2019-2020



Educator Orientation

Friday, August 9, 2019 | 8:00 a.m. | Fossil Ridge High School **Details on page 5; schedule on back cover**

F 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.	2019–2020 Calendar
14.	Мар
15.	Important "To-Do's"
16.	Educator Orientation Schedule



Cover photos: Top left - Rocky Mountain High School graduation, Bottom left - Students at Lesher Middle School, an IB World School, Right side- Student at Beattie Elementary School

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

Our team believes we all have the responsibility to empower students to 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:

 Benefits.
 .970-490-3499

 Contracts.
 .970-490-3474

 General Info.
 .970-490-3488

 Licensure/Lane Changes.
 .970-490-3439

 Integrated Services
 .970-490-3233

 Mentoring and Induction
 .970-490-3382

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

Connect with PSD

Facebook: facebook.com/PoudreSchoolDistrict

Twitter: @PoudreSchools Phone: 970-490-3333

Web: www.psdschools.org Email: info@psdschools.org PSD TV: Comcast Channel 10

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

To ensure a successful start to the year, all educators beginning employment with Poudre School District in 2019-2020 attend Educator Orientation on **August 9, 12, and 13, 2019**. These three additional paid work days are provided to teachers and specialized service professionals new to the district, regardless of contract percentage or previous experience outside of PSD.

Attendance at PSD Educator Orientation is required.

Friday, August 9

PSD Educator Orientation begins on August 9. The superintendent's keynote address begins promptly at 8 a.m.; please do not be late and plan to wear professional attire to meet new colleagues from across the district.

The purpose of August 9 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. During the afternoon, 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.

Monday, August 12 & Tuesday, August 13

The second and third days of orientation allow for grade level and role-specific cohorts to dig deeper into the Framework as well as dedicated time for school-based welcomes and orientation.



Please see the back cover of this brochure for more information about Educator Orientation.

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 occur outside your contract time.

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 on September 9, from 8:00–3:00 p.m. at the Information Technology Center (ITC).

READ ACT Training

Are you a licensed teacher who teaches or supports K-3 students?

If you have not taken a DIBELS Next training in the past five years, you will need to take the required training, Audience (DIBELS Next) Benchmarking, on August 12 from 2:00–5:00 p.m. at Fossil Ridge High School.

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

Registering for Trainings

- Go to the PSD website: www.psdschools.org
- Navigate to the Professional Development page or the Staff portal to access the Professional Development Online Catalog
- 3. Log in to 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



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:

 Tuesday, September 17
 4:15-5:15 p.m.

 Wednesday, September 18
 7:00-8:00 a.m.

 Monday, October 7
 4:15-5:15 p.m.

 Tuesday, October 8
 7:00-8:00 a.m.

Johannsen Support Services Center Boardroom 2407 LaPorte Avenue

No registration is required.

Poudre School District Mentoring Program Pathways of Excellence

Find Your Pathway

I currently hold a Colorado Initial License.



I currently hold a Colorado Professional License.



I have completed a Colorado approved induction program.



Experienced Pathway

Requirements

- **Educator Orientation**
- Required PSD trainings



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.

Contact the Mentoring Program



Mary Hasl, Mentor Coordinator

970-490-3382, mhasl@psdschools.org

Website: bit.ly/psd-mentoring Twitter: @MentoringPSD

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).

Contracts & Licensure/ Lane Changes

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.

- You will receive a Welcome email from HR containing vital information regarding your next steps and a link to PSD's New Educator home page. This email will be sent to the personal address you provided in your online application shortly after HR is notified of your new assignment; please read it carefully.
- 2. Complete your background check through Sterling Background Check Company (the link is provided on the New Educator home page).
- 3. If you haven't yet, please 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) regarding licensure types and any changes to test requirements, endorsements, etc...
- 4. You must submit to HR:
 - a. Completed PSD payroll paperwork
 - b. Original official transcripts received by HR (electronic transcripts sent directly from the college or university will be accepted)
 - c. Any expected verification of previous licensed experience forms
 - d. A valid, appropriate Colorado Educator License with required endorsements

PLEASE NOTE:

New employees who have completed payroll paperwork 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.

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 PSD email account.

If all materials are not received, your contract may be delayed and it is possible you could start the school year without a contract.

5. After all necessary steps are complete, you will receive a contract. Once you receive the contract, please read, sign, and return immediately to Human Resources.



Contract Status

All licensed staff new to PSD are categorized as probationary. You will remain probationary until you have met all of 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 Educator web page on **www.psdschools.org** for individual HR contact information.

Payroll Paperwork and Deadlines

Paperwork received by Friday, August 9 will be processed for payroll on Friday, August 30. Paperwork received after August 9 and by September 10, will be processed for September 30 payroll.

Required Paperwork

- 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
- 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.

Leave & Earnings Statement

Each month, a few days prior to payday, you will be notified by PSD email that your Leave & Earnings 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 Leave & Earnings Statement is an explanation of your pay and leave time.

Employees are responsible for reviewing their Leave & Earnings Statement 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 Leave & Earnings statement, please send an email to payroll-l@psdschools.org. The appropriate Payroll Technician will respond.





