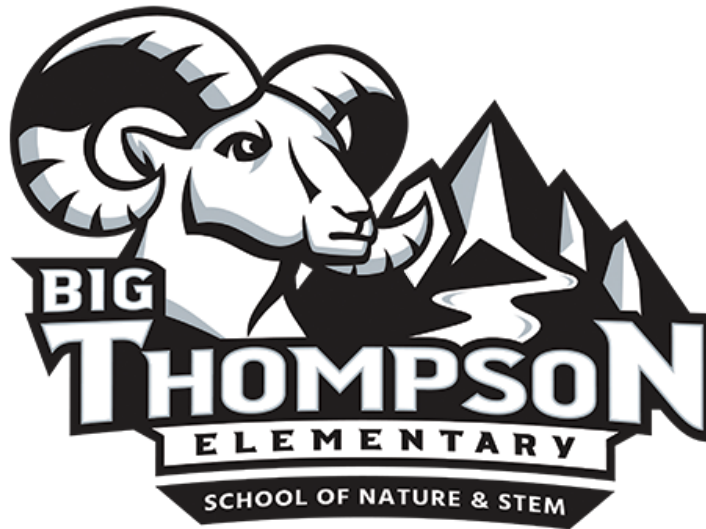


BIG THOMPSON ELEMENTARY
SCHOOL OF NATURE AND STEM
PARENT/STUDENT HANDBOOK



7702 U.S. Hwy. 34
Loveland, CO 80537
(970) 613-5600

(revised 8/2019)



INTRODUCTION

This handbook has been prepared to provide students, parents, and guardians with important information about the Big Thompson Elementary School of Nature and STEM. As you probably know, our mascot is the Ram. In this handbook, you will find helpful information regarding our procedures, expectations, and activities. It is important that students, parents, and guardians study this handbook and keep it for future reference. Parents and guardians should discuss the handbook with their children. All students are responsible for knowing and abiding by the procedures and expectations set forth in this book. Students, if you follow the rules, then you too will be a strong Big T Ram!

Big T's Vision

Big T provides a unique learning environment by integrating STEM, nature, and wellness through an inclusive, collaborative community of students, staff, parents, and local partnerships. We are committed to excellence emphasizing inquiry-based, hands-on, and student-focused learning.

Thompson School District's Vision

Empower to Learn ...Challenge to Achieve...Inspire to Excel

Principal's Note

Welcome to Big Thompson Elementary School of Nature and STEM, affectionately known as Big T. We are unique, as we are not only a school but the hub of a community. We are also family. As our vision states, we are committed to excellence.

At any time should you have a question, concern, compliment or just want to chat, my door is always open. You may also contact me by phone: 613-5603 or email: sarah.walgast@thompsonschoools.org. We hope your experience and time at Big T is nothing but memorable and successful!

FACULTY AND STAFF

Administrative Staff

Sarah Walgast, Principal

Office Support Personnel

Brittany Buffington, Secretary
MaryAnn Zweigle, SHOA (School Health Office Aide)
Lexy Donnelly, Faculty Assistant
Heather Adsit, Nurse

Classroom Teachers

Grade	Teacher
K (full day)	Laura Edwards
K (full day)	Lexi Graff
1 st	Susannah Franklin
1 st	Michelle Stroik
2 nd	Karla Leonard
2	Anne Messerli
3 rd	Christina Helling
3 rd	Leah Witt
4 th	Kayla Deal
4 th	MaryKay Farrer
5 th	Michael Kurtz
5 th	Laura Wynkoop

Specials Teachers/Staff

Art- Susan Hunt/Lora Patrick/Susan Shier
Physical Education- Lou Nypaver/Geoff Ovesen

Music- Shelley Hines
Library/Computer- Ava Wild

Support Personnel

Maralee Powell, Learning Center Teacher
Susan Shier, Learning Center Aide
Tammy Goddard, Speech Pathologist
Heidi Eichman, English Language Development
Diana Ritschard, Gifted and Talented/ STEM Coordinator

Karlie Lindgren, Occupational Therapist
TBD, Psychologist
Brian Miller, Counselor
Rona Anderson, Instructional Coach

Custodial Staff

Mike Cramer, Lead Custodian
Sherry Laso, Night Custodian

Cafeteria Staff

April Hill, Manager

Daily Schedule

7:30 A.M. Staff on duty
7:30 A.M. (M, T, Tr, F) Breakfast Begins
7:58 A.M. (M, T, Tr, F) Warning Bell/End of Breakfast
8:00 A.M. (M, T, Tr, F) Class begins
8:30 A.M. (W) Breakfast Begins
8:58 A.M. (W) Warning Bell/End of Breakfast
9:00 A.M. (W) Class begins
3:10 PM Dismissal Bell

Meal Prices:

Student breakfast - \$1.75 & lunch - \$3.00 (includes a drink)

