated Services (Special Education) educators**—must hold the proper endorsement.
2. **Elementary and secondary educators**
  - a. you must hold the appropriate endorsement **OR**
  - b. have proof of passing a CDE-approved Praxis content exam **OR**
  - c. have taken specific course content

For additional information and requirements for working in your subject area, please visit CDE’s website. PSD highly recommends adding endorsements in all the subject areas you teach and any other subject areas for which you’re “in-field,” as content exams expire and requirements change.

## When will I get my first paycheck and does it have to be deposited directly into my bank account?

If you complete and submit your payroll paperwork by August 10, your first paycheck will be deposited into your account on August 31. All PSD employees are required to have direct deposit. A Check Stub (explanation of pay and benefits) will be available to view/print from Employee Online a few days before payday.

## How does the payroll cycle work?

All PSD employees are paid monthly. Pay dates are the last business day of each month. All payroll paperwork, including changes or adjustment to pay, are due by the 10th day of the month in order to be reflected on the current month’s Check Stub.

## Is individual support available to me?

Teachers and specialized service professionals on the Novice Pathway are assigned a mentor by their principal or supervisor. Contact Jenn Needham, Director of Human Resources at

[jneedham@psdschools.org](mailto:jneedham@psdschools.org) for more information. All educators can reach out to the Professional Learning Team to connect to ongoing professional development opportunities and support.

## Where can I receive more information about technology and support of District systems including Gradebook?

Please visit the IT Intranet at [it.pdschools.org](http://it.pdschools.org) to access technology-related information and documentation. For assistance with technical issues please submit a ticket through IT Helpdesk Online at [help.pdschools.org](http://help.pdschools.org). The PSD IT Support Center is also available during regular hours at 970-490-3456; for support with our student information system and grade book, Synergy, call 970-490-3456 and press “1”.

## Where can I find out more about my job assignment?

Start with your building principal or supervisor. Principals are on duty beginning late July and will be eager to help. You can also learn more about PSD Curriculum at [www.pdschools.org](http://www.pdschools.org).

## Where can I learn about the Poudre Education Association (PEA)?

Poudre Education Association is recognized as the exclusive representative of all PSD licensed staff and provides the following resources:

- Representation and advocacy for ALL licensed staff
- Negotiations for salary and benefits
- Collaboration with district administration to create the best learning conditions possible

Additionally, PEA offers its members:

- Leadership and professional growth opportunities
- Access to free and discounted legal services
- CORE - Colorado’s Rising Educators, your early career colleagues
- TALL Classes – Teachers as Learning Leaders. Professional development by and for PSD teachers
- Professional development tuition rebates
- Dues discount for couples
- \$25 Annual Transfort passes

And most importantly:

- A place where your voice can be heard, and
- 24/7 professional advocacy

### Contact the Poudre Education Association:

Phone: 970-223-7321

2625 Redwing Road, Suite 220, Fort Collins, CO 80526

Email: [johnnr@coloradoea.org](mailto:johnnr@coloradoea.org)

Web: [www.poudreeducationassociation.org](http://www.poudreeducationassociation.org)

Find us on Facebook: [Poudre Education Association](https://www.facebook.com/PoudreEducationAssociation)

Twitter: [@PEAteachers](https://twitter.com/PEAteachers)

YouTube: [Poudre Education Association Channel](https://www.youtube.com/channel/UC...)



# Poudre School District 2020-21

## K-12 Students/Teachers Calendar\*\*

### 2020

AUGUST						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	B/W	B/W	T	15
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23	24	25	26	27	28	29
30	31					

SEPTEMBER						
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20	21	22	23	24	B/W	26
27	28	29	30			

OCTOBER						
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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

### 2021

NOVEMBER						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
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29	30					

DECEMBER						
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13	14	15	16	17	18	19
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27	SB	SB	SB	SB		

JANUARY						
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3	W	5	6	7	8	9
10	11	12	13	14	15	16
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31						

FEBRUARY						
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14	B/W	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH						
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7	8	9	10	11	12	13
14	SB	SB	SB	SB	SB	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
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25	26	27	28	29	30	