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: www psdschools org > Benefits > Newly Eligible Employees

If you have any questions, please contact::

Christina Erickson

christie@psdschools.org 970-490-3499

Marissa Campos

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, free open gym hours, wellness portal and points.

To view all our comprehensive wellness program components and offerings please visit psdschools.org/employeewellness

If you have any questions, please contact:

Amanda Brantley

abrantle@psdschools.org 970-490-3074

Integrated Services (Special Education) Educators Training

Teachers and Specialized Service Professionals*

Tuesday, August 6, 2019

Crisis Prevention Institute (CPI) Training

All New Integrated Services Teachers and Specialized Service Professionals

CPI Training – required for all Integrated Services staff

- 8:00 a.m.-5:00 p.m.
- Johannsen Support Services Center Boardroom 2407 Laporte Avenue, Fort Collins, CO 80521

Wednesday, August 7 or Thursday, August 8 IEP Enrich Orientation

All New Integrated Services Teachers and Specialized Service Professionals **PICK ONE**

 Wednesday, August 7, 2019; 9:00–11:00 a.m. (NOTE: You may only attend this session if you have previous CO Enrich experience)

OR

- Wednesday, August 7, 2019; 12:00–4:00 p.m.
- Thursday, August 8, 2019; 8:00–12:00 p.m.
- Thursday, August 8, 2019; 1:00–5:00 p.m.
- Johannsen Support Services Center Boardroom 2407 Laporte Avenue, Fort Collins, CO 80521

Friday, August 9, 2019 Educator Orientation: Welcome to PSD

All P1 Licensed Staff

- 8:00 a.m.–4:00 p.m.
- Fossil Ridge High School
 5400 Zeigler Road, Fort Collins, CO 80525

Monday, August 12, 2019 Integrated Services Orientation and IDEA/IEP Training (Part 1)

All New Integrated Services Teachers and Specialized Service Professionals

- 8:00 a.m.-4:00 p.m.
- Information Technology Center
 2413 Laporte Ave., Fort Collins, CO 80521

Tuesday, August 13, 2019

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

All New Integrated Services Teachers and Specialized Service Professionals*

- 8:00 a.m.-4:00 p.m.
- Information Technology Center
 2413 Laporte Ave., Fort Collins, CO 80521



Integrated Services...
partnering to increase student
achievement and realize meaningful
outcomes.

Wednesday, August 14 or Thursday, August 15, 2019 Lifting and Transferring

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

- Wednesday, August 14, 2019; 3:30–5:30 p.m.
 OR
- Thursday, August 15, 2019; 4:30–6:30 p.m.
- Johannsen Support Services Center Boardroom 2407 Laporte Avenue, Fort Collins, CO 80521

Thursday, September 5 or Wednesday, September 11, 2019

Enrich/IEP Alignment Training

All New Integrated Services Teachers and Specialized Service Professionals ** PICK ONE**

- Thursday, September 5, 2019; 4:15–7:15 p.m.
- Wednesday, September 11, 2019; 4:00–7:00 p.m.
- Information Technology Center
 2413 Laporte Ave., Fort Collins, CO 80521

Thursday, September 19, 2019 IDEA Transition IEPs

All New Secondary Integrated Services Teachers and Specialized Service Professionals

- 4:30-7:30 p.m.
- Information Technology Center
 2413 Laporte Ave., 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 **Integrated Services Blog:** IntegratedServicesPSDschools.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. How do I obtain my license and be highly qualified?

Complete the 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**.

All documents required for your license must be scanned and downloaded for your 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 9, your first paycheck will be deposited into your account on August 30. All PSD employees are required to have direct deposit. A Leave & Earnings Statement (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 Leave & Earnings Statement.

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 Mary Hasl, Mentor Coordinator, at mhasl@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.psdschools.org** to access technology-related information and documentation. For assistance with technical issues please submit a ticket through IT Helpdesk Online at **help.psdschools.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.psdschools.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

• Collaboration with district administration to *Achieves More! create the best learning conditions possible

Additionally, PEA offers its members:

- Leadership and professional growth opportunities
- · Access to free and discounted legal services
- NEST New Educator Support Team
- 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: tlist@coloradoea.org

Web: www.poudreeducationassociation.org Find us on Facebook: Poudre Education Association

Twitter: @PEAteachers

YouTube: Poudre Education Association Channel



Poudre School District 2019-20

K-12 Student/Teacher Calendar**

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

K12 All schools not in session (Teachers on duty)

Middle/High School Transition Day (6th and 9th only)

First Day of School for All Levels

EM Elementary and Middle schools not in session (Teachers on duty)

Elementary schools not in session (Teachers on duty)

Student Days for All Levels

K12* Optional exchange day for conferences (No students)