Adult breakfast - \$2.95 and Adult lunch- \$ 3.95

Milk- \$.60

Lunch/Recess Schedule

Grade	Lunch	Recess
Kinder	11:00-11:20	11:20-11:35
1st	11:10-11:30	11:30-11:45
2nd	11:20-11:40	11:40-11:55
3rd	11:30-11:50	11:50-12:05
4th	11:40-12:00	12:00-12:15
5th	11:50-12:10	12:10-12:25

Procedures and Expectations

Arrival

- Bus drop off is in the parking lot behind the school in the designated bus lane
- Car drop off is also in the back beginning at 7:40 a.m (8:40 on Weds). Please use the bus lane when dropping off your student. Please do not drop your child off out front for safety reasons.
- When doing so, pull all the way up to the end of the fence (in the parking lot) before allowing your child to exit your car. Allowing children to exit your car in the middle of the parking lot is a safety risk.
- Parents may park cars in the front or back parking lots or along Masonville Road (County Road 27) in designated areas and walk children to the playground located in the back of the school.
- If you must walk through the parking lots, please do not allow your children to run/walk ahead of you and be alert for cars moving in and out of the parking lots.
- Students may arrive on school grounds after 7:40 a.m. (8:40 a.m. on Wednesday). If your child arrives before this time, please wait for adult supervision before leaving.
- When arriving in the morning, students have the option to eat breakfast in the cafeteria or play on the playground. Breakfast is served beginning at 7:30am. and playground supervision begins at 7:40am.
- Children line up by class on the blacktop (in the back of the building) when the morning bell rings to be escorted to their classroom by their teacher.
- The warning bell rings at 7:58 a.m. (8:58 a.m. on Wednesdays) and class begins at 8:00 a.m. (9:00 a.m. on Wednesdays). Students are considered late after 8:00 a.m. (9:00 a.m. on Wednesdays).
- Some days, there may be inclement weather. An announcement will be made regarding the arrival procedure for the day on such days.
- Please respect teachers' morning prep time before school and allow them to focus on their students at the start of the day, as the bell rings. If you need to talk with your child's teacher, please make an appointment to do so.

Dismissal

- Instruction ends at 3:10 p.m.
- Classroom teachers accompany all students to the back parking lot for pick-up.
- Students riding the bus will board their designated bus in the bus lane.
- Students being picked-up will be picked up in the bus lane after the buses have departed. Please allow 6 minutes for the buses to clear the bus lanes. Parents picking up children should arrive at 3:16 p.m. and pull into the bus lane.
- When utilizing the bus lane for pick up, please pull forward. If your student needs assistance buckling, please pull into the parking lot to help.
- You may also park and come to the back gate to pick up your student. We ask that you wait on the outside of the gate for your student to be released to you.
- Students will not be released out the front door. If parents choose to park their cars, students will still need to be picked up from their classroom teacher in the back parking lot.
- Any child who is not picked up by 3:25 p.m. will be brought to the main office where we will make every attempt to contact a pickup person. If no contact can be made, the child will be taken to YMCA Team (our before/after school care service) and there will be a charge for the care provided.

- **YMCA (before and after school care) children report to gym.**

Leaving Early

Students who will be leaving early must be signed out in the main office by an **approved adult**. If a student must regularly leave early, his/her parent or guardian must make such arrangements with Mrs. Walgast for the early dismissal.

Transportation Changes

- The school should be notified of any permanent changes to a child's transportation.
- Temporary changes to a child's transportation must be verified with a note from the child's parent or guardian. **Example:** *If a child who usually rides the bus is being picked up by a family member for 2 days, then his/her parent or guardian should detail the change in a note and bring it to the school.*
- If there is an emergency change in a child's transportation, the parent or guardian must **notify the school before 2:30 p.m.**

Communication

Home-school communication is vital to the success of our children. At Big T, we will communicate with you in a variety of ways:

- The school website.
- Teachers may have classroom newsletters.
- "Friday Folders" come home every Friday with important news and information.
- Ms. Buffington emails the "Big T Weekly" each Friday that contains whole school information, events, dates and times and reminders.
- Parent Portal in Infinite Campus which will be available in October (there will be more information to follow).
- Periodically, we will send an automated voicemail.
- Please make sure we have an up-to-date and functioning email and phone number for your household.

Big T utilizes Facebook, Twitter and Instagram to keep families updated on all school happenings.

fb.me/bigthompstonelementary

Twitter@bigthompsonrams

Instagram - bigtrams

Visits

- All visitors must show their picture ID to the outside camera (above the doorbell) and check in at the office upon entering the building using our computer monitoring system.
- Visitors other than parents or guardians must again provide name and ID before visiting students.
- Visits to classrooms must be scheduled with the child's teacher or arranged by the administration.
- You are welcome to eat lunch with your child. Please sign-in at the office and put on a visitor name tag before proceeding to the cafeteria.