MAY						
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30	31					

JUNE						
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20	21	22	23	24	25	26
27	28	29	30			

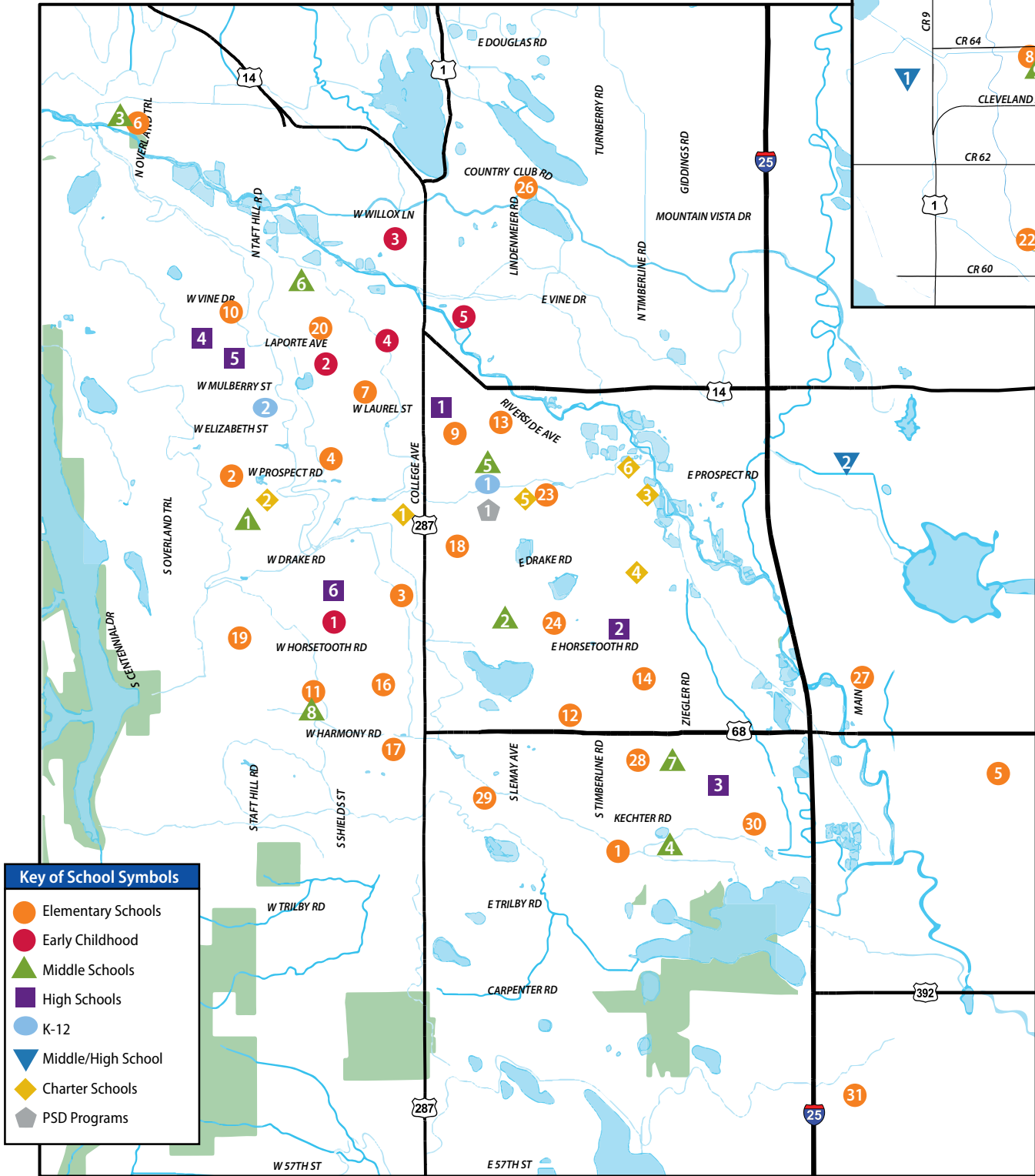
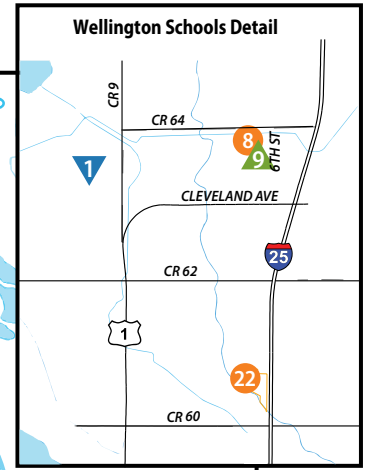
JULY						
S	M	T	W	TH	F	S
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11	12	13	14	15	16	17
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25	26	27	28	29	30	31

