



# Welcome

2018-2019

Teachers and Specialized Service Professionals New to PSD



## Educator Orientation

Thursday, August 9, 2018 | 8:00 a.m. | Poudre High School

Details on page 3; schedule on back cover

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*Cover Photos: Students from Cache La Poudre Middle School, an IB World school at River Week, (top), Science lesson at Shepardson STEM Elementary ((left), Rick Blas, - teacher at Fort Collins High School (middle), Knowledge Bowl team from Fossil Ridge High School (right)*

Welcome to the Poudre School District team of inspirational and curious students, dedicated and passionate educators, and involved community members. Our team believes in life-long learning to ensure our students have the foundations to be successful in a changing world, experience opportunities to go above and beyond, and build lasting connections within and across schools. 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 Development

## Who to Call at PSD

### Human Resources:

General Info .....	970-490-3488
Contracts.....	970-490-3474
Licensure/Lane Changes.....	970-490-3439
Benefits.....	970-490-3499
<b>Mentoring and Induction .....</b>	<b>970-490-3382</b>
<b>Integrated Services .....</b>	<b>970-490-3233</b>
<b>Professional Development.....</b>	<b>970-490-3623</b>

## Connect with PSD

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

Twitter: @PoudreSchools

Phone: 970-490-3333

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

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

PSD TV: Comcast Channel 10

# PSD Educator Orientation

To ensure a successful start to the year, all educators beginning employment with Poudre School District in 2018-2019 attend Educator Orientation on **August 9, 10, and 13, 2018**. These three additional paid work days are provided to teachers and specialized service professionals new to the district regardless of contract percentage.

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

## Thursday, 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 you to 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.

## Friday, August 10 & Monday, 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.



PSD Educator 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 in late August or early September.

### READ ACT Training

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

If so, you will need to attend the required training, "READ Act in PSD" for administering the READ Act Early Literacy Assessments. Additionally, if you have not taken a DIBELS Next training in the past 5 years, you will need to take the required training, "DIBELS Next Assessment". We have multiple options and dates from completing these required trainings that begin in early August.

### Registering for Trainings

1. Go to the PSD website: **[www.psdschools.org](http://www.psdschools.org)**
2. 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 email account and password (see page 8 for information about your PSD email account)
4. Search for the training on the Courses tab
5. Register for your preferred section



Irish Elementary

## 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 18</b>	<b>4:15–5:15 p.m.</b>
<b>Wednesday, September 26</b>	<b>4:15–5:15 p.m.</b>
<b>Friday, October 5</b>	<b>4:15–5:15 p.m.</b>
<b>Thursday, October 11</b>	<b>4:15–5:15 p.m.</b>

Johannsen Support Services Center Boardroom  
2407 LaPorte Avenue



### Contact the Mentoring Program:

**Mary Hasl, Mentor Coordinator**, 970-490-3382, [mhasl@psdschools.org](mailto:mhasl@psdschools.org)

Twitter: @MentoringPSD

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

**Monday, August 6 or Tuesday, August 7, 2018**

## **IEP Enrich Orientation**

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

- Monday, August 6, 2018; 8:30–11:30 a.m.  
**OR**
- Monday, August 6, 2018; 12:30–3:30 p.m.  
**OR**
- Tuesday, August 7, 2018; 8:30–11:30 a.m.  
**OR**
- Tuesday, August 7, 2018; 12:30–3:30 p.m.
- Location - TBD

**Wednesday, August 8, 2018**

## **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.
- Location - TBD

**Thursday, August 9, 2018**

## **Educator Orientation: Welcome to PSD**

*All New Integrated Services Teachers and Specialized Service Professionals*

- 8:00 a.m.–5:00 p.m.
- Poudre High School  
201 Impala Drive, Fort Collins, CO 80521

**Friday, August 10, 2018**

## **Integrated Services Orientation and Enrich IEP Training (Part 1)**

*All New Integrated Services Teachers and Specialized Service Professionals*

- 8:00 a.m.–4:00 p.m.
- Poudre High School  
201 Impala Drive, Fort Collins, CO 80521

