

# Zach Elementary School

**School Motto:** Together We Inspire

**School Mission:** We commit to do our best to encourage, inspire and meet each child's needs.

**School Vision:** Ensure high levels of learning for all students.

**Facebook:** [facebook.com/zachelementaryschool](https://facebook.com/zachelementaryschool)

Please "LIKE" us on Facebook! We make positive and celebratory posts and comments. It's a fun way to

**Website:** <https://zac.psdschools.org/>

## FOR ZOLA FAMILIES ONLY – NOT PSDV August 31<sup>st</sup> - September 4<sup>th</sup>

### **Monday, August 31<sup>st</sup>:**

- Zach Online Academy (ZOLA): 8:15am-2:30pm
- Lunch & Breakfast Sack Meals Provided: 11:00am-1:00pm at Zach, Kinard, & Observatory Park

### **Tuesday, September 1<sup>st</sup>:**

- ZOLA: 8:15am-2:30pm
- Lunch & Breakfast Sack Meals Provided: 11:00am-1:00pm at Zach, Kinard, & Observatory Park

### **Wednesday, September 2<sup>nd</sup>:**

- ZOLA: 8:15am-2:30pm
- New Family Coffee: 8:30am; Google Meets
- Lunch & Breakfast Sack Meals Provided: 11:00am-1:00pm at Zach, Kinard, & Observatory Park
- GT Back to School Night: 5:00-6:00pm; Google Meets

### **Thursday, September 3<sup>rd</sup>:**

- ZOLA: 8:15am-2:30pm
- Lunch & Breakfast Sack Meals Provided: 11:00am-1:00pm at Zach, Kinard, & Observatory Park

### **Friday, September 4<sup>th</sup>:**

- ZOLA: 8:15-8:30am
- Lunch & Breakfast Sack Meals Provided: 11:00am-1:00pm at Zach, Kinard, & Observatory Park

## **Lunch Menu**

### **Monday, August 31<sup>st</sup>:**

- Spicy Chicken Sandwich
- Uncrustable PB&J

### **Tuesday, September 1<sup>st</sup>:**

- Cheese Ravioli
- Ham & Cheese Sandwich
- Uncrustable PB&J

### **Wednesday, September 2<sup>nd</sup>:**

- Bacon Mac & Cheese
- Uncrustable PB&J

### **Thursday, September 3<sup>rd</sup>:**

- Beef & Bean Burrito
- Ham & Cheese Sandwich
- Uncrustable PB&J

### **Friday, September 4<sup>th</sup>:**

- Pepperoni Pizza
- Uncrustable PB&J



### **Welcome Back Sign**

The Zach community would like to give a special THANK YOU to Elaina Boling at The Yard Life for providing the festive signage at Zach as we've welcomed families back to school. See the attached flyer or visit [www.TheYardLife.com](http://www.TheYardLife.com) for more information on how she can help you with your next big event! Thank you!

### **Student Absence**

Student absences will only be reported on ParentVue. To report an absence, log on to your ParentVue account, next to your student is a report absence button, click on that button and fill out the information for the absence. Please enter the date, choose one the reasons for absence, absence or illness, and enter a note to explain the reason for absence. Once all the information is filled out, click save.

### **Required Forms to Complete Electronically**

- Student Profile
  - Please log in to [ParentVue](#) and go to "Student Information." Please verify that all information is accurate. You, as the parent, can edit emergency contacts. If you need to change your address or contact information, please email Stacey Towne our Registrar, at [stowne@psdschools.org](mailto:stowne@psdschools.org) to make this change.
- [2020-21 Students Rights & Code of Conduct](#) (click to access Student/ParentVUE to read the PSD Code of Conduct): *parents and secondary students must electronically sign and acknowledge they have received and read the Code of Conduct before gaining access to Student/ParentVUE for the year.*
- OPTIONAL: PSD Parent Non-Permission Form (click [here](#) to print and complete)

### **New Family Coffee**

If you are a new family to Zach, Kinder-5th grade, welcome to our tight knit community! Please join us for a parent only Google Meets event. Bring your own coffee or morning beverage!

Our PTO and Mrs. Thomas, Principal, will share with you all the cool things about Zach and there will also be plenty of time to ask questions. Let's get to know each other better!

### **Wednesday, September 2 at 8:30am**

Click on this link <https://meet.google.com/zyp-qcqu-jwx>

### **Alpha BEST**

AlphaBEST is excited to be able to offer care to your family during the time the children are in virtual learning. The flyer with location and pricing information is attached. Also attached are our procedures on how we will keep everyone safe while they are learning.

Space is limited to 20 children per location, so please register as soon as possible and registration is open. To be able to minimize the amount of interactions between different children, we are only offering a five-day option.

Hours of operation are 6:30 am to 6:00 pm.

