

## 2018 Fall Check-in Poudre High School Students

Seniors	Juniors	Sophomores	Freshmen
Thurs, Aug. 9, 2018	Thurs, Aug. 9, 2018	Fri, Aug. 10, 2018	Mon, Aug. 13, 2018
8 – 11 am		Last names A-H 8 – 10 am	Last names A-H 8 – 10 am
CLOSED lunch 11 – 12 pm	CLOSED lunch 11 – 12 pm	Last names I-P 10 – 12 pm	Last names I-P 10 – 12 pm
	12 – 3 pm	CLOSED lunch 12 – 1 pm	CLOSED lunch 12 – 1 pm
	Make-up Check-in 3 – 6 pm	Last names Q-Z 1 – 3 pm	Last names Q-Z 1 – 3 pm

### Components of Check-in with Contacts for Questions

#### Free and Reduced Lunch Program | Child Nutrition

*PSD Contact:* Linda Graham (970) 490-3557 | [lgraham@psdschools.org](mailto:lgraham@psdschools.org)

*PHS Contact:* Cindy Brink (970) 488-6178 | [cbrink@psdschools.org](mailto:cbrink@psdschools.org)

- All students must apply every year in order to receive Free/Reduced Lunch
- You will need to provide the following during the application process:
  - The names and incomes of every member of your household
  - The school, grade, birthday of every student in your household
  - Your social security number and electronic signature
  - (Optional) a valid e-mail address or phone number for district communication about the status of your application
- The application process takes 15-30 minutes depending on the size of your household and amount of information you are required to enter
- Electronic applications can be found at [www.myschooapps.com/Application](http://www.myschooapps.com/Application)
- Paper applications will be available during fall check-in however please be aware that paper application may take up to 10 working days to be processed; electronic applications are processed daily
- Child Nutrition supports students with dietary restrictions/preferences. Go to <https://www.psdschools.org/programs-services/school-meals/special-food-needs>
  - Lists of ingredients for menu items
  - Gluten-free options
  - Application for medical disability alternative, mild substitution, or food intolerance
  - Special meal accommodation due to dietary preferences, religious preference, or cultural preferences

## **Laptops, required**

Contact: Steve Butler [sbutler@psdschools.org](mailto:sbutler@psdschools.org)

- Returning PHS students will receive their laptop during check-in
- 9<sup>th</sup> graders and new students can receive their laptop during check-in when they pay the \$50 one-time laptop usage fee and sign the Laptop Agreement form.
- All students pay a one-time laptop usage fee of \$50 as a PHS student
- All students must sign the Laptop Agreement, one form per family
- All students receive a charger with their laptop at the start of school
- Lost charger replacement \$35
- Please contact Steve Butler if you have a concern about your student having a laptop, [sbutler@psdschools.org](mailto:sbutler@psdschools.org)

## **Lockers, optional**

Contact: Cindy Smith [cindys@psdschools.org](mailto:cindys@psdschools.org)

- Students may choose their locker partner
- Students who wish to choose their locker must both be present at locker check-in in order to be assigned the same locker
- 9<sup>th</sup> only - students who do not have a locker partner will be assigned a locker with someone that they may not know
- Students are not required to check out a locker
- Students will receive a separate PE locker in their PE class
- Athletes are provided lockers in the varsity locker room

## **Forms and Agreements, required**

Contact: Jen Backurz [jbackurz@psdschools.org](mailto:jbackurz@psdschools.org) Corryn Powell [corrynp@psdschools.org](mailto:corrynp@psdschools.org)

- PSD Students Rights & Code of Conduct Agreement, *required every student every year*
  - Each year, parents/guardians and secondary students must acknowledge that they have read the Student Rights and Code of Conduct, which is a compilation of rules, policies and regulations regarding student behavior. In years past, this acknowledgement has been in paper form.
  - This year, parents/guardians will be asked to acknowledge they have read the Student Rights and Code of Conduct when they log into the ParentVUE <https://pvue.pdschools.org/> . Parents/guardians will not be given access to ParentVUE until they electronically sign the acknowledgment. This box only needs to be checked once per year to gain access to ParentVUE.
  - **Parents of students in secondary schools (6-12):** your student will also be asked to acknowledge having received and read the Students Rights and Code of

Conduct when logging into StudentVUE <https://pvue.psdschools.org/> for the first time this school year.