E* Contact school for specific conference schedules

All Schools and offices closed

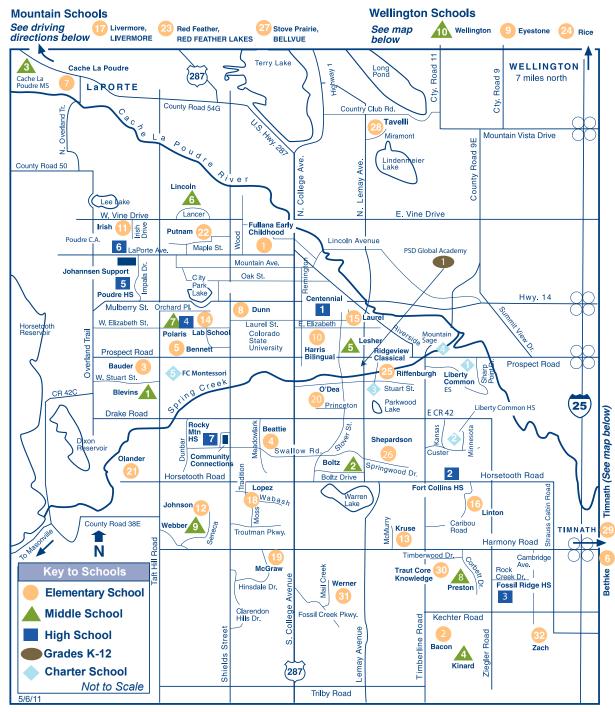
H Holiday (Schools closed)

Half day for students



Board of Education meetings

Map & Location Information



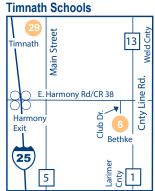
Mountain Schools (From Fort Collins)

Livermore: Take US-287 N to Laramie, WY (Laporte Bypass); go 16.5 miles to Livermore. Turn left on Red Feather Lakes Road (CR 74E); school is on the right.

Red Feather: Take US-287 N to Laramie, WY (Laporte Bypass); go 16.5 miles to Livermore. Turn left on Red Feather Lakes Road (CR 74E); continue 24 miles; turn slight right onto CR 73C (Creedmore Lakes Road); go .5 miles to school site.

Stove Prairie: Take US-287 N, stay straight to go onto CR-54G/Old US 287. Turn left on CR-52E/Rist Canyon Road. Go 13.2 miles to school site.

Wellington Schools Separation Separation Wilson Avenue Wellington Cleveland CR 62 R. Reagan Ave Rice CR 60 CR 60



Notes:



Important "To-Do's"

- Follow all instructions in your employment Welcome email.
- Obtain Colorado teaching or special services provider license from CDE and submit copy to Human Resources, JSSC.
- ☐ Submit original, official transcripts and, if applicable, lane change paperwork to Human Resources, JSSC. Electronic transcripts sent directly from the college or university will be accepted.
- Submit paperwork to Payroll by August 9 to receive paycheck on August 30.
- Review Benefits information.

- ☐ 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.
- Return signed contract to Human Resources, JSSC, within 10 days of receipt.

Educator Orientation Schedule

August 2019



Date	Employees	Time	Topic	Location
Friday, August 9	ALL New Educators & Specialized Service Professionals	8:00 a.m4:00 p.m. Includes PEA Sponsored Lunch (Optional)	Welcome to Poudre School District	Fossil Ridge High School 5400 Ziegler Road Fort Collins
Monday, August 12	Elementary Teachers	8:00 a.m.–4:00 p.m.	School/Site Day Time in classroom and school welcome **K-3 READ ACT Training - see pg. 5	REPORT TO YOUR SCHOOL/SITE
	Secondary Teachers	8:00 a.m4:00 p.m.	PSD Standards-Based Teaching and Learning Framework Introduction Sessions	Fossil Ridge High School 5400 Ziegler Road Fort Collins
	Integrated Services: PreK-12 Teachers & Specialized Service Professionals*	8:00 a.m4:00 p.m.	Integrated Services Orientation and IDEA/IEP Training (Part 1)	Information Technology Center 2413 Laporte Avenue Fort Collins
	Student Services: Specialized Service Professionals^	8:00 a.m.–4:00 p.m.	Student Services Orientation	Partnership Center 1630 S Stover Street Fort Collins
Tuesday, August 13	Elementary Teachers	8:00 a.m4:00 p.m.	PSD Standards-Based Teaching and Learning Framework Introduction Sessions	Fossil Ridge High School 5400 Ziegler Road Fort Collins
	Secondary Teachers	8:00 a.m4:00 p.m.	School/Site Day Time in classroom and school welcome	REPORT TO YOUR SCHOOL/SITE
	Integrated Services: PreK-12 Teachers & Specialized Service Professionals*	8:00 a.m4:00 p.m.	Integrated Services Orientation and IDEA/IEP Training (Part 2)	Information Technology Center 2413 Laporte Avenue Fort Collins
	Student Services: Specialized Service Professionals^	8:00 a.m4:00 p.m.	School/Site Day Time in classroom and school welcome	REPORT TO YOUR SCHOOL/SITE

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

[^] Student Services Specialized Service Professionals include audiologists, mental health specialists, school counselors, and school nurses.

^{**} Kindergarten – 3rd Grade Educators READ Act Training - see page 5 for details