**Monday, August 13, 2018**

## **Integrated Services Orientation and IEP Alignment Training (Part 2)**

*All New Integrated Services Teachers and Specialized Service Professionals*

- 8:00 a.m.–4:00 p.m.
- Poudre High School  
201 Impala Drive, Fort Collins, CO 80521

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

**Tuesday, August 14 or Wednesday, August 15, 2018**

## **Lifting and Transferring**

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

- Tuesday, August 14, 2018; 3:30–5:30 p.m.  
**OR**
- Wednesday, August 15, 2018; 4:00–6:00 p.m.
- Location - TBD



POUDRE SCHOOL DISTRICT  
**Integrated Services**

**Thursday, August 30 or Thursday, September 6, 2018**  
**Enrich/IEP Alignment (continued)**

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

- 4:00–7:00 p.m.
- Location - TBD

**Thursday, September 20, 2018**

## **IDEA Transition IEPs**

*All New Integrated Services Teachers and Specialized Service Professionals*

- 4:00–7:00 p.m.
- Location - TBD

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

**Facebook:** Poudre School District Integrated Services

**Web:** [www.psdschools.org](http://www.psdschools.org) > Integrated Services

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



Lincoln IB Middle School

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



## Benefits Information

If your contract is 70% or more, you are eligible for benefits and 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 and dates of benefits orientations. If you do not receive a notice, please contact:

**Christina Erickson**  
christie@psdschools.org  
970-490-3499

**Marissa Campos**  
mcampos@psdschools.org  
970-490-3680

Benefits information can be found on the Benefits Services web page:  
**[www.psdschools.org](http://www.psdschools.org) > Benefits > Newly Eligible Employees**

## Payroll Paperwork and Deadlines

Paperwork received by Friday, August 10 will be processed for payroll on Friday, August 31. Paperwork received after August 10 and by September 10, will be processed for September 28 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.

### Welcome Letter

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 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.

# Contracts, Licensure/Lane Changes, and Human Resources Information

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. Please read your 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 address you provided in your online application shortly after HR is notified of your new assignment.
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 be given 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.
4. To receive a contract the following are required:
  - a. School district payroll paperwork completed
  - 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 experience forms received by HR
  - d. Hold a valid appropriate Colorado Educator License with required endorsements

Please note: if time is approaching in August that you need to be set up in the payroll system and not all materials have been received, you will be set at the base salary until all expected documents are received by HR.

5. 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 school district email account. Once you receive the contract, please read, sign, and return it immediately to HR. If all materials are not received, your contract may be delayed and it is possible you could start the school year without a contract.

## 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](http://www.psdschools.org) for individual HR contact information.



# Frequently Asked Questions

## How do I get my email address?

If you are a brand new employee to Poudre School District please go to [www.psdschools.org/activate](http://www.psdschools.org/activate) to setup your email and password. If you have previously worked for Poudre School District please call the PSD IT Support Center at 490-3456 for assistance in creating your password.

## 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](http://www.cde.state.co.us).

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

All elementary and Integrated Services teachers must pass the appropriate Praxis content exam(s) or an approved out-of-state content exam(s).

All secondary and core content Integrated Services teachers must be highly qualified based on CDE requirements.

## 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 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](mailto:mhasl@psdschools.org) for more information.

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

Please visit the IT Intranet at [it.psdschools.org](http://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](http://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](http://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
- 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
- Access to COpilot, our professional development platform by teachers and for teachers. Accredited by Adams State University
- 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](mailto:tlist@coloradoea.org)

