

# High Plains School



## Family/Student Handbook 2022-2023

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

### High Plains School Mission

High Plains is an Early Childhood 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.

**Where Bison empower each other to learn and grow!**

***HPS Motto: Charging through failures, Stampeding 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.thompsonschoools.org](http://www.thompsonschoools.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.

## Table of Contents

Start and End Times	Page 2
Driving and Parking	Page 2
Arrival & Dismissal at School	Page 2
Breakfast/Lunch	Page 3
Snacks	Page 3
Attendance	Page 3
Tardies	Page 4
Student Absences	Page 4
Communication Between Home and School	Page 5
Getting Answers to Your Questions	Page 5
Messages for Students	Page 5
Medication Dispensed at School	Page 6
Positive Behavior Support	Page 6
Counseling	Page 7
Bully Prevention	Page 7
School Parties	Page 8
Lost and Found	Page 8
Field Trips	Page 9
Cold and Inclement Weather	Page 9
Personal Items	Page 9
Student Dress Code	Page 10
Physical Education Dress Code	Page 11
Technology Use (School owned & Personal)	Page 11
Parent Teacher Community Organization	Page 12
VITAL – Volunteers	Page 12
Safety	Page 13
Family/Student Handbook Signature Page	Page 14

## **SCHOOL HOURS**

### **Kindergarten through 8th**

**Monday, Tuesday, Thursday, & Friday**

8:20 a.m. - 3:35 p.m.

### **Wednesday**

9:20 a.m. - 3:35 p.m.

### **Early Childhood**

**Monday, Tuesday, Thursday, & Friday**

**AM Class** 8:10 a.m. - 11:45 a.m.

**PM Class** 11:50 a.m. - 3:25 p.m.

## **CLASS SCHEDULES**

To find your child's schedule and for 6th-8th please follow the directions at this [link](#) to access Infinite Campus Parent Portal.

## **DRIVING and PARKING**

Please keep our driving areas safe for everyone: obey traffic laws, on and off campus, and respect and follow the directives of High Plains staff.

The HPS drop-off/pick-up map is available on the school's [website](#) under "Our School". Please park only in designated parking spaces or on the street. Parking is not permitted in *either* "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. Parents should make a plan for pick up location with their child(ren). The Northeast loop is designated for Early Childhood, 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 an EC student, Kindergartener and/or 5th grade student.

## **ARRIVAL & DISMISSAL AT SCHOOL**

Students may arrive at school starting at *8:00 a.m. on Monday, Tuesday, Thursday, and Friday* and *9:00 a.m. on Wednesday*. No supervision is provided prior to 8:00 a.m. (or 9:00 a.m. on Wednesday). High Plains will continue implementing a **soft start**. Starting at 8am (*9am Wed.*) students will enter the building via the main entrance to eat breakfast (see below) or go to their classroom.

Students are expected to be in their classrooms when the tardy bell rings at 8:20 a.m. (or 9:20 a.m. on Wednesday) Students arriving after that time are considered tardy and should check in at the school office before going to class. 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).

### **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 the Bison Cafe. 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.

Parents are welcome to join students for lunch. Please call the school office before 9:00 am to reserve a lunch, if one will be purchased through the school. A High Plains student may eat lunch with their parent on the patio. The parent must alert a lunch supervisor prior to using the patio. Only **two** other High Plains students may eat with the parent and their child during their lunch period. Parents and students should leave the area clean.

- 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.

### **FREE/REDUCED BENEFITS:**

The submission of a free and reduced-price meal application and subsequent determination of benefits goes beyond eligibility for free or reduced-priced meals. Submitting an application also helps ensure students receive the maximum amount of benefits they are eligible for, including discounts on school fees and city-wide programs. It also ensures schools receive additional resources to support healthy meals for students and afterschool programs. Your assistance in completing and submitting the free and reduced-price application is greatly appreciated. Apply now at [www.myschoolapps.com](http://www.myschoolapps.com). All information provided is confidential and protected.