We are operating out of the following schools:

1. Bennett Elementary
2. Polaris Elementary
3. Tavelli Elementary
4. Werner Elementary
5. Zach Elementary

▪ Customer Service: 972-668-0640

- Kristen Hitz: [khitz@alphabest.org](mailto:khitz@alphabest.org)
- Jennifer Williams: [jwilliams@alphabest.org](mailto:jwilliams@alphabest.org)

**Student and Family Tech Support--see information and links below should you be in need of tech support**

- PSD Tech Support and Resource Page <https://www.psdschools.org/Remote-Learning-TechSupport>
- Community Tech Support Website ([techportal.psdschools.org](https://techportal.psdschools.org)): The new website, designed specifically for students and parents, offers device troubleshooting information, application technical support and covers other common technical issues that sometimes come up.

Including these guides and more...

- PSD Tech Troubleshooting Tips and FAQs ([English](#)) ([Spanish](#)) ([Arabic](#)) ([Mandarin](#)) ([Korean](#))
- [Checking Your Camera and Microphone](#)
- Guide for using browser translation tools ([English](#)) ([Spanish](#))

Zach Online How To's: <https://zac.psdschools.org/online-how-tos>

Students and families can also get help by emailing [covidtechhelp@psdschools.org](mailto:covidtechhelp@psdschools.org) or calling the student/family support line at 970-490-3339.

**Medication & Medical Form Drop-off**

Please hold on to all medication and authorization to administer medication to student at school forms until we are in Phase 3. At that time we will have a designated date and time for the drop-off.

**Child Nutrition Information**

Click on the link below to get the latest information on child nutrition resources.

<https://www.psdschools.org/programs-services/school-meals/child-nutrition-news-resources>

Any PSD student may access any PSD feeding site regardless of their school of enrollment. It's free/reduced for those families that pre-qualify. It's a paid service for all other students. You can add to your child's meal account to prepay for meals at <https://schoolpay.com/>

Students will be able to get two sack meals - one sack lunch for that day and a sack breakfast for the following morning. For menus click [here](#). If your kiddos have special diet statements on file for their dietary needs we can arrange to have meals pre-ordered and labeled for them to pick up. This can be done by working with our Nutrition Coordinator, Becky Wiggins. Her phone number is 490-3348.

- **Free and reduced-priced meals** - Students who have qualified for free and reduced-priced meals will receive meals at no cost. For information or to apply, visit the Free and Reduced-Priced Meals website.
- **Students buying meals** will be charged the normal breakfast and lunch prices. Because of COVID-19, the district will only accept online payments through SchoolPay accounts, but no convenience fee will be charged (typically \$1 per transaction).

**Girls in the Spotlight**

We are offering an online option after school for Girls in the Spotlight. To learn about Girls in the Spotlight click on the link here <https://www.girlsinthespotlight.org/virtual-programs>

To enroll click on the link below. Registration closes on September 6th.

<https://www.girlsinthespotlight.org/enrollment>

**French Club**

French Club will be offered virtually beginning October 1. Follow the link below for more information and to register Click on the link <https://www.eventbrite.com/e/113820117034>

Please contact Alexis Cale with any questions at [alexis@frenchbyalexis.com](mailto:alexis@frenchbyalexis.com)

**ATTACHMENTS**

**Student Calendar 2020-21**

**ParentVue Instructions**

**School Pay Instructions**

**School Messenger**

**Fee Wavier**

**Yard Life Flyer**

**Alpha Best Flyers**

**Peach Flyer**

**Food Pantry Flyer**



# Poudre School District 2020-21

## K-12 Student/Teacher Calendar\*\*

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
16	★	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	SB	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	B/W	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	E	K12	17
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
8	B/W	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	SB	SB	SB	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	SB	SB	SB	SB	SB	26
27	SB	SB	SB	SB		

JANUARY						
S	M	T	W	TH	F	S
					SB	2
3	W	5	6	7	8	9
10	11	12	13	14	15	16
17	SB	19	20	21	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	B/W	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
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						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	K12	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	W	18	19	20	21	22
23	24	25	★	27	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
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	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

## Poudre School District

### K-12 Student Calendar 2020-2021

<b>School Start and End Dates</b>	
August 14	Middle and High School Transition Day
August 17	First day for all students
May 26	Last Day of school
<b>School Holidays/Intermissions</b>	
August 7	1st year teachers on duty
August 12	Building/Work Day (all licensed staff on duty)
August 13	Building/Work Day (all licensed staff on duty)
August 14	Transition Day for 6th and 9th grade only
September 7	Labor Day (No students)
September 25	Building/Work Day (No Students)
October 15	ES (K-5) Parent Teacher Conferences (No students)
October 16	K-12 Parent Teacher Conferences* (No students)
November 9	Building/Work Day (Building/Work Day)
November 25-27	Thanksgiving Break (No students)
December 19	Winter Break Starts
January 4	K12 Staff Work Day
January 4	Winter Break Ends (No Students)
January 18	Martin Luther King Jr. Holiday (No students)
February 15	Building/Work Day (No Students)
March 13-21	Spring Break
April 16	K-12 Conference Exchange Day (No students)
May 17	Building/Work Day (No Students)
May 26	Last Day of school
<b>Special Dates</b>	
	New Elementary Student Registration Day
October 15	End of First Quarter
December 18	End of 1st Semester/2nd Quarter
	School of Choice Deadline: Secondary Schools
	School of Choice Deadline: Elementary Schools
March 12	End of Third Quarter
	High School Graduations
May 26	End of 2nd Semester/4th Quarter
Administration Bldg (JSSC) 482-7420	
Transportation Services 490-3155	
Customer Support Services (CSC) 490-3333	
Child Nutrition 490-3557	
Records 490-3142	
IT Help Desk 490-3456	

