# TABLE OF CONTENTS

ABOUT THE THOMPSON ONLINE CAMPUS .................................................................................................................... 2
MISSION ............................................................................................................................................................................ 2
CONTACT INFORMATION .................................................................................................................................................. 2
THOMPSON ONLINE CAMPUS STAFF ........................................................................................................................... 3
STUDENT SUCCESS .......................................................................................................................................................... 4
THOMPSON ONLINE CAMPUS EXPECTATIONS ............................................................................................................. 4
ONLINE LEARNING .......................................................................................................................................................... 4
ACADEMIC PHILOSOPHY ................................................................................................................................................ 5
ACADEMIC PROCESS ..................................................................................................................................................... 5
ATTENDANCE PHILOSOPHY ........................................................................................................................................... 5
ATTENDANCE PROCESS .................................................................................................................................................. 5
THOMPSON ONLINE CAMPUS ENROLLMENT OPTIONS ............................................................................................ 6
ADMISSION & ORIENTATION ........................................................................................................................................ 6
ENROLLMENT OPPORTUNITIES/CLASS CHANGES (ADD/DROP) ................................................................................. 7
ADVISORY ......................................................................................................................................................................... 7
LAB HOURS ....................................................................................................................................................................... 7
CALENDAR ......................................................................................................................................................................... 8
ROLES & RESPONSIBILITIES ....................................................................................................................................... 8
PLAGIARISM & DISHONESTY ......................................................................................................................................... 8
DIGITAL CITIZENSHIP ..................................................................................................................................................... 9
THOMPSON ONLINE CAMPUS ASSESSMENT REQUIREMENTS ................................................................................... 9
GRADUATION REQUIREMENTS ...................................................................................................................................... 9
CLOSED CAMPUS PHILOSOPHY .................................................................................................................................. 9
CLOSED CAMPUS PROCESS ........................................................................................................................................... 10
PERSONAL ELECTRONIC DEVICES ............................................................................................................................ 10
DISCIPLINE ....................................................................................................................................................................... 10
ALCOHOL/DUG DRUG POLICY ...................................................................................................................................... 11
FIREARMS/DANGEROUS WEAPONS ............................................................................................................................ 11
STUDENT DRESS .............................................................................................................................................................. 12
ACCEPTABLE USE AGREEMENT (TECHNOLOGY) ........................................................................................................... 13
GUIDANCE AND COUNSELING PROGRAM .................................................................................................................. 13
E3 ....................................................................................................................................................................................... 13
FIRST STEPS NURSERY ................................................................................................................................................... 14
STUDENTS EXPELLED FROM SCHOOL .......................................................................................................................... 14
EXCEPTIONAL STUDENT SERVICES (ESS) ..................................................................................................................... 14
GROUNDED COFFEE HOUSE ....................................................................................................................................... 15
TRANSPORTATION ........................................................................................................................................................... 15
FOOD SERVICE ................................................................................................................................................................. 15
INCLEMENT WEATHER AND SCHOOL CLOSINGS ......................................................................................................... 15
NEWS MEDIA COVERAGE ............................................................................................................................................... 15
VISITORS/VOLUNTEERS/GUESTS ................................................................................................................................. 15
WITHDRAWAL FROM SCHOOL ..................................................................................................................................... 16
EMERGENCY PROCEDURES .......................................................................................................................................... 16
ABOUT THE THOMPSON ONLINE CAMPUS
The Thompson Online Campus provides an online educational experience for students in grades K-12 enrolled in the Thompson School District. The Thompson Online Campus is comprised of two programs that used to be known as Thompson On-Line and Secondary Options for Achievement Resulting in Success (SOARS). Students taking classes through the Thompson Online Campus may be enrolled in one or both of the programs identified above.

The Thompson Online Campus strives to create a student-focused learning environment. Student needs are identified and an online learning plan is developed. The end result is a personalized online learning experience for each student. Students have the ability to access curriculum and assignments 24 hours a day, 7 days a week, from anywhere with an internet connection. Online teachers interact with students through multiple venues (including face to face and online) creating a virtual learning environment. Additional instructional delivery and feedback is available in our learning labs during the school year.

A student’s online experience is tailored to their instructional needs, pacing preferences, and lab/teacher support needs. Courses can be delivered in both a synchronous and an asynchronous manner allowing for enrollments throughout the school year. A synchronous enrollment is meant to work in conjunction with the school district’s semester schedule. An asynchronous enrollment is one in which a student begins and/or ends their semester-long class in a time period that may not line up with the traditional semester schedule. The Thompson Online Campus affords access to a variety of classes including credit recovery, core, comprehensive (NCAA Approved), AP/Honors (as needed), and CTE (coming soon) classes.

MISSION
The mission of the Thompson Online Campus is to provide a complementary online alternative to traditional educational approaches. We pride ourselves on Student Centered Online Learning.