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

Find us on Facebook: Poudre Education Association

Twitter: @PEAteachers

YouTube: Poudre Education Association Channel



*Together...Everyone  
Achieves More!*



# Map & Location Information

## Mountain Schools

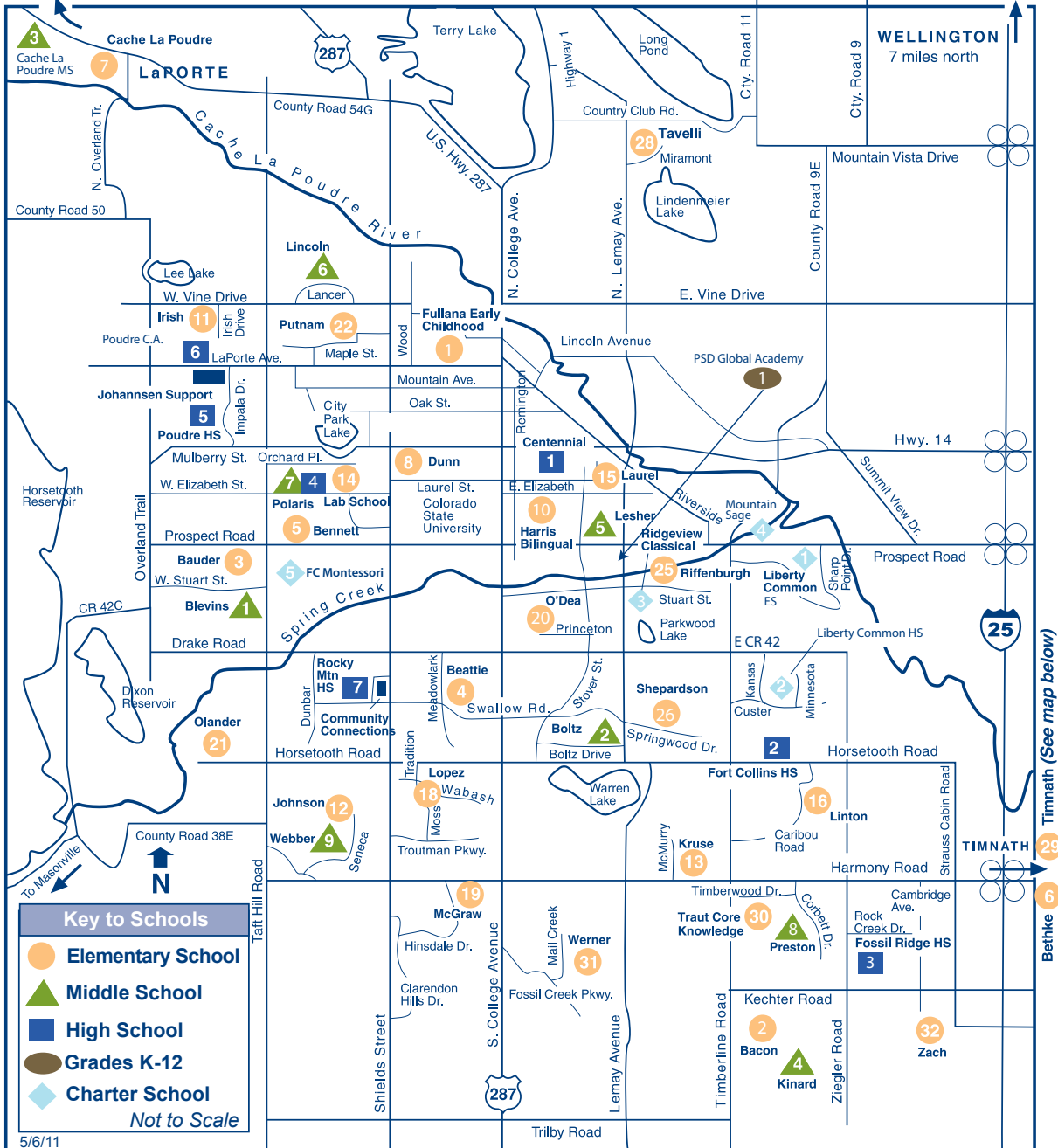
See driving directions below

- 17 Livermore, LIVERMORE
- 23 Red Feather, RED FEATHER LAKES
- 27 Stove Prairie, BELLVUE

## Wellington Schools

See map below

- 10 Wellington
- 9 Eyestone
- 24 Rice



### 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.

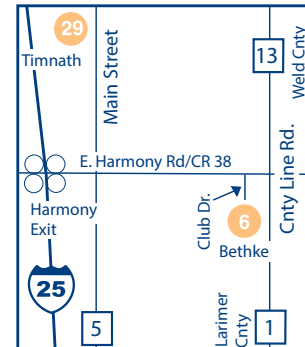
**Red Feather:** Take US-287 N to Laramie, WY (Laporte Bypass); go 16.5 miles to Livermore. Turn left on Red Feather Lakes Road (CR 74E); continue 24 miles; turn slight right onto CR 73C (Creedmore Lakes Road); go .5 miles to school site.