<b>School Listing</b>		
Bacon	488-5300	PK-5
Bauder	488-4150	PK-5
Beattie	488-4225	PK-5
Bennett	488-4750	K-5
Bethke	488-4300	K-5
Blevins	488-4000	6-8
Boltz	472-3700	6-8
Cache La Poudre ES	488-7600	PK-5
Centennial	488-4940	9-12
CLP Middle	488-7400	6-8
Dunn	488-4825	K-5
Eyestone	488-8600	PK-5
Fort Collins HS	488-8021	9-12
Fossil Ridge	488-6260	9-12
Harris Bilingual	488-5200	PK-5
Irish	488-6900	PK-5
Johnson	488-5000	PK-5
Kinard	488-5400	6-8
Kruse	488-5625	PK-5
Lab School	488-8260	K-5
Laurel	488-5925	PK-5
Leshner	472-3800	6-8
Lincoln	488-5700	6-8
Linton	488-5850	PK-5
Livermore	488-6520	K-5
Lopez	488-8800	PK-5
McGraw	488-8335	PK-5
O'Dea	488-4450	K-5
Olander	488-8410	PK-5
Polaris	488-8260	6-12
Poudre Community	490-3295	9-12
Poudre HS	488-6000	9-12
Preston	488-7300	6-8
PSD Global Academy	490-3086	K-12
Putnam	488-7700	PK-5
Red Feather	488-6550	PK-5
Rice	488-8700	PK-5
Riffenburgh	488-7935	K-5
Rocky Mountain	488-7023	9-12
Shepardson	488-4525	PK-5
Stove Prairie	488-6575	PK-5
Tavelli	488-6725	PK-5
Timnath	488-6825	PK-5
Traut	488-7500	PK-5
Webber	488-7800	6-8
Wellington	488-6600	6-8
Werner	488-5500	K-5
Zach	488-5100	K-5



# Getting Started with ParentVUE

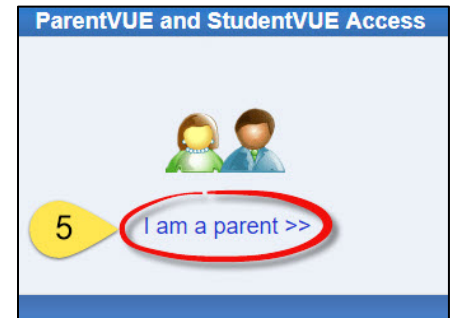
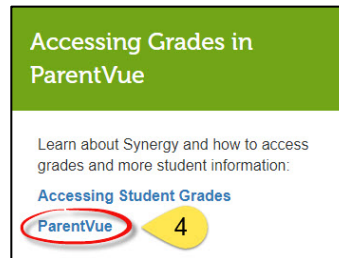
## What is the ParentVUE Portal?

The ParentVUE portal allows parents/guardians to view their student's school information. The information is accessed directly from the student information system Synergy SIS.

While the website is accessible over the Internet, access is secured via logon and password. Parents can only see information about their students, and cannot see the records for other students. Parents may only view the information and cannot make changes to the student's records.

## How to Access ParentVUE

1. Launch an internet browser
2. Go to: <http://www.psdschools.org>
3. Click the "Parents" link
4. Click the "ParentVUE" button
5. Click the "I am a parent>>" link



**Note:** You can also directly go to ParentVUE page by adding "/pvue" after the PSD website in your address bar <http://www.psdschools.org/pvue>

If you have already activated your account, go ahead and log in with the previously created Username and Password.

If you are logging in for the first time, click "I have an activation key and need to create my account>>".

## Activating Your account

1. Read through the Privacy Statement and click the **"I Accept"** button to agree to the privacy agreement.
2. Type your **First Name, Last Name and Activation Key** exactly as they are stated in the email you received.
3. You will be asked to change your user name and password. Passwords are case sensitive and must consist of at least one number and at least one letter, and must be a minimum of 6 characters in length. Use the primary email provided in the email sent. Click **"Complete Account Activation"**.

**Note:** The activation process **only needs to be completed once**. However, if you have more than one child you will not have access to view his/her information until the **Education Rights is set by the school for each child**. For further assistance, please contact your child's school.