### **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. (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**

*If your child becomes ill at school, the school health office assistant will notify parents/guardians. If you receive only a call/text from your child, **please alert** the office, so that we may check on your child.*

Parents are responsible for home screening (temperature and symptom check) their children prior to attending school each day. In accordance with state guidelines, students are excluded from school if they have a fever  $\geq 101$  with symptoms of illness, vomiting, diarrhea, or known or suspected contagious disease/condition. See [How Sick is Too Sick](#) for specifics.

Please check out the district [Health Services link](#) for additional information on health issues and attendance. Other health issues to be aware of:

- **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 reduce the consumption of paper, 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> regularly.*

At the beginning of the school year each student will be provided a Thursday folder teachers may use to send home paper information and student work. This folder will come home on Thursdays, so please check your child's backpack.

A digital school newsletter is emailed each Sunday evening to our families. Please refer to it for all important events and information. Teachers will also communicate through their own newsletters and digital channels (ex. Class Dojo, Google Classroom, webpages, etc.). If you do not receive a school newsletter, contact the school office at 970-679-9800. If you are not receiving teacher communications, contact your child's teacher.

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.
2. If you have additional concerns or you feel the answer you get from the teacher is incomplete, contact the building principal or assistant 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.

### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS**

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:**

A school counselor is available daily to meet with students, parents, and teachers, and may provide counseling services on an individual and group basis. Students are encouraged to meet with a 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. Bullying and harassment interferes with both a school's ability to educate its students and a student's ability to learn.

Bullying is defined as the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying can occur through a written, verbal or electronically transmitted (cyberbullying) expression or by means of a physical act or gesture. Bullying is prohibited on district property, at district sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, off school property when such conduct has a nexus to school, or any district curricular or non-curricular activity or event.

Parents and students can access the policy on the Thompson School District Board of Education website at <https://www.thompsonschoools.org/page/964>.

Any person found to have engaged in bullying, retaliation against anyone participating in an investigation of alleged bullying or any related disciplinary proceeding, or reporting bullying in bad faith as further defined in Board policy JICDE, will be subject to disciplinary action.

Students (or any other person, including the parents/guardians on behalf of a target of bullying) may report matters of bullying orally, or in writing, to any teacher, counselor, or member of the school administration. These procedures will provide that any person, including the student targeted by the alleged bullying or the student's parents/guardians, may anonymously report



acts of bullying or retaliation to teachers, counselors, and administrators. [JICDE-E-1](#), Bullying Report Form, is available to support reporting of incidents of alleged bullying. Reports of bullying may also be made through Safe2Tell.

**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 the [TSD website](#) for the Student Code of Conduct and all J policies related to Students)

**SCHOOL PARTIES**

In an effort to be fair to each child and to ensure that there is no pressure or expectation that would make individual students feel uncomfortable, guidelines have been established regarding parties at school.

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.

High Plains School will hold two in school celebrations during the school year, a winter party and Valentine party. The winter celebration will take place on the last day of school before winter break. A Valentine's Day celebration will take place in February. Our PTCO organizes several events throughout the school year for all to enjoy. Teachers may organize end of the year celebrations.

**LOST AND FOUND**

Items that are found on school grounds are placed in the lost and found located outside the main office. Small items such as jewelry, glasses, etc. may be claimed in the office. At the end of each quarter, all lost and found items are donated to local charities.

### FIELD TRIPS

Field trip permission slips will be sent home well in advance of a scheduled field trip. Please return permission slips one week ahead. Per Board Policy IJOA-R, only sponsors, students and chaperones may participate in district-authorized educational field trips and travel. All students are expected to ride to and from the field trip on the bus.

The number of chaperones needed/accepted varies depending upon the nature of the field trip. Only authorized volunteers who have registered and been background checked in accordance with Board Policy KJ may serve as chaperones. Prospective chaperones must register a **minimum of three weeks prior** to the trip. (IJOA-R) Authorized chaperones will be allowed to ride the bus provided that the bus is not filled to capacity. Any additional adults wishing to go along on the field trip must first check with your child's teacher or the field trip sponsor to see if this is permissible. Additional adults may carpool and follow the bus to its destination.

