High Plains School

Parent/Student Handbook

2020-2021

http://www.thompson.k12.co.us/HighPlains

High Plains School Mission

High Plains is a kindergarten through eighth-grade STEAM school fueled by innovative and authentic learning opportunities where all members feel safe, valued, and empowered. Students are immersed in the inquiry process while taking risks and engaging in issues facing our community in order to have a positive impact on our world today, tomorrow, and in years to come.

HPS Motto: Charging through failures, Stamping through challenges
This handbook serves as a means of communication between home and school and addresses policies and procedures specific to High Plains School. This is a supplement to the Thompson School District “Behavioral Code of Conduct Board of Education Policies.” and TSD Student Conduct Policy. Electronic copies of the district handbook are available on the Thompson School District website, [www.thompsonschools.org](http://www.thompsonschools.org) We hope that we have anticipated many questions that may arise and have already addressed them for you. However, if you need clarification or have any additional questions, please call the school office at (970) 679-9800.

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Students and staff should not enter schools if showing symptoms of illness or if they had recent close contact with a person with COVID-19.

Physical distancing will be maintained to the greatest extent possible in all areas of the school campus.

Masks will be required for all staff, students, and other persons while on campus.

Please check out TSD: Return to Learn Video & TSD: Return to Learn Homepage
**SCHOOL HOURS**
*Full Day Kindergarten through 8th*
STARTING TIME 8:20 a.m.
DISMISSAL TIME 3:35 p.m.

**Wednesday Late Start**
*Full Day Kindergarten through 8th*
STARTING TIME 9:20 a.m.
DISMISSAL TIME 3:35 p.m.

**CLASS SCHEDULES**
To find your child’s schedule and for 6th-8th, whether they are in the A or B cohort, please follow the directions at this [link](#) to access Infinite Campus Parent Portal.

All K-8 students will be cohorted to allow contact tracing and decrease the number of people with whom students and staff have close contact. Students must move around the campus in cohorts. In middle school, **A** cohorts will be in person on Monday and Thursday; **B** cohorts will be in person on Tuesday and Friday. *All middle school students will be remote on Wednesday.*

**DRIVING and PARKING**
Please click on this [link](#) for the HPS drop-off/pick-up map. Parking is available in the main parking lot on the east side of the building. The former EC loop is designated for Kindergarten and 5th Grade Drop-off and Pick-Up. Please do not enter or park in that area, if you are not dropping off or picking up a Kindergartener and/or 5th grade student.

Parking is **not permitted** in the “Hug and Go” lane. Keep pulling forward in the “Hug and Go” lane. Children need to exit quickly from the vehicle so traffic keeps moving. Please keep our driving areas safe for everyone: obey traffic laws, on and off campus, and respect the directives of High Plains staff. Please refer to the school’s [Drop-off and Pick-up](#) information available on the [school’s website](#) under “Our School”. Parents should make a plan for pick up location with their child(ren). This [link](#) includes a video of our drop-off/pick-up.
ARRIVAL & DISMISSAL AT SCHOOL

Students cannot arrive at school before 8:00 a.m. on Monday, Tuesday, Thursday, and Friday and no earlier than 9:00 a.m. on Wednesday. No supervision is provided prior to 8:00 a.m. (or 9:00 a.m. on Wednesday). Due to COVID precautions, students and adults may not congregate on the campus, nor use the playground areas before or after school. Students will begin entering the building at 8:00 a.m. (or 9:00 a.m. on Wednesday) and will go directly to their classroom. Students must enter the building with a mask on and follow social distance expectations as they enter and move in and around campus. Please see the Drop-off and Pick-up for designated doors.

Students arriving after 8:20am are considered tardy and should check in at the main entrance with the Staff member at the door before going to class. Parents will not be allowed in the building. Students arriving after 8:20 a.m. (or 9:20 a.m. on Wednesday) need to have a note, phone call, or parent accompanying the child when checking in. See ATTENDANCE for more information.