CONTACT INFORMATION
Office Hours: Monday-Friday 8:00 am - 4:00 pm
Drop-In Lab Hours: Monday-Friday 8:00 am - 3:30 pm
Scheduled Lab Hours: Session 1 8:00 am - 1:30pm
                               Session 2 3:00 pm - 9:30 pm
Evening Scheduled Lab: (970) 613-5333 (After 4p, Monday - Thursday)

Ferguson High School
1101 Hilltop Drive
Loveland, Colorado 80537

Phone: (970) 613-5989
Email: melissa.foss@thompsonschools.org
Website: https://www.thompsonschools.org/Thompson-Online
# Thompson Online Campus

**Jason Germain, PhD, Principal**

1101 Hilltop Drive ● Loveland, CO 80537 ● Office (970) 613-5989 ● Fax (970) 613 - 5395

## Thompson Online Campus Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jason Germain</td>
<td>Administrator</td>
<td><a href="mailto:jason.germain@thompsonschools.org">jason.germain@thompsonschools.org</a></td>
<td>970-613-5300</td>
</tr>
<tr>
<td>Lisa Adams</td>
<td>Assistant Prin.</td>
<td><a href="mailto:lisa.adams@thompsonschools.org">lisa.adams@thompsonschools.org</a></td>
<td>970-613-5304</td>
</tr>
<tr>
<td>Carol Hetzel</td>
<td>Assistant to Administrator</td>
<td><a href="mailto:carol.hetzel@thompsonschools.org">carol.hetzel@thompsonschools.org</a></td>
<td>970-613-5301</td>
</tr>
<tr>
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<td>970-613-5344</td>
</tr>
<tr>
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<td>Registrar</td>
<td><a href="mailto:becky.dickerson@thompsonschools.org">becky.dickerson@thompsonschools.org</a></td>
<td>970-613-5342</td>
</tr>
<tr>
<td>Missy Foss</td>
<td>Classified Aide, Drop In Lab</td>
<td><a href="mailto:melissa.foss@thompsonschools.org">melissa.foss@thompsonschools.org</a></td>
<td>970-613-5989</td>
</tr>
<tr>
<td>Lisa Jenners-Cieloha</td>
<td>Classified Aide/ Scheduled Lab</td>
<td><a href="mailto:lisa.jennerscieloha@thompsonschools.org">lisa.jennerscieloha@thompsonschools.org</a></td>
<td>970-613-5989</td>
</tr>
<tr>
<td>----</td>
<td>Counselor</td>
<td>Contact Counselor at home school</td>
<td></td>
</tr>
<tr>
<td>Julie Keenan</td>
<td>Science &amp; Math/ Drop-In Lab</td>
<td><a href="mailto:julie.keenan@thompsonschools.org">julie.keenan@thompsonschools.org</a></td>
<td>970-613-5989</td>
</tr>
<tr>
<td>Sheri Cubin</td>
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<td><a href="mailto:sheri.cubin@thompsonschools.org">sheri.cubin@thompsonschools.org</a></td>
<td>970-613-5314</td>
</tr>
<tr>
<td>Damien Cuce</td>
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<td><a href="mailto:damien.cuce@thompsonschools.org">damien.cuce@thompsonschools.org</a></td>
<td>970-613-5314</td>
</tr>
<tr>
<td>Gary Metzger</td>
<td>Scheduled Lab</td>
<td><a href="mailto:gary.metzger@thompsonschools.org">gary.metzger@thompsonschools.org</a></td>
<td>970-613-5336</td>
</tr>
<tr>
<td>Renee Schachterle</td>
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<td><a href="mailto:renee.schachterle@thompsonschools.org">renee.schachterle@thompsonschools.org</a></td>
<td>970-613-5989</td>
</tr>
<tr>
<td>Will Sherman</td>
<td>Language Arts, Economics/ Drop In Lab</td>
<td><a href="mailto:william.sherman@thompsonschools.org">william.sherman@thompsonschools.org</a></td>
<td>970-613-5989</td>
</tr>
<tr>
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<td>Advanced Math</td>
<td><a href="mailto:glenn.johnson@thompsonschools.org">glenn.johnson@thompsonschools.org</a></td>
<td>970-613-5324</td>
</tr>
<tr>
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<td>ESS</td>
<td><a href="mailto:krissie.lockard@thompsonschools.org">krissie.lockard@thompsonschools.org</a></td>
<td>970-613-5329</td>
</tr>
<tr>
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<td>Spanish</td>
<td><a href="mailto:amanda.sanders@thompsonschools.org">amanda.sanders@thompsonschools.org</a></td>
<td>970-679-9724</td>
</tr>
<tr>
<td>FuelEd Support</td>
<td>Content Provider</td>
<td><a href="http://www.getfueled.com">www.getfueled.com</a></td>
<td>1-844-638-3533</td>
</tr>
</tbody>
</table>
STUDENT SUCCESS

The staff at Thompson Online Campus believes that academic performance, attendance, and behavior are all critical to students successfully completing requirements for graduation. Students are expected to pass a majority of their classes within a semester (4 out of 6 for a full-time student). Student progress is checked weekly, and weekly progress reports are sent electronically to students, parents, and counselors. Formal progress checks, which may require face-to-face meetings, during 1st semester will occur the week of October 8th, and again on the week of December 3rd. During second semester, formal progress checks will occur the week of February 25th, and again on the week of April 22nd.

Failure to make progress and complete classes may result in a meeting with staff and/or administration, as well as a representative from the student’s brick and mortar school, to determine what support is needed to help the student to be successful and to determine if online learning will continue to be an option.