**Step 1 of 3: Privacy Statement**

Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement

Access to ParentVUE/StudentVUE is a privilege not a right. ParentVUE/StudentVUE allows for parent/guardian(s) and student(s) to access student information through a secure internet connection. Poudre School District will provide all parent/guardians of currently enrolled students access to ParentVUE and currently enrolled students access to StudentVUE in order to monitor information and progress of a student in a confidential and secure setting. Poudre School District reserves the right to deny or cease access to ParentVUE/StudentVUE due to violation of stated use guidelines, court orders, or any other legal proceedings that limit availability of educational data.

Clicking I Accept means that you agree to the above Privacy Statement.

1

**Step 2 of 3: Sign In with Activation Key**

Please enter your first name, last name and the 7 character authentication key (provided to you by the district), to activate your ParentVUE account:

First Name

Last Name

Activation Key

2

**Step 3 of 3: Choose user name and password**

Welcome  To complete your account activation you will need to create your username and password. Remember that passwords are case sensitive. Your password can consist of numbers and letters and must be a minimum of 6 characters in length.

User Name

Password

Confirm Password

Primary E-Mail

3

## How to Access ParentVUE Mobile App

Download the ParentVUE App from the iTunes Store or Google Play.


1. Open the App
2. You will be prompted to enter your zip code
3. Select **Poudre School District** from the list of schools
4. Login using your username and password previously created and click **"Login"**



ParentVUE

**Note:** You can save your username and password by selecting the options on the login page. This will automatically log you into ParentVUE when you open the app.

**Login**

 **ParentVUE**  
powered by Synergy

**Poudre School District**

Username

Save Username ☐



Password

Save Password ☐



Please contact your school if you have any further questions

2407 Laporte Avenue  
Fort Collins, CO 80521  
w: [www.psdschools.org](http://www.psdschools.org)

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

Navigation Menu

Navigation
Messages
Calendar
Attendance
Class Schedule
Course History
Course Request
Discipline
Grade Book
Health
Report Card
School Information
Student Info
Forms
Documents
Digital Locker

**Calendar** - The school calendar lists class assignments, school holidays and other school events. The calendar can be viewed by day, week or month.

**Attendance** – Your child’s attendance can be seen in two ways – the List View or the Calendar View. The **List View** shows all days in which your student has received an attendance mark. The **Calendar View** displays every school day in the school calendar, not just the days with attendance marks.

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ATTENDANCE

List View | Calendar View

Days of Attendance

Legend

Excused

Excused Tardy

Unexcused Tardy

Unexcused

Activity

N/S Not Scheduled

Date	Periods						
	1	2	3	4	5	6	7
08/19/2015					N/S	N/S	
08/28/2015					N/S	N/S	

**Class Schedule** - The Class Schedule displays the student’s current school year classes. To view a different term, click on the term link (**Quarter 2, Semester 1...**) in the upper right-hand corner. An email can be sent to your student’s teacher by clicking the envelope next to the teachers name.

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


CLASS SCHEDULE

Quarter 1

Quarter 2

Quarter 3

Quarter 4

Student Schedule for Quarter 1			
Period	Course Title	Room Name	Teacher
1	Forensic Science/CSI	505	Darcie 
2	Pre AP World Literature S1	415	Amy 
3	Psychology 1	407	Sara 
4	Algebra 2 S1	410	Rachel 
7	Counselor		Patty 

**Course History** – All the information that is listed on the student’s transcript, current and previous school years’ course grades, student’s GPA, and graduation status is displayed under Course History.

**Grade Book** - The Grade Book summary screen shows grades for each grading period and progress period.

To see additional details about the class, click on the **Class Title** which is highlighted blue. A list of all of the assignments for the grading period is shown for the selected class.

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GRADE BOOK

Quarter 1

Quarter 2

Quarter 3

Quarter 4

Grade Book Summary for Quarter 1

Period	Course Title	Resources	Room Name	Teacher	Quarter 1
1	Forensic Science/CSI (6780)		505	Darcie	B+ (88)
2	Pre AP World Literature S1 (5413S1)		415	Amy	C (74.4)
3	Psychology 1 (7240)		407	Sara	A (92.2)
4	Algebra 2 S1 (6250S1)		410	Rachel	C (72.2)

The assignment view displays the **Grade Calculation Summary**: your student’s grade categorized by assignment type and the **Gradebook Summary**: list all the assignments for the class selected.

To see another classes assignment’s, select the class from the **drop-down box** in the upper left hand corner.