Students and any person that is not a staff member are asked to leave school grounds immediately following dismissal. Parents should make a plan for pick up location with their child(ren). The school will not release by bell, but will release by intercom at the times below (subject to change depending on need). Students release from their designated door and wait with their teacher (distanced and masked) until an adult driver is visible.

- Bus Riders will be dismissed at 3:30.
- Kinder, 1st, and 3rd will be dismissed at 3:32pm
- 2nd, 4th, 5th and 6th will be dismissed at 3:34
- 7th and 8th will be dismissed at 3:35.

BREAKFAST & LUNCH

Breakfast will be served daily between 8:00am and 8:15 a.m. (or 9:00 a.m. and 9:15 a.m. on Wednesday) and will be eaten in classrooms. Breakfast and lunch is free to all students through to the end of December. Lunch count will be taken daily by teachers (PBJ or hot choice and white milk). Please see the school’s website for the monthly menu (click the apple).

At this time no parents, volunteers, or visitors are permitted in the building. Students will eat lunch outside or in their classroom.

- Students do not have access to hot water or a microwave, so please do not send in any food that needs to be heated.
- Students should not bring pop and energy drinks, or other sugary, caffeinated food items into school. Students are encouraged to bring juice or fruit drinks, as well as refillable water bottles.
- Students should not share food items and need to clean their areas of food debris and trash once they finish their lunch.
- Students will assist with cleaning their eating area after breakfast and lunch.
SNACKS
All students are encouraged to bring with them to school each day a refillable water bottle and a healthy snack. Allergy guidelines need to be followed and students should not be sharing any food or other items. Students must clean up after themselves to keep the classroom environment clean.

ATTENDANCE
Regular attendance at school is necessary for your child to achieve maximum academic and social success. If your child will be absent from school for any reason, please notify the school attendance line at 679-9870 prior to the day of the absence. This works as a safeguard for your child’s protection should he/she not arrive at school after he/she has been sent.

Excused absences are defined as illness, death in the family, family emergencies, or other special circumstances. We respectfully request that appointments be scheduled outside of school hours and that you use days that school is not in session for family activities and vacations. A prearranged absence form should be completed, at least two weeks prior to the absence, when a family knows in advance that the students will be absent for two or more consecutive days that do not fall within the Thompson School District Attendance policy.

Middle School students will have attendance taken daily, regardless of In-person/Remote status. When in remote learning, they will be responsible for submitting must do assignments and/or attending virtually with teachers to be counted present.

(Reference TSD policies: JH/JHA/JHB)

TARDIES
Excessive tardiness can impact your child’s learning. Being on time to school helps your child start his/her day in a positive way. Instruction begins immediately after the bell rings. Tardiness not only costs your child valuable learning time, but it also disrupts the rest of the class when the teacher must stop instruction to greet your child and help him/her catch up on what was missed.

Students arriving during and after the 8:20 a.m. (or 9:20 a.m. on Wednesday) bell are considered tardy and should check in at the school office before going to class. A tardy student is a student who is not in the classroom at the time the teacher expects. Penalties for tardiness will be equated with penalties for unexcused absences. (Reference TSD policies: JH/JHA/JHB-R)

It is the responsibility of the parent/guardian to notify the school (by phone call or sending a note) when a student is absent or will be late.
STUDENT ABSENCES

- Students will not be temperature or symptom checked at the building, unless showing signs of illness. **Parents are responsible** for home screening (temperature and symptom check) their children prior to attending school each day.
  - Students should not enter schools if showing symptoms of illness or if they had recent close contact with a person with COVID-19.
- **Other health issues:**
  - **Impetigo** until **24 hours** after treatment is started.
  - **Jaundice or unusual color to the skin, eyes, stool, or urine:** until a medical examination indicates the student does not have Hepatitis A.
  - **Mouth sores:** if the child is drooling uncontrollably.
  - **Infectious Conjunctivitis** (pink eye) with yellow or green draining (bacterial) or with tearing (allergic, chemical, irritation, viral)—no exclusion, but notify the parent to call their healthcare provider for possible treatment if bacterial. Follow general illness guidelines for pink eye which is accompanied by behavior changes.
  - **Rash:** when there is a rash with a fever, behavior change or the rash is oozing or causes open wounds—excluded until the origin of the rash has been deemed by the physician to be non-contagious in nature or until the rash is gone.
  - **Strep Throat,** scarlet fever, or other strep infection until **24 hours after treatment started** and the child no longer has a fever.