THOMPSON ONLINE CAMPUS EXPECTATIONS

➔ All Scheduled Lab and Full Time Drop in Lab students are expected to attend a Personalized Orientation meeting before beginning classes (see Admission and Orientation).
➔ All students will be enrolled in an Advisory class.
➔ High school students must complete a minimum of 12 (0.5 credit) classes a year to graduate on time if they select the full-time enrollment option.
➔ Email communications with students and parents will take place frequently.
➔ Parents and students are expected to check email and class grade books/comments regularly.

ONLINE LEARNING

Online learning can look very different from what students are used to in a traditional classroom. For example, the curriculum can be accessed 24 hours a day, 7 days a week from anywhere with an internet connection. Interaction with teachers will also look different. Instead of daily face to face contact like in a traditional classroom, much of the teacher/student interaction will take place via email and through feedback on assignments as well as possible virtual class sessions. Most importantly, students are required to be independent, motivated learners; much more so than in a traditional classroom.

Students are responsible for accessing and following the Pacing Guide in each class. The Pacing Guide outlines the assignments that need to be completed each week to complete the class on time. Progress monitoring and attendance deadlines are expected to be met; if not, Thompson Online Campus staff will meet with the student and a representative from their brick and mortar school to determine what support is needed to help them be successful and to review if online learning continues to be a viable option.

Assignments are expected to be submitted within the learning management system (FuelEd). Students will need access to Microsoft Word for the completion of written assignments. A free version of this software is available to students at https://products.office.com/en-us/student/office-in-education. Parents will receive weekly progress reports, via email, from PEAK. Parents can also log in to peak.getfueled.com anytime using
their individual username and password. The best way to monitor student progress is to log in with the student regularly and look at the “Grades” and “Progress” tabs.

ACADEMIC PHILOSOPHY
The staff at Thompson Online Campus believes that consistent progress towards graduation is imperative. As a result, the expectation at the Thompson Online Campus is that students actively participate and put forth sincere effort in all classes. Academic performance is evaluated throughout the semester. All students enrolled at Thompson Online Campus must agree to abide by the Student and Parent Academic Agreement.

ACADEMIC PROCESS
Students at Thompson Online Campus understand and agree that earning passing grades is needed to make adequate academic progress and graduate from High School. Students will make every effort to earn a D or higher in all classes that they are enrolled. Should a student not have a D or higher in all classes at the 6 week progress checks they will be invited to meet with staff and parents/guardians to problem-solve barriers to their academic success. Students who are unable to maintain adequate progress even after adjustments to instructional delivery, pacing, and levels of lab/teacher support may lose the option of attending the Thompson Online Campus.

ATTENDANCE PHILOSOPHY
The staff at Thompson Online Campus believes that consistent attendance plays a vital role in student success, not only in school, but for future achievement in the workplace. Good habits now will promote good habits throughout life. Some students may be required to attend the Drop In Lab on a regular basis. This is ultimately determined by student performance in conjunction with staff, student, and parent input.

All students are expected to work an average of one hour per class, per day and show adequate progress in all of their classes. Participation and progress are monitored weekly within the learning management system (PEAK). Although the Thompson Online Campus (TOC) provides an anytime, anywhere learning opportunity, research has shown that students who show regular participation in their classes and adequate weekly progress are more successful. For this reason, failure to meet the attendance expectations will result in a meeting with TOL staff and/or administration as well as a representative from the student’s brick and mortar school to determine what support is needed to help them be successful and to review if online learning continues to be a viable option.

Some courses will require onsite or face-to-face meetings with your instructors. Exceptions will be handled on a case by case basis and do not apply for students who are expelled.

State law makes parents/guardians responsible for seeing that their children attend school regularly or receive equivalent instruction until the age of seventeen. Attendance requirements will be followed in accordance with Thompson School District Board Policy JH/JHA/JHB and JH/JHA/JHB -R.

Appropriate school personnel shall make reasonable efforts to meet with the parent/guardian or legal custodian to review and evaluate concerns about any student who is at risk of being declared habitually truant.
**ATTENDANCE PROCESS**

Students at Thompson Online Campus understand and agree that they are expected to show adequate progress in all of their classes. Students will make every effort to engage/attend regularly in their online coursework at home, in the lab, or both according to their personalized plan. Should a student not engage/attend at a level that ensures adequate progress at the 6 week progress checks, they will be invited to meet with staff and parents/guardians to problem-solve barriers to their engagement/attendance. Students who are unable to engage/attend as expected, even after adjustments to instructional delivery, pacing, and levels of lab/teacher support, may lose the option of attending the Thompson Online Campus.

**THOMPSON ONLINE CAMPUS ENROLLMENT OPTIONS**

The Thompson Online Campus (TOC) aligns student enrollment with student need. As such, students may attend full-time or part-time online with a dual enrollment at another Thompson School District brick and mortar school. Additionally, the Thompson Online Campus is able to personalize the experience for students by aligning courses to students’ instructional needs, through flexible pacing options, and by providing different levels of lab/teacher support by student and even by class.

The Thompson Online Campus (TOC) affords access to a variety of classes including credit recovery (for students who were unsuccessful in their first attempt), core (modified), comprehensive (NCAA Approved), AP/Honors (as needed), and CTE (coming soon) classes.