All adults will pay a standard fee. Any excess money from reduced fees will go back to the field trip fund.

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° or above. However, other factors considered in making this decision will be wind, conditions, wetness of the grounds, and rain/snow conditions. Students may enter the building by 8am (or 9am on Wednesday) in the event that the weather conditions are not suitable according to the above 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 (“heelines”) 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.

### **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](#)).

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 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.

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.

### **Physical Education Dress Code**

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. Only middle school students will take their device home each day. K-5 devices will remain in school.

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](#). *This policy needs to be signed by a parent/guardian in Infinite Campus prior to a student receiving a device.*

The district offers [Optional Chromebook Damage/Loss Insurance for Families](#).

### **Elementary Age Students (K-5): Cell Phones & Other Communication Devices**

Personal cell phones (or other personal electronic devices, including SMART watches) are not recommended for the elementary (K-5) age student. However, if a parent believes that a cell phone or other personal communication device 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 personal communication device 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 school hours (8:00-3:35), student devices/cell phones should be out of sight unless a staff member directs the use of cell phones for educational purposes. If the teacher/staff member deems the device is being used inappropriately or is inhibiting the learning for themselves or others, the device will be placed in a secure location in the main office. 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.

### **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. on site with a remote option. Questions regarding PTCO can be forwarded to Shena Schultz, PTCO president at [president@highplainsptco.org](mailto:president@highplainsptco.org)

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 organizing fund-raising and community building 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 [HPS website](#) )

If you are a male adult with interest in joining the WatchDOGS volunteer team to provide a positive impact on your child during the school day, please contact the Assistant Principal, Karen Helfrich, at [karen.helfrich@tsd.org](mailto:karen.helfrich@tsd.org).

### **VITAL**

#### **VOLUNTEERS IN THOMPSON SCHOOLS ACCENTUATING LEARNING**

Volunteers are a very important part of the partnership necessary to provide the most complete education for our students. We welcome your participation in High Plains' VITAL program. By working with the school staff you will be providing further enrichment experiences and positive role models. Your valuable help will allow more individualized instruction and personal

attention for student learning. It also will provide you with an increased awareness of the needs and challenges facing education. Please contact your child's teacher or the High Plains School's volunteer coordinator, Heather Olin at [volunteer@highplainsptco.org](mailto:volunteer@highplainsptco.org) Additional information about VITAL can be found at <http://www.thompsonschoools.org/Page/2277>

All volunteers must register with VITAL prior to volunteering in the school setting or chaperoning off campus trips.

### **SAFETY**

Safety is everyone's responsibility, so all staff, students, and volunteers are reminded to keep situational awareness and communicate with school staff anything that appears out of the ordinary. TSD requires each school to practice safety drills monthly that may include lockdowns, secure the perimeter, evacuation, shelter in place, and hold drills. School personnel consult with TSD Safety and Security personnel regularly for drill practice and training. Resources and materials from the ["I Love You Guys" Foundation](#) are used to support safety training.

**Family/Student Handbook Signature Page**

This page must be signed and returned to the student’s homeroom teacher. It is the responsibility of the student and parent/guardian to review the current version of the Family/Student Handbook, as well as all TSD policies. A lack of a signed and returned signature page does not exempt families or students from adherence to school and district policies and expectations. Your signature(s) indicates you have received, read and understand High Plains School’s policies and procedures.

Student’s Name: \_\_\_\_\_ Grade \_\_\_\_\_  
(Please Print)

Student’s Signature:  
\_\_\_\_\_  
(Signature required for 3<sup>rd</sup>-8<sup>th</sup> Grade)

Parent/Guardian’s Name: \_\_\_\_\_  
(Please Print)

Parent/Guardian’s Signature:  
\_\_\_\_\_

Date: \_\_\_\_\_