COMMUNICATION BETWEEN HOME AND SCHOOL

In an effort to become a near paperless school, High Plains School will strive to provide communications via digital channels to reduce paper waste. Please check the school website, [http://www.thompson.k12.co.us/HighPlains](http://www.thompson.k12.co.us/HighPlains) regularly.

Thursday has been designated as the day of the week when notices, newsletters, general information and work folders will be sent home. A digital newsletter is available the first school day of each month. The newsletter includes a monthly calendar. Teachers will also communicate through their class/course/grade newsletter.

Please make school communication a priority in your home. You may wish to establish a place where your child knows that he/she is responsible to put all communication from school so that you can attend to it. Encourage him/her to develop the habit of cleaning out the backpack on a regular basis.
GETTING ANSWERS TO YOUR QUESTIONS
We know that this handbook and the district parent handbook cannot answer all of your questions. Here are some guidelines to help you get the information you need:

1. Start with your child’s teacher. He or she will be happy to answer your questions about what your child is studying in school, teaching methods or materials and school procedures. For non-emergency or time sensitive concerns/questions, a teacher’s voice mail can be directly accessed by calling their number. Use our High Plains K-8 School Family Connection to connect with teachers too!
2. If you have additional concerns or you feel the answer you get from the teacher is incomplete, contact the building principal.
3. Go directly to the principal if your question pertains to something beyond the realm of the individual classroom.

MESSAGES FOR STUDENTS
We ask that messages to be delivered to students be kept to a minimum by planning ahead and making necessary arrangements before the student leaves for school in the morning. Students will not have access to devices for messages. If a parent needs to leave a message, please call the main office. This is not a foolproof system, so please make every attempt to plan ahead. We do not allow students to call home from school for permission to go to another student’s home.

MEDICATION DISPENSED AT SCHOOL
Students are allowed to take OTC (Over the Counter) medication (any medication not dispensed by a prescription) at school provided the following criteria are met:
1. Medication must be stored/locked up and dispensed from the Health Office.
2. Only one day’s dosage (no extra medication will be sent home with the student).
   a. Middle school students may carry a single day’s dosage of a medication with a parent note. Parents of elementary students should contact the health office prior to sending single dose medications with your student.
3. Medication must be in the original container (not a baggy, Tupperware, foil wrapper, lunch bag, pocket, sock, lipstick tube or any other receptacle).
4. Any medication that is stored in the health office and administered by a staff member (even OTC medications) requires a "permission for medication form" signed by a healthcare provider and parent/guardian.
5. Fever controlling medications such as tylenol or motrin being used for fever symptoms should not be given prior to school or taken at school.
6. Students cannot carry any controlled medications at school including medications taken daily for ADHD.
HIGH PLAINS SCHOOL empowers everyone to take responsibility for their actions and decisions in order to create a safe environment that supports social and emotional growth for all students. We guide students to make appropriate behavioral choices that provide an opportunity for learning, growth, and community building. (Please refer to J policies on the TSD website)

PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS IS NOT a packaged curriculum, scripted intervention, or manualized strategy. PBIS IS a prevention-oriented way for school personnel to
A. organize evidence-based practices
B. improve their implementation of those practices
C. maximize academic and social behavior outcomes for students.

PBIS supports the success of ALL students.

Students at High Plains will strive to follow Bison RESPECT by being:
● Responsible - We take care of self, school, and community.
● Empathetic - We will use compassion as we think of others.
● Safe - We will follow the rules.
● Persevering - We will ask for help and not give up.
● Empowered - We will be involved in our community and stand up for others.
● Curious - We will not be afraid to ask questions.
● Trustworthy - We will show our commitment to HPS and each other through positive words and actions.