The Thompson Online Campus (TOC) affords a variety of flexible pacing options for full-time synchronous enrollments including the ability to focus on one class at a time (completing a class in 3 weeks), prioritize two classes at a time (completing 2 classes every 6 weeks), or engaging in all 6 classes throughout the semester. While flexible pacing options exist for asynchronous enrollments these options may be limited by time during the first semester of enrollment at TOC.

The Thompson Online Campus (TOC) also provides different levels of lab/teacher support for students. The TOC has a Drop-In Lab (open daily and available to all TOC students) in addition to two Scheduled Labs (students must be enrolled into a scheduled lab timeslot and attend the scheduled lab during the assigned timeslot). At TOC, we understand that a student may want and/or need different levels of lab/teacher support for different classes. Be sure to discuss these options with staff at orientation!

**ADMISSION & ORIENTATION**

Thompson Online Campus (TOC) is a learning option in the Thompson School District; therefore, admission will be student-focused. Students must be enrolled at their home brick and mortar school prior to submitting the admissions packet.

Once the brick and mortar school enrollment has been completed and the admissions packet has been received along with required signatures, Thompson Online Campus staff will review and develop a plan for the student that will include a graduation plan (full time students only), pacing options (aligned to student need), and possible assignment to a Learning Lab for support/structure.

**Admission**

1. Complete the Thompson Online Campus application, Course Registration Sheet, and residency paperwork.
2. Obtain signatures from your brick and mortar school counselor and principal.
3. If you are entitled to special education, section 504, or are an English Language Learner, a transition meeting with the case manager at your current school and a TOL staff member is required prior to enrollment.
4. All applicants must have regular access to Firefox or Chrome browser and Microsoft Word in order to be able to successfully work in the software utilized by the Thompson Online Campus program.
5. Applications for Thompson School District students will be accepted for synchronous and asynchronous enrollments throughout the academic year. Special cases (expulsion, new to district, etc.) will be handled on an individual basis.
6. Thompson Online Campus staff in collaboration with a student’s brick and mortar school may discourage admission to students based on past performance in the program or careful analysis of data presented in regards to the predicted academic success. An interview may be necessary to make this determination.
7. Enrollment is evaluated on a semester basis. 1st Semester students do not need to submit a new application for 2nd semester, but enrollment is not guaranteed and student performance will be considered.
8. Some courses will require onsite, or face-to-face meetings with instructors.

Orientation
1. Parents and students are required to complete an orientation session to gain an understanding of the program requirements and weekly reports.
2. Failure to successfully complete the orientation process will result in withdrawal from the program and the student will need to return to their brick and mortar school.

ENROLLMENT OPPORTUNITIES/CLASS CHANGES (ADD/DROP)
While we value student success and synchronous enrollments, asynchronous enrollments are also available. Synchronous enrollments align with the Thompson School District calendar and are accepted at the Thompson Online Campus office year-round.

Changes to class schedules may be made within the first 10 calendar days of the semester, or the start of enrollment. If a student drops a class or discontinues progress and attendance in a class after 10 days, a grade of ‘F’ will be recorded.

For a full list of available courses please see the list at the back of this manual for high school and middle school course options. For elementary classes please contact the Thompson Online Campus office at 970-613-5989.

ADVISORY
All students will be enrolled in an Advisory class. This class is used primarily for communication purposes. Students will be assigned an Advisory class and the Advisory teacher will monitor the students progress, facilitate communication with the student and family, and will use the Advisory class list to disseminate important information and announcements. Advisory is not graded and does not get reported on transcripts.

LAB HOURS
Scheduled Learning Lab Hours (SOARS)
The TOC Scheduled Learning Labs are open 8:00 am – 1:30 pm and from 3:00 pm - 9:30 pm, Monday – Thursday. On Fridays, the Scheduled Learning Labs will be open from 8:00 am - 1:30 pm, according to the Ferguson High School calendar. Students are assigned to Scheduled Lab Hours in the “SOARS” Classrooms based on the preference or needs of each student. Students are expected to adhere to the district code of conduct, remain on task, and be productive at all times while working in the lab.

Drop In Learning Lab Office Hours: 8:00 am - 3:30 pm Monday - Friday
Students are welcome to come in and work in the “Thompson Online” classrooms, using our computers or by bringing their own, and access help from teachers as needed. Students are expected to adhere to the district code of conduct, remain on task, and be productive at all times while working in the lab.

CALENDAR
TOC follows the Ferguson High School Calendar. This calendar can be accessed by navigating to Ferguson High School Calendar.