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Q4

College Algebra S2 (6275S2)

College Algebra S2 (6275S2)

AP Human Geography S2 (7227S2)

Earth Systems Science S2 (6809S2)

French Level 2 S2 (4750S2)

Assignment View

Grade Calculation Summary						
Assignment		Points	Points Possible	Weighted %	Calculated Mark	
Notebook, Homework, Participation	25%	142.00	160.00	22.19%	B+	
Exams, Quizzes, Projects	55%	240.50	290.00	45.61%	B	
Midterm/Final Exam	20%	79.50	130.00	12.23%	D-	
Totals	100%	462.00	580.00	80.00%	B-	

Grade Book Summary for Quarter 4

Assignment Details for College Algebra S2 (6275S2) / Period: 1 / B- (80.0%)

Date	Assignment	Assignment Type	Resources	Score	Score Type	Points	Notes
05/25/2016	Quiz 10.5 PFD	Exams, Quizzes, Projects	0	21 out of 20.00	Raw Score	21.00/20.00	

To see the details of an assignment, click on the blue text for the assignment. The [Assignment Detail](#) lists more detailed information regarding the assignment including the name and type of assignment, date the assignment was distributed, date on which the assignment is due, score earned, type of score, total number of points, notes entered by the teacher, and a full description of the assignment.

The screenshot shows the 'GRADE BOOK' interface. At the top, there's a dropdown menu set to 'Q4 :: College Algebra S2 (6275S2)' and a link to 'Assignment View'. Below this is a 'Grade Calculation Summary' table:

Assignment Type	Weight	Points	Points Possible	Weighted %	Calculated Mark
Notebook, Homework, Participation	25%	142.00	160.00	22.19%	B+
Exams, Quizzes, Projects	55%	240.50	290.00	45.61%	B
Midterm/Final Exam	20%	79.50	130.00	12.23%	D-
<b>Totals</b>	<b>100%</b>	<b>462.00</b>	<b>580.00</b>	<b>80.00%</b>	<b>B-</b>

Below the summary is a 'Grade Book Summary for Quarter 4' table with columns: Date, Assignment, Assignment Type, Resources, Score, Score Type, Points, and Notes. A row for '05/25/2016 Quiz 10.5 PFD' is highlighted, and an arrow points to its 'Assignment' column. This leads to the 'Grade Book Assignment Detail' view for 'Quiz 10.5 PFD', showing course details, assignment type (Exams, Quizzes, Projects), date (05/25/2016), score (21 out of 20.00), and teacher (Amanda).

**Note:** If the Grade Book summary screen displays the following message “Grade Book data not available for this school” the Gradebook Summary has been disabled by the Student’s school.

**Health** – The Health page shows any nurse visits, health conditions and the student’s immunization records assigned to the student.

**Report Card** – The Report Card page displays the current grades posted on the student’s report. When the Report Card has been posted by the school and is ready to print, a link will display in the upper left hand corner.

**Note:** After the school year has ended you will need to contact your school for Report Cards.

The screenshot shows the 'REPORT CARD' interface. At the top, there's a link to 'Click here to view report card for Quarter 4'. Below this is a table titled 'Student Grades for Quarter 4 (ending on 05/27/2016)' with columns: Period, Course Title, Room Name, Teacher, and Marks. The table lists four courses: College Algebra S2 (6275S2), AP Human Geography S2 (7227S2), Earth Systems Science S2 (6809S2), and French Level 2 S2 (4750S2). Below the table is a 'Comments' section with the text: 'Capable Of Doing Better' and 'A Pleasure To Have In Class'.

**Forms** – The Forms page has links to the permission to share application that can be filled out electronically. Select the appropriate language link which will direct you to the permission to share application page.

The screenshot shows the 'FORMS' interface. At the top, there's a link to 'Permission to Share' and a link to 'Permiso para Compartir'.

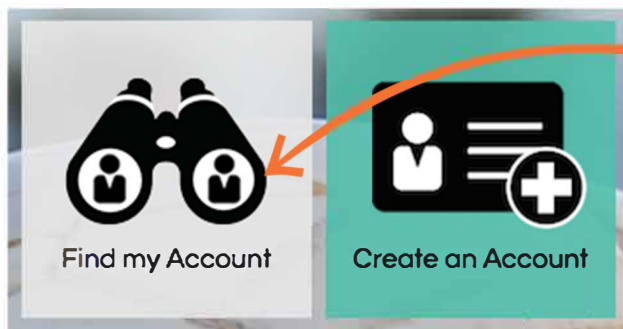
**Documents** – The Documents page displays a link to the PARCC Scores web site where the students PARCC testing scores can be view if applicable for your student.

# Introducing... SchoolPay®

SchoolPay is the safest and easiest way to electronically pay for school-related fees. Eliminate last minute check-writing hassles and lost cash. SchoolPay allows parents to pay for items across many school departments and school non-profits from a unified checkout.

## Registration

Go to [schoolpay.com](http://schoolpay.com)...



1. Click Find My Account

2. Enter your email address

E-mail Address

3. Email In System

- Or -

Email Not in System

A password link will be emailed to you. Click the link, select a new password, and you're all set! Your children will be in your account.