COUNSELING

Counseling Program Mission:
The mission of the High Plains counseling program is to provide all students with a comprehensive school counseling program guided by the ASCA National Model that is centered around an engaging STEAM curriculum. The counseling program is dedicated to making every student feel heard, valued, and safe. In partnership with teachers, administration, parents, guardians, and the Loveland community, the school counselor will empower all students to be successful lifelong learners engaged in real world and community issues.

About Counseling:
The school counselor is available daily to meet with students, parents (virtual), and teachers, and may provide counseling services on an individual (in person/virtual) and group basis (virtual). Students are encouraged to meet with the counselor for general support, conflict resolution, decision making, goal setting, resources, etc. Parents/guardians can schedule an appointment with the counselor as needed.

The counseling relationship is confidential except in cases of child abuse and neglect, elder abuse and neglect, and harm to self and/or others. Students are encouraged to communicate their needs with parents/guardians, and the counselor will work to establish a collaborative relationship with parents/guardians to best meet student needs.
Bullying Prevention:
High Plains recognizes that a school that is physically and emotionally safe and secure for all students promotes citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the school district prohibits acts of bullying, harassment, and other forms of aggressive and violent behaviors. Bullying and harassment interferes with both a school’s ability to educate its students and a student’s ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples of student behavior. (Please refer to J policies on the TSD website & the High Plains website for resources)

Behavior Correction Process:
High Plains School believes the best response to undesired behavior is to use the opportunity to allow students to reflect upon their actions and learn new skills to prevent the undesired behavior from occurring again. For more severe undesired behaviors, additional punitive consequences may be included in this process. Our Behavior Correction Process is designed to (1) support students taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and then solve the problems that motivated the undesired behavior. Staff members who interact with students shall apply best practices designed to prevent undesired behaviors and encourage students’ abilities to develop self-discipline and make better choices in the future. (Please refer to J policies on the TSD website)

SCHOOL PARTIES
At this time no parents, volunteers, or visitors are permitted in the building. In addition, shared snacks and other items cannot occur. The two school parties (winter celebration and Valentine’s Day) that previously have occurred at HPS, will not take place until further guidance is provided through our district and the LCHED.

In accordance with district procedures, there shall be no individual birthday parties at school. Please do not send in treats. Teachers will recognize students’ birthdays in their classroom. School staff will not distribute party, or other invites, so please do not send them with your child. We know that each family will want to celebrate birthdays at home in accordance with their own traditions.

LOST AND FOUND
Items that are found on school grounds and are labeled will be placed in a bag for pick up. Small items such as jewelry, glasses, etc. may be claimed in the office. At the end of each week, all lost and found items are donated to local charities.

FIELD TRIPS
At this time field trips are not permitted. Teachers may conduct walking field trips with their classes. A walking field trip form must be signed and submitted prior to a student attending any walking field trips.
COLD AND INCLEMENT WEATHER PROCEDURE
It is expected that students well enough to be in school are well enough to participate in all activities, including outdoor recess. It is suggested that children be dressed for the ever changing Colorado weather. The practice is that current weather conditions determine whether students are sent out or not. Generally, outdoor recesses will be held if the temperature is 15°C or above. However, other factors considered in making this decision will be wind, conditions, wetness of the grounds, and rain/snow conditions.

PERSONAL ITEMS
We ask that students not bring personal items such as toys, electronic games, personal digital devices, etc. to school (please see Technology Use for details on cell phone and other digital devices). These items are not necessary in the learning environment and may be easily lost or damaged. The school is not responsible if damage or loss occurs.

Students are encouraged to bring healthy snacks and a refillable water bottle for in-class use. Gum, candy, energy drinks, and pop should not be brought to school except with permission from a teacher for special purposes. Students cannot share food items and need to clean their areas of any food debris and trash.