- Families new to PSD or those who have never accessed their ParentVUE account have received a separate email with instructions for how to log into ParentVUE. If you have questions regarding ParentVUE or StudentVUE, please contact your school.
- Laptop Agreement Form, *required only for new PHS students, not for returning students*
- Media Opt Out Form, *optional*
  - This form communicates that your student's photo is not allowed to be published in communications and celebrations
- Military Opt Out Form, *optional*

### **Parking Pass**, *required if you drive*

Contact, John Morton [jomorton@psdschools.org](mailto:jomorton@psdschools.org)

- NEW parking passes for the 2018-2019 school year
- Required for any vehicle parked on school property
- Bring driver's license, proof of insurance, registration, and license plate number
- Students who have a new car or license plate since last year need to provide vehicle description and plate number
- Students who are driving the same vehicle as last year only need to complete the 2018-2019 application

### **Pay Class Fees**, *required*

Contact, Justina French [jfrench@psdschools.org](mailto:jfrench@psdschools.org)

- School fees can be paid in two ways:
  - At the school with cash, check or credit/debit card
  - Online via [SchoolPay](https://psdschools.schoolpay.com) – <https://psdschools.schoolpay.com>
    - First time users will create an account. This is not pre-set and you will create your own login and password.
    - This is the same program used to pay for school lunches.
- Students who do not pay the class fee or submit a fee waiver form will be removed from the class
- Use the 2018-2019 PHS Fee List and your student's schedule to determine which fees need to be paid
- Activity Card \$35 gets students into all athletic events for free with the exception of post season competitions

### **Schedules**, *required*

- Accurate student schedules will be posted on StudentVue on Aug. 9, 2018
- All students will receive a paper copy of their schedule during check-in
- Schedule Changes –

- Aug. 14 – 17, 2018 counselors will be available to meet with students to make changes to their schedules
- Counselors will be available by appointment only the first week of school
- Deadline to add a class is Aug. 24, 2018
- If you are inquiring about a schedule change, please see the *Schedule Change/Repair Guidelines* and dates below
  - Schedule changes/repairs will not be made over the phone or through email

### *Schedule Change/Repair Guidelines*

We can try and change your schedule for the following reasons:

1. If you are senior and one of your requirements is missing from your schedule
2. Off-Campus Classes or ICAP change
3. Registered for a class which was not offered
4. Failed a class
5. Missing or duplicate class on schedule
6. Missing pre-requisite for class

Schedule changes will not be made for the following reasons:

1. To request a specific off hour
2. Want a class with your friend
3. Switch teachers

Counselors' contact information can be found at <http://www.phscounseling.org/meet-our-team.html> - PHS website, select: *Counseling, About, Meet Our Team*

### **School Pictures / ID Cards, required**

- School pictures are used to update our school database system annually for the safety and security of our campus
- Students who choose to purchase an Activity Card must do so before taking their school picture in order to get printed on their student ID card

### **Transportation**

Contact PSD Transportation, (970) 490-3232 | [transportation@psdschools.org](mailto:transportation@psdschools.org)

- **Routing** (970) 490-3576 | [busrequest@psdschools.org](mailto:busrequest@psdschools.org)  
(**eligibility, changes or requests**)
- **Dispatch** (970) 490-3232 | [busdispatch@psdschools.org](mailto:busdispatch@psdschools.org)  
(**student not riding, late bus, message to student**)
- On Late Start Wednesdays, buses for high school students will run at regular scheduled time.

- To learn which bus your student will ride or if your student is eligible to ride a bus, go to <https://schoolbus.pdschools.org>
- To apply for **School of Choice** busing, go to <https://www.pdschools.org/programs-services/transportation/transportation-faq> and click on *School of Choice Transportation Application*
- If my student is in the **Career Pathways** program, to apply for busing go to <https://www.pdschools.org/programs-services/transportation/transportation-faq> and click on *Career Pathways Transportation Application*
- For students needing short term transportation due to a verified medical condition (i.e. broken leg, illness) submit an application for **Medical Transportation** at <https://www.pdschools.org/programs-services/transportation/transportation-faq> and click on *Medical Transportation application*
- Each student must submit an application every year except for students who are eligible for busing. This applies to School of Choice and Career Pathways busing

**Yearbook \$65**, optional

Contact [www.poudreyearbook.com](http://www.poudreyearbook.com)

- Yearbooks available during check-in at the school cashier and/or the website (Aug. 9, 10, 13, 2018) \$65 includes up to 4 FREE icons with personalization (\$5 value) this promotion is available through Aug. 31, 2018.
- Fall (Sept. 1 – Nov. 16, 2018) \$65
- Winter (Nov. 17 – Feb. 8, 2019) \$68 (last chance for personalization and to guarantee a book)
- Spring (Feb. 9 – May 10, 2019) \$70 (while supplies last)
- Book Distribution (May 10, 2019) \$75