ROLES & RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Thompson Online Campus</th>
<th>Student</th>
<th>Parent</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Provide a learning rich curriculum through TSD and FuelEd</td>
<td>● Fulfill the attendance expectations articulated in this document</td>
<td>● Monitor student progress by logging in with students regularly and reviewing the Grades and Progress tabs</td>
</tr>
<tr>
<td>● Offer attentive and involved teachers to support learning and communicate progress</td>
<td>● Log into courses daily</td>
<td>● Check weekly progress email from PEAK. Have an awareness of what is expected for course completion</td>
</tr>
<tr>
<td>● Employ high quality teachers to deliver highly effective instruction</td>
<td>● Complete work in all classes daily</td>
<td>● Provide adequate technological tools and software</td>
</tr>
<tr>
<td>● Provide students with academic, post-secondary, and social-emotional counseling/support</td>
<td>● Stay on track to complete courses by the end date</td>
<td>● Attend orientation, counseling meetings, and conferences</td>
</tr>
<tr>
<td>● Arrange opportunities for support, social interaction and growth</td>
<td>● Check email daily</td>
<td>● Contact TOC staff with concerns</td>
</tr>
<tr>
<td></td>
<td>● Contact teachers with questions about assignment requirements and content understanding</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Be enrolled in Advisory class.</td>
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</tbody>
</table>

PLAGIARISM & DISHONESTY
For all assignments, take the time to paraphrase information and apply your own thinking and reflection. Do not copy information directly from the source. If you use direct quotes, you must cite the source and provide your thinking as to why a direct quote was required.

***Exams must be taken independently and without any aid from peers or adults. Exams and quizzes must not be reproduced or redistributed in any way.

1. **Plagiarism** is the act of representing another’s ideas, words, expressions, or data in writing or presentation without properly acknowledging the source.
2. **Submitting** work through the use of another person's password/login is considered dishonest behavior. Any assignments, work, or projects posted while using another student's login will be considered plagiarism.
3. **Cheating** (intentionally using or attempting to use unauthorized material, assistance, or study aids in any academic work). Cheating includes when a student copies another student’s work and then submits it as his or her own work.

4. **Performing** work or taking an examination for another student OR having another person perform work or take an examination is not allowed.

5. **Falsification and/or misrepresentation** of data by submitting false data or sources.

6. **Computer crimes** include damaging computer programs, hacking, constructing viruses, introducing viruses into a system, or copying programs.

7. **Inappropriate** use of email, discussion forums, or synchronous chat rooms.

**DIGITAL CITIZENSHIP**

As education becomes increasingly intertwined with technology, it is important that students practice digital citizenship. The International Society for Technology in Education (ISTE) defines digital citizenship as follows: “Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.” The keys to practicing digital citizenship are:

- Be safe and do not give out any contact information (phone number, address, etc.) to anyone online without consent from a parent or mentor.
- Do not use information found on the World Wide Web without giving credit to the creators.
- Use technology to learn and not as a means for hurting others through negative emails, comments, or discussion postings.
- Be positive and enthusiastic about using technology and collaborating with peers through technology.
- Be productive, in other words…don’t waste time searching the web. Search for information with a clear purpose in mind.
- Think about what you read and check your information on multiple sites. Just because it is on the web, does not mean it is true.

Use technology to be a life long learner. The web can be a great source of information and it is all at the tip of your fingers.

**THOMPSON ONLINE CAMPUS ASSESSMENT REQUIREMENTS**

Thompson Online Campus has the same state assessment requirements as other schools in the Thompson School District. All assessments will be taken at assigned brick and mortar school. Please navigate to the following link for more information: [www.thompsonschools.org/Page/6693](http://www.thompsonschools.org/Page/6693)

**GRADUATION REQUIREMENTS**

The Thompson School District Board of Education establishes graduation requirements for all students in the district. Students attending Thompson Online Campus meet the same graduation requirements that all graduates meet in Thompson School District. Please see the Course Guidebook for a complete listing of
graduation requirements. Please navigate to the following link for more information: www.thompsonschools.org/cms/lib/CO01900772/.../IKF.pdf

CLOSED CAMPUS PHILOSOPHY
The staff at Thompson Online Campus believes that during the school day students should be focused on their classes and making progress towards graduation. The staff also believe that high school students can responsibly enjoy open campus privileges during lunch break. As a result, the campus is a closed campus at all times with the exception of lunch break. Students may use their lunch break as they wish but the expectation is that students use this time to manage their health and nutrition needs. Lunch items will not be allowed in classrooms as the focus during class time will be on learning. All students enrolled in the Thompson Online Campus must agree to abide by the Student and Parent Closed Campus Agreement. Closed campus violations may impact a student’s access to the Thompson Online Campus learning labs.

CLOSED CAMPUS PROCESS
Students who attend the Thompson Online Campus understand and agree it is a closed campus and that they are not allowed to leave campus without permission from a teacher and an administrator, with the exception of lunch break. During lunch break, all students are free to leave campus at their discretion. By leaving without permission during morning session, students understand that they will not be allowed back on campus until after lunch. By leaving without permission during afternoon/evening session, students understand that they will not be allowed back on campus for the remainder of the day. If a student displays a pattern of leaving the campus without permission, they will be subject to disciplinary action.

PERSONAL ELECTRONIC DEVICES
Cell Phones, Tablets, MP3 players and other electronic devices can all complement the learning environment. Thompson Online Campus teachers have the autonomy to determine the acceptable use of these devices in their classroom. When asked and out of respect for the classroom community, students will ensure that their devices are turned off and out of sight. If a student fails to comply with teacher requests a major discipline referral may be generated to ensure that students understand the importance of using their devices appropriately in the school setting.