\*\*PreK and Integrated Services Transition Programs may have different calendars. Check with the applicable department for details.

- Transition Day (6th and 9th grade only)
- Student Days
- School not in session - staff on duty
- K12 School not in session - staff exchange day
- E Elementary Schools not in session - staff exchange day
- ★ First and Last Day for all Students
- SB School Break - School not in session
- Holiday - PSD Closed
- Board of Education Meetings

# Map & Location Information

15 21 25 MOUNTAIN SCHOOLS



## Elementary Schools (\* indicates offers Early Childhood)

- |                    |              |                      |
|--------------------|--------------|----------------------|
| 1 Bacon*           | 11 Johnson*  | 21 Red Feather Lakes |
| 2 Bauder*          | 12 Kruse*    | 22 Rice*             |
| 3 Beattie*         | 13 Laurel*   | 23 Riffenburgh       |
| 4 Bennett*         | 14 Linton*   | 24 Shepardson*       |
| 5 Bethke           | 15 Livermore | 25 Stove Prairie     |
| 6 Cache La Poudre* | 16 Lopez*    | 26 Tavelli*          |
| 7 Dunn             | 17 McGraw*   | 27 Timnath*          |
| 8 Eyestone*        | 18 O'Dea     | 28 Traut*            |
| 9 Harris*          | 19 Olander*  | 29 Werner            |
| 10 Irish*          | 20 Putnam*   | 30 Zach              |
|                    |              | 31 Future            |

## Middle Schools

- 1 Blevins
- 2 Boltz
- 3 Cache La Poudre MS
- 4 Kinard
- 5 Leshar
- 6 Lincoln
- 7 Preston
- 8 Webber
- 9 Wellington

## High Schools

- 1 Centennial
- 2 Fort Collins
- 3 Fossil Ridge
- 4 Poudre Community
- 5 Poudre
- 6 Rocky Mountain

## K-12

- 1 Global Academy (Online Learning)
- 2 Polaris Expeditionary Learning

## MS/HS

- 1 Future Wellington
- 2 Future Fort Collins

## PSD Programs

- 1 Futures Lab

## Charter Schools

- 1 Compass Community Collaborative
- 2 Fort Collins Montessori
- 3 Liberty Common Elementary
- 4 Liberty Common High
- 5 Ridgeview Classical
- 6 Mountain Sage Community

## Early Childhood

- 1 Bright Horizons West
- 2 CSU Early Childhood
- 3 The Family Center
- 4 Fullana Learning Center
- 5 Teaching Tree

## Notes:



## Important “To-Do’s”

- Complete all items on your Licensed New Hire Checklist and your Licensed New Hire Contract Checklist.
- Review the full schedule and details for Educator Orientation 2020 by going to <https://sites.google.com/psdschools.org/edorient/home>
- Obtain Colorado teaching or special services provider license from CDE and upload to the appropriate task in your checklist.
- Upload original, official transcripts and, if applicable, lane change paperwork.
- Complete all required forms in your new hire checklist by August 10 to receive a paycheck on August 31.
- Review Benefits information.
- Shortly after completing all items on the Licensed New Hire Checklist (including coming into Human Resources), you will receive a welcome email to your personal email address. This email will provide you with your PSD employee ID number and your PSD email account.
- Review and sign your licensed educator contract within 30 days of receipt.