Bicycles, skateboards, inline skates, scooters, etc. may be used as transportation to and from school, but may not be ridden on school property. Riders need to dismount or remove the skates at the edge of the school property and store these items out of the way in the classroom or outside on bike and scooter racks during school hours. Bikes and scooters need to be parked in the designated bike racks. Locks are highly recommended, and the school will not be responsible for theft or damage. Students who misuse this privilege will be asked not to bring these items to school for the remainder of the year. Shoes with retractable wheels (“heelies”) may not be worn to school for safety reasons.

We do not allow students to trade personal items, exchange gifts, lend money, or sell items to each other while at school. Problems often arise from this kind of activity, therefore it is not allowed. Students cannot share items.

Hats, caps, and other headwear, including hoodies, are not to be worn in the school building (boys and girls) except for days specifically designated for such apparel.
STUDENT DRESS CODE

High Plains School follows the Thompson School District Student Dress Code policy JICA and includes High Plains School specific dress code items (per policy JICA).

Masks will be required for all students while on campus. Failure to follow mask expectations will result in disciplinary action, as determined through TSD expectations and policy.

A safe and disciplined learning environment is essential to a quality education program. District-wide standards on student attire are intended to ensure that all students are treated equitably and benefit from a safe learning environment. The Board of Education recognizes that students have a right to express themselves through dress and personal appearance and the responsibility for the dress and appearance of students generally rests with the student and their guardians. However, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of an overall safe and equitable school environment for all students. Students are expected to dress appropriately for all school activities. The following general guidelines will be in effect:

1. Shoes, sandals, or boots must be worn in the buildings in order to avoid injury and Disease. Non-examples: slippers
2. Students must wear tops (shirts) and bottoms (pants, sweat pants, shorts, skirts, dresses, leggings). Non-examples: pajamas
3. Traditionally known private parts of the body must be covered with non-transparent material. Sunglasses, bandanas and/or hats may only be worn inside the building with permission from an administrator
4. The following will not be allowed: Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisements, symbols, words, slogans, patches, or pictures that:
   a. refer to drugs, tobacco, alcohol, or weapons
   b. are of a sexual nature
   c. by virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
   d. are obscene, profane, vulgar, lewd, or legally libelous
   e. threaten the safety or welfare of any person
   f. promote any activity prohibited by the student code of conduct
   g. are racist in nature or include derogatory comments or slurs against groups of People
   h. otherwise disrupt the teaching-learning process
5. All middle and high school students are required to have in their possession an unaltered school issued photo identification card (ID) during school hours, or at such times, locations, and activities specifically identified by the building principal.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.
Physical Education Dress Code (PE will take place outside, or in the case of inclement weather, alternative activities following LCHED/TSD expectations will take place in the cohort’s classroom.)

Appropriate attire for Physical Education class:
Every student must be dressed properly for physical education within the dress code guidelines for High Plains School.

1. An appropriate long sleeved or short sleeved shirt (tank top athletic jerseys may be worn)
2. Shorts or athletic style pants (within dress code)
3. Athletic shoes that are tightly laced and tied
   a. Only running/athletic shoes may be worn. Socks must be worn with the shoes.
   b. Non-marking dress shoes will be acceptable during swing dance units.
   c. Shoes will not be worn during the self-defense unit. Please wear socks or have socks to change into.
4. Depending on the activity, for personal hygiene and safety reasons, students may not be able to participate in the activity if they are not properly dressed.
5. For safety reasons, most jewelry should not be worn. Sports watches, stud earrings, and necklaces may be acceptable in particular units.
6. Please bring something to tie back long hair so it does not interfere with your learning.
7. Dress appropriately for the weather
8. The consequence for not being prepared for class participation will be a non-participation day and a reminder slip to be sent home and signed by parents.
TECHNOLOGY USE

Technology, in the school setting, is a tool to support academic pursuits. During the school day it is not meant for social and/or entertainment purposes. Electronic device use will be directed by the teacher. Students need to bring their school issued chromebook and its charger to and from school each day they are in attendance. Personal devices are not required or expected, but the school recognizes and encourages their use following the guidelines below.

HPS Devices
Each K-8 student will have a device assigned to them for use during the school year. Students are expected to charge their device each night, so they are ready for in person learning.