DISCIPLINE
A safe and disciplined learning environment is essential to a quality education program. District-wide standards are articulated in the student Code of Conduct (www.thompsonschools.org/page/4206) and are intended to help staff and students limit disruptions and maintain a safe and orderly school.

At the Thompson Online Campus we have a discipline matrix that outlines Minor and Major discipline infractions. Minor behaviors are managed by all staff members and do not typically result in a major discipline referral. Major behaviors are more likely to impact the learning environment and will result in a major discipline referral that will be managed by school administration.

<table>
<thead>
<tr>
<th>Minor Behaviors</th>
<th>Major Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public displays of affection</td>
<td>Physical violence towards property or others</td>
</tr>
</tbody>
</table>
### Classroom disruptions
- Abusive language (profanity) directed towards others
- Horseplay
- Lying
- Disrespect
- Defiance
- Non-compliance
- Dress code violation
- Property misuse
- Inappropriate use of electronic devices
- Use/possession of drugs
- Use/possession of alcohol
- Use of lighters/matches
- Use/possession of Weapons
- Use/possession of tobacco
- Use of lighters/matches
- Academic dishonesty
- Multiple Minors
- Other incidents that violate the code of conduct

### ALCOHOL/DRUG POLICY
Thompson School District Policy: Under Colorado law, it is unlawful for any person to manufacture, sell, distribute, possess with the intent to sell, give, distribute, or bring any controlled substance, imitation controlled substance, marijuana, or alcohol on the property, including buildings and grounds, of public school property, within 1,000 feet of school property, on any school bus, or to any school-sponsored event.

Violation is a felony; violators are subject to expulsion. A student will be recommended for expulsion for the use or possession of alcohol or drugs, or possession of paraphernalia used with drugs. A student accused of simple possession, a first offense, at the principal’s discretion, may be offered the opportunity to participate in a substance abuse intervention program in lieu of the recommendation of expulsion.

At the Thompson Online Campus, if an individual is perceived to be under the influence of drugs and/or alcohol on campus we will retain the right to search their possessions. If it is confirmed they are under the influence; the first offence will be a referral, parent/guardian contact, possible police involvement and suspension from campus for 3 to 5 days. A second offense will result in a referral, parent/guardian contact, possible police involvement and suspension from campus for 8 to 10 days. Any further incident will result in a referral,
parent/guardian contact, possible police involvement and suspension from campus for 10 days and the recommendation for alternate placement/expulsion.

FIREARMS/DANGEROUS WEAPONS
The Thompson School District Board of Education will not tolerate student possession or use of weapons on district grounds. Such behavior is unacceptable, detrimental to the safety of others, and destructive to a positive learning environment. Dangerous Weapons Using, possessing or threatening to use a dangerous weapon on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event, or off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the district is prohibited.

As used in this policy, “dangerous weapon” means:
1. A firearm or firearm facsimile.
2. Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air.
3. A fixed blade knife with a blade that exceeds three inches in length.
4. A spring-loaded knife or a pocket knife with a blade exceeding three and one-half inches in length.
5. Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury including, but not limited to, a slingshot, bludgeon, nunchucks, brass knuckles or artificial knuckles of any kind.

Students who use, possess, or threaten to use a dangerous weapon in violation of this policy may be subject to disciplinary action in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for any student who is determined to have brought or possessed a firearm at school in violation of this policy. The superintendent may reduce the length of this mandatory expulsion period in writing on a case-by-case basis. Such modification shall be in writing.

STUDENT DRESS
A safe and disciplined learning environment is essential to a quality education program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Thompson School District Board of Education and TOC recognize that students have a right to express themselves through dress and personal appearance and the responsibility for the dress and appearance rests with the student and their guardian. However, students shall not wear apparel that is deemed disruptive to the classroom environment or to the maintenance of an overall safe and equitable school environment for all students.

Students who wear apparel that is deemed disruptive to the classroom environment or to the maintenance of an overall safe and equitable school environment for all students may be asked to not wear a specific article of clothing to school again in the future, may be required to change into appropriate clothing or make
arrangements to have appropriate clothing brought to school, or may be required to wear a TOC provided garment to cover the inappropriate article of clothing that they are wearing. In general, 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 buildings in order to avoid injury and disease.
2. Students must wear tops (shirts) and bottoms (pants, sweat pants, shorts, skirts, dresses, leggings).
3. Traditionally know private parts of the body must be covered with non-transparent material.
   - Sunglasses, bandannas 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.

ACCEPTABLE USE AGREEMENT (TECHNOLOGY)
Thompson Online Campus provides access to technology (computers, iPads, chromebooks, internet) to promote educational excellence and prepare students to live and work in the 21st century. In order to access technology on the Thompson Online Campus, students under the age of 18 must obtain parental/legal guardian acknowledgment of the provisions of the Acceptable Use Policy (AUP) which is integrated into the student Code of Conduct. Our students complete this form upon entry to Thompson Online Campus. Inappropriate use of technology can result in disciplinary action taken under the provisions of the Code of Conduct and/or other Thompson School District Board of Education and School policies.

GUIDANCE AND COUNSELING PROGRAM
Thompson Online Campus offers a comprehensive school counseling program that is an integral part of our school's comprehensive education program. The school counseling program is designed to promote the academic, career, and personal/social development of all students. As an essential part of the instructional program, school counseling helps to build a foundation for student learning and academic success.