You will be guided through creating an account. You will need:

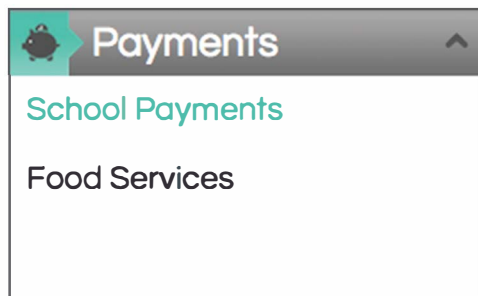
- ▶ Student's name and ID Number
- ▶ School's Site Name

*\* Important to either scenario: Make sure to check spam folders for auto-response emails coming from [support@schoolpay.com](mailto:support@schoolpay.com). Whitelisting SchoolPay with your email client will also ensure future mailings.*

# Making Payments

## Item Organization

Make payments from the primary navigation menu titled "Payments". Items are first organized by category: School Payments and Food Service; then further organized by relevance to each of your children.



## Combining Items

Every item in SchoolPay can be combined into one user checkout session. Simply click the above "add to cart" icon, then return to shopping mode if you have additional items. You may return to your cart any time.

## Payment History

Access all payment and purchase history from the main menu bar option titled "History". View history by Transactions, Items Purchased, and Food Service Purchase History directs you back to the Food Service dashboard.

## Support



[support@schoolpay.com](mailto:support@schoolpay.com)



**888.88.MYPAY (69729)**

**Hours:** Monday - Friday  
7AM - 7PM Central

*\*Afterhours, weekend, and  
holiday support by email*

Support for specifics about items should go directly to the school department that supports those payments.

## Security

SchoolPay is a Level-1 Payment Service Provider. As such, we are independently audited annually. Your payment information is being managed according to the highest Payment Card Industry Data Security Standards (PCI-DSS).

# Food Service Dashboard

Balance: **\$30.00**

Manage Funds

Last Payment  
a day ago for **\$20.00**  
[Add Funds Now](#)

Next Payment  
When Below: **\$20.00**  
Add: **\$50.00**

AutoPay / Notifications ☒ [Details](#)

## Balance

Balances are usually real-time depending upon your school's integration

## One Time Payments

[Add Funds Now](#)

### Add To

Corby Adams:

### Current Balance

\$0.45

Julie Adams:

\$5.70

Add funds to any number of students in one location.

AutoPay / Notifications ☒ [Details](#)

If balance is below:

Send Email

Automatic Payment

\$10

\$25

**\$50**

\$100

Other

Pay From Account:

Select Payment Method

Click "Details" to specify an automatic action when your student's balance reaches any threshold. Receive an email notice or authorize an automatic replenishment payment (SmartPay). Payment information must be stored to select SmartPay.

## Food Service FAQ's

### Balance Transfer & Graduating Student Requests

Food Service balances cannot be transferred for use for school payments. Balance transfer requests amount food service accounts (siblings, graduating seniors, etc.) can typically be made by contacting the Child Nutrition Department.

### End of Year Balance

Balances in the food service account carry over from one year to the next.

### Charge Disputes

Charge disputes should be directed to your food service department staff.

#### Purchase History

Student Meal	\$2.75	Sep 12, 2017
Milk	\$0.50	Sep 11, 2017
Milk	\$0.50	Sep 10, 2017
Student Meal	\$2.75	Sep 07, 2017
Student Meal	\$2.75	Sep 05, 2017

[View More](#)

Keep current on what your children are eating in the school cafeteria

Dear PSD Parent/Guardian,

Poudre School District uses a mass notification system, called SchoolMessenger, to send various types of communications to parents from schools, departments and the district. Communication methods include phone calls, emails and text messages.

- **Voice Message Retrieval Line:** All PSD and school phone calls will come from one main phone number: **(866) 316-3462. Please save this in your contacts.**
  - When parents receive or miss a phone call from PSD and/or a school, the voice message will be saved.
  - Parents can access up to 10 saved voice messages by simply calling back the number above.
  - If you call from a phone other than the one that received the voice message, you may be prompted to enter the phone number on file with PSD to access the retrieval line.
  - When you call the message retrieval line, messages will play in reverse order (most recent voice message plays first).
    1. Voice messages will play in the language they were sent (English, Spanish, Korean or Chinese).
    2. There is no ability to delete or forward voice messages. This is simply a replay mechanism to hear voice messages parents may have missed.
- **Text Opt-In:** PSD and schools can send text messages to parents with a valid SMS phone number on file in Synergy, PSD's student information system. In order to receive text messages, parents must:
  - Have a valid SMS phone number on file in Synergy (Parents can add/change this number via the Synergy parent portal called ParentVUE or by calling their school.)
  - Opt-in to receive text messages through their mobile carrier (standard messaging rates apply).
    1. To opt-in, please text **YES to 67587**.
    2. Parents will receive an automatic text confirmation that they will now receive messages from Poudre School District (both the district and schools).

Please remember, parent and guardian phone numbers, emails, language for communications and addresses are pulled directly from PSD's student information system. To update this information, please contact us at 488.5100.