Before any device can be checked out to a student, a parent/guardian needs to have registered and updated their family status in Infinite Campus so they are aware of the Student Acceptable Use Policy and Agreement. The parent/guardian needs to also complete the check out form for each student attending HPS and checking out a device.

Elementary Age Students (K-5) & Cell Phones & Other Communication Devices
Personal cell phones (or other personal electronic devices) are not recommended for the elementary (K-5) age student. However, if a parent believes that a cell phone must be carried to and from school for safety reasons, the student needs to store it in his/her backpack and keep it turned off during school hours. The cell phone is not to be used at any time in/out of the building during the school day without teacher permission. The school will not be responsible if damage or loss occurs. Wrist-worn communication Devices may be worn, but all functionality, other than the watch/time function needs to be turned off during school hours. Please see consequences in the next paragraph for misuse of devices.

Middle School Age Students (6-8) & Cell Phones & Other Communication Devices
During passing periods, lunch/recess, and core extensions, personal devices should not be out. If seen during these times, the device will be placed in a ziploc bag by the student and taken to the front office for pick up.

Students may use their personal device when the teacher designates the use of technology to support learning. If the teacher deems the device is being used inappropriately or is inhibiting the learning for themselves or others, the device will be placed in a secure place in the front office for pick up (see above). Parents will receive communication regarding when the personal device is sent to the office. For any individual class, the first and second time the device is placed in the office the student may pick it up. The third offense and beyond, a parent/guardian will pick up the device. Multiple infractions may result in the student losing the privilege of using or possessing the device on school grounds for an extended period of time. Wrist-worn communication Devices may be worn, but all functionality, other than the watch/time function needs to be turned off during school hours. The school will not be responsible if damage or loss occurs.

High Plains School students and staff will follow Thompson School District policies on internet and electronic use.

JS: STUDENT ACCEPTABLE TECHNOLOGY USE POLICY & AGREEMENT
PARENT TEACHER COMMUNITY ORGANIZATION

The High Plains Parent Teacher Community Organization is a vital part of our school community. All parents are welcome and urged to join this organization and to attend monthly meetings held on the third Tuesday of each month. Meetings are held at 6:30 – 7:45 p.m. All PTCO meetings will be held virtually. Questions regarding PTCO can be forwarded to Nancy Wolfgang, PTCO president at guenevere_lola@yahoo.com

The primary purpose of the organization is to provide a communication link between home and school. The group supports the school by providing volunteers, communication, and by conducting fund-raising activities. Dates and times of meetings are published in the school newsletter, as well as on the PTCO’s site: http://www.highplainsptco.org/ (also linked to http://www.thompson.k12.co.us/HighPlains)

SAFETY

- All persons will be required to pull their mask down, show ID, and state their name and purpose for the visit.
- If a visitor must enter the building, they must wear a mask and comply with a symptom check, which may include a temperature check.
- Students and staff should not enter schools if showing symptoms of illness or if they had recent close contact with a person with COVID-19.
- Physical distancing will be maintained to the greatest extent possible in all areas of the school campus.
- Masks will be required for all staff, students, and other persons while on campus.

All safety drills for students will be taught using a student training video from the “I Love You Guys” Foundation. Only Evacuation drills may be practiced, after consultation with TSD Safety and Security personnel. TSD Safety and Security will work with Elementary leadership for teaching materials that are age appropriate for K-3. All safety drills for students will be taught using a student training video from the “I Love You Guys” Foundation.

The High Plains School Safety Committee is a very important part of our school community. This group is comprised of staff members who are charged with: developing policies and procedures for safety drills and potential real-life scenarios (including school evacuation and reunification processes), helping to monitor efficient drop-off and pick-up procedures before and after school, helping to keep members of our staff up to date on CPR and First Aid training, and working with the district to ensure the safety and well-being of all students and staff.

The safety committee meets at least once per month to develop and refine policies and protocols, communicate with district safety personnel, and keep the entire staff informed on proper safety procedures for our High Plains community. If you have any further questions regarding the safety protocols of students and staff at High Plains, please contact the front office.