E3
The E3 program housed at Ferguson High School provides an independent study pathway. Interested students should contact the school counselor or coordinator of the E3 program regarding this option. Students approved
for Independent Study will complete a student learning plan and identify a teacher of record with expertise in the content area that the student is earning credit in. A student is expected to meet student success criteria for the duration of their independent study to maintain this opportunity to gain credit towards graduation.

FIRST STEPS NURSERY
First Steps Learning Center is located inside Ferguson High School. The First Steps Nursery accepts children between the ages of 4 weeks and 36 months. Our vision is to be a model of quality infant and toddler care in our community. We strive to create a caring community of lifelong learners through the encouragement and support of each individual to reach their fullest potential. To learn more about First Steps Nursery please contact Ferguson High School to speak to the nursery supervisor.

STUDENTS EXPELLED FROM SCHOOL
TOL is the option available to students in the Thompson School District who have been formally expelled from school. Expelled students are not permitted in the Scheduled Labs or Drop-In Labs, but can make appointments for assistance with staff members. These meetings can take place off of school grounds and are commonly scheduled at the Thompson School District Administration Building at 800 S. Taft Avenue, Loveland, CO 80537. Once parents receive the formal notification of expulsion from the office of the Superintendent, parents can contact Thompson Online Campus to begin the registration process. If students are expelled from school and are entitled to Exceptional Student Services an IEP meeting will need to take place to determine how service delivery will occur during the period of expulsion.

EXCEPTIONAL STUDENT SERVICES (ESS)
Thompson Online Campus provides special education services and support to students entitled to special education services under the Individuals with Disabilities Education Improvement Act (IDEA). The Exceptional Student Services department at Thompson Online Campus provides a menu of support options that meet the unique needs of all learners. However, students will be required to come to campus to receive their direct supports and services during the office hours of 8:00 am to 3:00 pm. In some cases, in order for a student to have access to their required level of direct classroom instruction and supports, a student may be required to enroll at their home high school. The student may need to remain at their home high school on a part or full-time basis, in order to meet the students’ unique individual needs determined by their most recent IEP evaluation.

The referral of a student for a suspected disability that may require special education services can be made by any source to the ESS department. A comprehensive evaluation is conducted to determine the student’s eligibility and to assist in planning to meet the student’s unique educational, social, emotional or behavioral needs. This may require a student to return to their home high school for interventions, assessments or direct classroom instruction to meet the requirements of the evaluation process.

GROUNDED COFFEE HOUSE
Grounded is a student created and student operated coffee house, lounge, and student store located at Ferguson High School. The mission of Grounded is to create an energetic, safe environment to educate, motivate, and ground both students and staff. One cup...one school...and most importantly one student at a time. Grounded provides both caffeinated and non-caffeinated beverage options for students and staff to
purchase while they are on campus. Grounded accepts cash only at this time. Students on-campus attending the Scheduled Lab or Drop-In Lab are able to enjoy the Grounded Coffee House while on campus.

TRANSPORTATION
Students understand safe driving habits must be adhered to while coming to and leaving the Thompson Online Campus. Students who demonstrate unsafe driving, or who have complaints of unsafe driving from people in area neighborhoods or businesses, may have driving privileges terminated. Depending on the seriousness of the offense, and/or the principal may contact law enforcement authorities.

Many of our students use a variety of ways to get to school including bicycles, skateboards, scooters, etc. Thompson Online Campus assumes no responsibility for personal transportation devices and riding is not permitted inside. We encourage students to secure their transportation devices on the bike rack. Skateboards, scooters, and other small transportation devices can to be stored in a classroom with the teacher’s permission.

FOOD SERVICE
Thompson Online Campus is fortunate to be able to provide breakfast and lunch for students during the school day. Thompson Online Campus participates in the National School Breakfast and Lunch Programs. Applications for free or reduced price meals can be obtained online at www.thompsonnutrition.org. Applications, menus, and current meal prices can be found at this site.

Payments for meals can be made using one of two methods: cash or the online service using www.myschoolbucks.com which allows parents of students to prepay money directly into their student’s account, monitor their student’s food purchases, set up low-balance e-mail reminders, and schedule recurring payments.

Breakfast, lunch, and dinner times can be found on the Thompson Online Campus daily schedule.

INCLEMENT WEATHER AND SCHOOL CLOSINGS
In the interest of student and staff safety, federal and local agencies are consulted prior to making a decision to close, delay, or dismiss schools early due to inclement weather. An official notice will also be posted on the homepage of the district’s website www.thompsonschools.org. Also, check local television channels and radio stations for information during times of inclement weather.

NEWS MEDIA COVERAGE
From time to time, news reporters may use photos or videotape of students in incidental news coverage. A parent/legal guardian who objects to a student’s image being used should notify the school at the beginning of each academic school year. If a student is to be interviewed on school property by the news media, a signed parental consent form is required (Parental Release for Interviewing, Photographing, and Videotaping/Audio-recording of Students Form) and is available in the annual family update on the parent portal.