**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



### Timnath Schools





# Poudre School District 2018-19

## K-12 Educator Calendar (186 Days)\*\*

AUGUST						
S	M	T	W	TH	F	S
29	30	31	1	2	3	4
5	6	7	8	EO	EO	11
12	EO	K12	K12	K12	HT	18
19	✧	MT	☆	☀	23	24
26	27	28	29	30	31	

SEPTEMBER						
S	M	T	W	TH	F	S
						1
2	H	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	EM	22
23	24	25	26	27	28	29
30						

OCTOBER						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	E*	K12*	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	E	13	14	15	16	17
18	19	20	H	H	H	24
25	26	27	28	29	30	

DECEMBER						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	H	22
23	H	H	H	H	H	
30	H					

**2019**

JANUARY						
S	M	T	W	TH	F	S
		H	H	H	H	5
6	MH	8	9	10	11	12
13	14	15	16	17	18	19
20	H	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	K12	19	20	21	22	23
24	25	26	27	28		

MARCH						
S	M	T	W	TH	F	S
					1	2
3	E	5	6	7	8	9
10	11	12	13	14	15	16
17	H	H	H	H	H	23
24	25	26	27	28	29	30
31						

APRIL						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	K12*	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	E	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

JUNE						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
S	M	T	W	TH	F	S
	1	2	3	H	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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

EO	Educator Orientation Days (Only for licensed educators NEW to PSD: Anyone starting the '18-19 school year as a P1 regardless of years experience)
HT	High School Transition Day (9th grade only)
MT	Middle School Transition Day (6th grade only)
E	Elementary schools not in session (Teachers on duty)
EM	Elementary and Middle schools not in session (Teachers on duty)
MH	Middle and High Schools not in session (Teachers on duty)
K12	All schools not in session (Teachers on duty)

	All Schools and offices closed
	Student Days
	Half day for students (Last Day Teachers)
	First Day 9-12
	First Day K-5, 6th grade transition day
	First Day 6-8
	Holiday (Schools closed)
*	Optional exchange day for conferences (Schools Closed)

# Notes

## Important “To-Do’s”

- Follow all instructions in your Licensed Employment Information 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 10 to receive paycheck on August 31.
- Review Benefits information.
- If you are a brand new employee to Poudre School District, go to **[www.psdschools.org/activate](http://www.psdschools.org/activate)** to setup your email and password. If you have previously worked for PSD, call the PSD IT Support Center at 970-490-3456 for assistance in creating your password.
- Return signed contract to Human Resources, JSSC, within 10 days of receipt.

# Educator Orientation Schedule

## August 2018



Date	Employees	Time	Topic	Location
Thursday, August 9	ALL New Teachers & Specialized Service Professionals	8:00 a.m.–4:00 p.m. Includes PEA Sponsored Lunch (Optional)	Welcome to Poudre School District	Poudre High School 201 Impala Drive Fort Collins
Friday, August 10	Elementary Teachers	8:00 a.m.–4:00 p.m.	School/Site Day Time in classroom and school welcome	REPORT TO YOUR SCHOOL/SITE
	Secondary Teachers	8:00 a.m.–4:00 p.m.	PSD Standards-Based Teaching and Learning Framework Introduction Sessions	Poudre High School 201 Impala Drive Fort Collins
	Integrated Services: PreK-12 Teachers & Specialized Service Professionals*	8:00 a.m.–4:00 p.m.	Integrated Services Orientation and Enrich IEP Training	Poudre High School 201 Impala Drive Fort Collins
	Student Services: Specialized Service Professionals^	8:00 a.m.–4:00 p.m.	Student Services Orientation	Partnership Center 1630 S Stover Fort Collins
Monday, August 13	Elementary Teachers	8:00 a.m.–4:00 p.m.	PSD Standards-Based Teaching and Learning Framework Introduction Sessions	Poudre High School 201 Impala Drive Fort Collins
	Secondary Teachers	8:00 a.m.–4:00 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.m.–4:00 p.m.	Enrich IEP Training and IEP Alignment Training	Poudre High School 201 Impala Drive Fort Collins
	Student Services: Specialized Service Professionals^	8:00 a.m.–4:00 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.