## Poudre School District

Dear Parent/Guardian,

Poudre School District is excited to offer an easy and secure way to make payments to both your child's meal account AND their school electronically. The District's payment portal **SchoolPay**, is available to accept payments for meals as well as payment for items such as athletic participation fees, course fees and charges, field trips, yearbooks and merchandise.

Through SchoolPay, payments can be made on-line with credit/debit cards (Visa, MasterCard, or Discover Card). You can also continue to pay by debit/credit card, cash or check at your child's school. A convenience fee of approximately 3.35% will be added to credit/debit card transactions for non-meal related items, regardless of whether payment is made on-line or at the school. A \$1.00 transaction fee will continue to be charged for meal payments to offset the credit card processing fee, rather than the 3.35% transaction fee noted above.

To use SchoolPay, you must register for a Parent Account. Your registration allows you to make payments and review payment items that are relevant to your children. Registration is free and you are not required to store any financial data, unless you elect to do so. SchoolPay is Payment Card Industry Data Security Standards certified, the industry standard for internet-based financial services transactions. All data is encrypted using SSL technology so that payment account numbers are never viewable in any part of the service.

Please visit the PSD Website and see the attached FAQ for more information about how to register and pay for items in SchoolPay. Questions about paying online or setting up an account can be answered by a SchoolPay representative at 888.88.MYPAY (69729) or via email by selecting the "Email Inquiry" option under Contact at <https://psdschools.schoolpay.com>. We hope you enjoy this new service!

Poudre School District

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\*\*\*\*\***DID YOU KNOW?**\*\*\*\*\*

**Did you know that certain District  
and school fees/charges are eligible  
for waivers?**

**See page 2 for more information**



## OPPORTUNITY FOR FEE/CHARGE WAIVERS

If your child is eligible for free or reduced-price meals in Poudre School District for the 2019-2020 school year, you have the option to take advantage of student fee/charge waivers.

To have eligible fees/charges waived, you must:

1. Be approved to receive free or reduced-priced meals for the 2019-20 school year; and
2. Complete the 2019-20 *Permission to Share Information for Fee/Charge Waivers and Programs to Receive Goods and Services* form (*Permission to Share* form), which gives PSD's Child Nutrition Department permission to share your child's eligibility status with other District officials. These officials must also maintain the confidentiality of your child's eligibility status.

You can complete the *Permission to Share* form in one of two ways:

1. Access your child's account online via [ParentVue](#). Contact your child's school if you need assistance with ParentVue or need a new activation code to access ParentVue.
2. Complete the *Permission to Share* form at your child's school.

Once the form is entered into the system and your child is approved to receive free or reduced price meals, SchoolPay will automatically be updated and fees/charges that are eligible for a waiver will display as \$0.00 due once you proceed to checkout in SchoolPay. You will still need to go through the checkout process in SchoolPay for your child to receive the item(s) or to participate in the activity.

**Your child's eligibility for free or reduced-price meals will not be affected if you do not submit the *Permission to Share* form.**

Please refer to the District's Student Fees and Charges webpage ([www.psdschools.org/studentfees-and-charges](http://www.psdschools.org/studentfees-and-charges)) for more information regarding District-wide and school-based student fees/charges.



THE YARD  
LIFE

THEYARDLIFE.COM

9 7 0 - 5 5 6 - 9 6 7 3

WWW.THEYARDLIFE.COM

DITCH  
THE  
CARD,  
SAY IT  
IN  
YOUR  
YARD!

When School's Out ★ We're On

# AlphaBEST<sup>®</sup>

EDUCATION

Alpha  
Ac@DEMY

## Poudre SD Locations!

2020-2021 Distance Learning Support  
and All Day Care

AlphaAc@demmy facilitates the student's distance learning and adds enrichment, fitness, fun, and quiet time in a safe and supervised environment.

COVID-19 protocols in place to ensure your child's wellbeing.

Register online at:  
[www.alphabest.org/poudreco](http://www.alphabest.org/poudreco)



### Hours

6:30 a.m. to 6:00 p.m. Monday - Friday  
Starts Monday, 8/31/20



### Who can attend?

PSD Students in grades K-6



### Location

Bennet, Polaris, Tavelli, Werner,  
and Zach Elementary Schools

### Rates:

\$195 per 5-day week

Registration Fee  
\$25 per family

Bring a Lunch / Snacks Provided

BYOD (bring your own device)  
for virtual learning

### Questions?

Customer Service (972) 668-0640



# COVID-19

We have modified our program to ensure your child's well-being.  
**We've got you covered!**



## Safety is our number one priority!

We are following CDC Guidelines which include:



- Promote healthy hygiene practices such as hand washing and employees wearing a face covering



- Intensify cleaning, disinfection, and ventilation of facilities



- Encourage social distancing through increased spacing, small groups, and limited mixing between groups



- Modify activities and procedures to limit sharing of items such as toys, belongings, supplies, and equipment



- Train all employees on health and safety protocols

## PROCEDURES:



### WELLNESS CHECKS

No AlphaBEST child or staff will be permitted in the building with a temperature of 100.4 or above. Periodic wellness checks are done throughout the day on all children and staff in the building.