VISITORS/VOLUNTEERS/GUESTS
Visitors:
Visitors are welcome at Thompson Online Campus before school, during lunch, and/or after school. In order to keep our campus safe all visitors must report to the front desk with a picture ID prior to access to the building or school grounds. Visitors are encouraged to make arrangements in advance in order to be assured that school personnel will be available to meet with them. After authorization is complete visitors must sign in and wear a visitor badge while on campus. Non Thompson Online Campus students may visit Thompson Online Campus during the school day only with advanced approval from their building principal and the Ferguson High School administration.

Volunteers:
Provide on-going pre-arranged support to building staff. Anyone who volunteers more than once, must go through a full background check through the volunteer registration system. Registered Volunteers will have a VITAL Volunteer name badge at the front office. Volunteers pick up and drop off their name badge at the front office each time they volunteer.

Guests:
Pre-arranged one time volunteer. Volunteers who will only serve once are considered a guest and do not have to register. A guest is someone who has been invited by district employees for the following reasons:

- Classroom presenter
- Read Aloud Day reader
- Non-district crisis responder working with students and/or staff
- Career Day presenter
- Science Fair judge
- Assembly participant(s)
- Any other person invited to the school on a limited basis (once or twice) to be part of the educational experience

All volunteers, regardless of frequency or time volunteered, must at least go through the sex offender background check. One time guests must present their driver's license to the school secretary for an on-site screening.

Visitors/Guests/Volunteers are expected to follow all school expectations for conduct and will be asked to leave if this expectation is not met.

WITHDRAWAL FROM SCHOOL
Students withdrawing from school during the school year must complete the Thompson School District Official Notification of Student Withdrawal by Parent/Guardian form. Withdrawing students must return all textbooks, library books, and instructional materials assigned to them. All financial obligations must be cleared. Attendance calls will continue until another school confirms enrollment for students under the age of 17.

EMERGENCY PROCEDURES:
Regular emergency procedures/drills are conducted throughout the school year at the direction of school administration. Thompson School District and TOC utilizes Standard Response Protocol or SRP which outlines four main types of procedures/drills used in an effort to help keep students and staff safe while on campus.
As student and staff safety is our number one priority students and visitors to the building must comply with staff directives during procedures/drills. Failure to comply with staff directives during procedures/drills may result in disciplinary action and a Leave of Absence.

Safe2Tell allows students, staff, parents and community members to Anonymously report anything that is a concern or threat to the individual, friends, family, and/or the community. At Thompson Online Campus we encourage students to Make a Report and Make a Difference! Safe2Tell can be accessed by dialing 1-877-542-7233 or by downloading the app in the Apple or Android app store.

**FUEL EDUCATION COURSE LIST:**
For a full course list please navigate to the following link:
[https://getfueledservices.com/communications/Updates/FE_SY19-20 PEAK Full Family Course Lists.pdf](https://getfueledservices.com/communications/Updates/FE_SY19-20 PEAK Full Family Course Lists.pdf)

Please understand that not all course offered by FuelEd are supported by Thompson Online Campus.
Thompson Online Campus, Application

*Enrollment is not guaranteed.

Student Name: ___________________________________________ Age: _____________
Grade: ___ Current School: _______________________ Student ID: ___________________
Home Phone: ___________________ Student Cell Phone: ________________________
Student e-mail: ____________________________
Parent/Guardian Name: ____________________________ Cell Phone: _________________
Parent/Guardian e-mail: _______________________________________________________

Please identify any services the student is currently entitled to receive, or has received:

____ IEP  ______ 504  ______ ESS  ______ ESL

Students requiring services will be screened to determine eligibility. Students with additional services may be required to attend on campus on a regular basis.

Case Manager Signature (IEP)_____________________________________________________

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Online Enrollment Request:  □ PART TIME  □ FULL TIME**

TOL Only  SOARS / TOL

Student Signature: ___________________________________________ Date: _______________
Print Name __________________________________________________________________

Parent/Guardian Signature: _________________________________________ Date: ___________
To be completed by Counselor: (Full time request)

☐ Scheduled Lab (SOARS) (CR and 1st Time Credit) Student Time preference:

___ 8am - Lunch (Mon – Fri)  ___ Lunch – 1:30pm (Mon – Fri)  ___ 3:00pm–9:30pm (Mon –Thurs)
Session 1A  Session 1B  Session 2A and 2B

Counselor requires Scheduled Lab for enrollment (circle one):  YES, NO

☐ Drop-in Lab (THOMPSON ONLINE) (FIRST TIME CREDIT & CR) NCAA Accredited

The TOL Learning Lab is available for students to use Monday - Friday 8am - 3:30pm. Teachers are available via phone, email, video chat, or the Drop-in Lab.

☐ Course Registration Form completed by Counselor.
☐ Student Residence Form completed by Parents/Guardian (1st Semester).
☐ Credit Agreement form (if mid-semester transfer and passing classes).
☐ Statement about why student would be best served by the Thompson Online Campus:

________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

Counselor Name (Print): __________________________________ Extension: _______________
Counselor Signature: _______________________________________ Date: _______________
Application is not considered complete until signed by Counselor and Principal and all documentation has been received.

Thompson Online Campus Credit Agreement Form

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Neighborhood School Counselor:  
Date: ____________________

Neighborhood School Principal:  
Date: ____________________

TOC Office Use Only  
Date Received: ____________________