### MASKS

Our staff will all wear masks.

Children may bring their own masks to be worn in the program.



### PERSONAL ITEMS

Items brought from home, including lunches, outerwear, backpacks, etc. will be stored separately in individual bins.



### LIMITING ACCESS

To maintain social distancing, parents check in at the door. Visitors and vendors are not allowed in the AlphaBEST assigned space.



### CLEANING & SANITIZING

Continual hand washing and hand sanitizing as well as cleaning of materials, surfaces, and common areas such as door handles, keypads, doorbells, etc.

Questions? [alphabest.org](http://alphabest.org) | 866-931-7996



We understand that you have many questions about how we will ensure your child remains safe with us during these times. We take your child's safety very seriously and have made many modifications to our operations so that your child receives top quality care and is safe in our program during virtual learning. Please read over the safeguards we have in place below:

- Please review our COVID procedure [flyer](#).
- All staff have received training on preventing the spread of COVID and how to ensure the safety of the children
- All staff are screened and have their temperature taken before entering the facility
- All staff must wear a mask at all times
- Staff will help facilitate children's online learning each day
  - Help them stay on schedule
  - Help them log in
  - Help them with any work they have
  - Communicate with parents about how they are doing each day
- Group sizes will be limited to 10
- No groups will be in the same area at the same time as another group
- Siblings will be placed in the same group
- Groups will remain the same and stay with the same staff
- Staff will make sure that everyone is social distancing at all times
- Children are required to wear a mask at all times
- Activities have been adjusted to maintain social distancing and to make sure materials are not shared
- Children's hands will be washed:
  - Between each activity (every 30-40 minutes)
  - After coming inside from outside
  - Before eating
  - After using the bathroom
- Two snacks will be provided (morning and afternoon)
  - Pre-packaged
  - Individually wrapped
- Please send your child with the following:
  - A sack lunch
  - A mask (masks are mandatory for staff and children)
  - A water bottle
  - They may bring a book
  - They may bring a device this time. We do not normally allow any toys or devices from home



- Please leave all other items at home
- We have modified drop off procedures:
  - You will be greeted at the door by the Site Director to minimize interaction
  - You will be asked a series of screening questions
    - If any of the screening questions are answered positively, we will be unable to accept your child
  - Your child's temperature will be taken
    - If temperature is above 100.4 we will be unable to accept your child
  - The Site Director will sign your child in
  - Your child will then be sent to wash hands
  - Your child will receive a baggie with a set of supplies that will be for them only
  - Your child will join their group
- We have modified pick up procedures:
  - You will be greeted at the door by the Site Director to minimize interaction
  - You will be asked for a picture ID
  - You will need to enter your unique PIN
  - Your child will be called from their location
  - Your child will collect their belongings
  - Your child will then be sent to wash their hands before being released



# FORT COLLINS BREAKFAST ROTARY CLUB PEACH SALE

# PEACH *Pack*

**SUPPORTING 3RD GRADERS IN THE POUDRE SCHOOL  
DISTRICT TO CHOOSE AND OWN NEW BOOKS**

## **OUR \$40 PEACH PACKS INCLUDE:**

- (1) 9" Freshly Made Lattice Peach Pie from Ginger and Baker  
(Gluten-free option available. These will be frozen.)
- (1) 16 oz. Jar of Palisade Peach Salsa from Anita's Pantry
- (1) 16 oz. Jar of Palisade Peach Preserves from Anita's Pantry

## **OUR \$30 PEACH SALSA PACKS INCLUDE:**

- (3) 16 oz. Jars of Peach Salsa from Anita's Pantry

**ORDER ONLINE: [ROTARYPEACHSALE.COM](http://ROTARYPEACHSALE.COM)**

**PEACH PACK/SALSA PICK UP  
SATURDAY, SEPTEMBER 19TH**

**@ TIMBERLINE CHURCH EAST PARKING LOT  
2908 SOUTH TIMBERLINE ROAD,  
FORT COLLINS**

**7:30 AM TO 11:30 AM**

**QUESTIONS: [ROTARYPEACHSALE@GMAIL.COM](mailto:ROTARYPEACHSALE@GMAIL.COM)**



# FOOD BANK POP-UP PANTRY SCHEDULE

## Pop-Up Food Pantry

The Food Bank is hosting a series of Pop-Up food pantries this summer in response to COVID-19. Anyone in need of food is welcome to attend. The pantries will be “drive-through” and Spanish translation will be available. The next Pop-Up pantry is at:

### **Poudre High School**

**in the south parking lot, adjacent to the track**

201 S Impala Dr., Fort Collins

**Thursday, August 20, 4:30-6pm**

**Thursday, September 3, 4:30-6pm**

For upcoming pantry times and locations please visit [foodbanklarimer.org](https://foodbanklarimer.org)