Attendance

- Students are expected to come to school every day.
- The Thompson School District Board of Education and the staff at Big T believe that regular and punctual attendance contributes strongly to student academic success and builds habits important for later life. Frequent tardiness or absence disrupts the continuity of learning, and often the work missed cannot be made up.
- Students who miss school must bring a note signed by their parent/guardian on the day that they return to school. Absence notes will be collected by the homeroom teacher and submitted to the office or a parent/guardian must call the office (970) 613-5600 on the day of the absence.
- Parents will get a robo-phone call if their child is absent unless they call the office at the number listed above. You may leave a voicemail message when doing so.
- Students who miss **7 days** during the school year for any reason will receive a letter regarding their

attendance and be put on alert with the truancy officer for the district. School attendance is necessary for success as nothing replaces learning in the classroom.

Student Behavior

- Students should behave according to our Positive Behavior Interventions Support matrix (on the next page).
- Hats are not to be worn inside the building. Coats should be taken off and put away upon entering the classroom. Children are allowed to bring a sweater or light jacket to wear in case classrooms are too cool.
- Any student moving through the building without direct supervision must have a visible **hall pass**.
- Students will not be allowed to use the phone without permission from a staff member. The nurse or secretary will contact parents of sick children to make arrangements for early dismissal.
- Toys, electronic games, and other personal items that cause distractions at school should be left at home. These items may be confiscated. **The school is not responsible for stolen or damaged personal property that does not belong at school.**
- Cell phones, iPads, tablets are allowed in the classroom as long as they are being used to enhance learning. If these devices become a distraction, the teacher will take the device and notify the parent/guardian. If your child has a cell phone at school, please refrain from calling them during school hours. Should you need to speak to your child during school hours, please call the office (970) 613-5600 and we will get a message to them or allow you to talk with your child. Unless the cell phone is being used for learning, students are instructed to turn their phones off during school hours
- Each student will help to keep the building neat, clean and attractive by cleaning up after themselves and encouraging others to do the same. Students should practice this cleanliness in classrooms, hallways, restrooms, cafeteria, buses, and the playground.

Discipline

- Students who misbehave will receive consequences according to the steps in our PBIS plan listed below. PBIS stands for Positive Behavior Intervention Support. Our PBIS program promotes positive behavior by providing incentives for positive behaviors while intervening to change inappropriate behaviors.

Note: *The following steps are based on behavior that is not improving. Once behavior improves, the steps start over.*

Step 1- Redirection, teacher- student conference, suitable consequence

Step 2- Refocus in another setting, parent contact

Step 3- Office referral after 3 refocuses for the same behavior, parent contact

****The following offenses will result in an immediate referral to the office****

- ◆ Assault
- ◆ Fighting
- ◆ Severe disrespect of a staff member
- ◆ Weapon possession
- ◆ Sexual harassment
- ◆ Damage to property
- ◆ False alarms; such as fire alarm, bomb threat
- ◆ Theft, dishonest possessions of items

**The PBIS plan does not supersede Thompson School District Policies and Procedures or the authority of the school's administration. **

Note: Discipline is handled on an individual level to meet the needs of students just as is instruction for learning. We have implemented the “Well Managed Schools” program which emphasizes the explicit teaching of social skills, preventative prompting, praise and corrective teaching. At times the Restorative Justice process may be used. This process allows students to right their wrongs, take responsibility for their actions and create and carry out a plan to make the right choice.

PBIS: Positive Incentives

- Classroom rewards- teacher incentives
- Positive behavior recognitions: (thermometer in cafeteria for rewards)
- Positive Office Referrals
- Principal’s 100- When a student receives a positive office referral, her/her name is placed on the “Principal’s 100” board in the hallway between the front lobby and the gym. Once a row or column is filled, the 10 students in the row or column have lunch with the principal.
- Golden RAMSmart ticket: RAMSmart behavior per semester
- “VIC” (Very Important Class) lunch table

Month by Month Stem Learner Profiles/Well Managed Skills/Work Habits/RAMS

August - Communicator	September - Collaborative
Getting the Teacher’s Attention Listening Having a Conversation Greeting Others Working with Others Appropriate Voice Tone Asking Permission Asking for Help Making an Apology Disagreeing Appropriately Accepting a Compliment Sharing Something RAMS: Manners/Respect	Working with Others Sharing Something Listening Staying on Task Disagreeing Appropriately Having a Conversation RAMS: Responsibility
October - Empathetic	November - Integrity
Disagreeing Appropriately Making an Apology Sharing Something Listening Appropriate Voice Tone Working with Others Greeting Others work Habit: Collaboration RAMS: Manners/Respect	Following Instructions Making an Apology Asking Permission Staying on Task Sharing Something work Habit: Self agency RAMS: Manners/Respect Safety

December - Flexibility	January - Critical Thinker
Accepting Criticism or a Consequence Accepting "No" for an Answer Disagreeing Appropriately Sharing Something Working with Others	Accepting Criticism or a Consequence Disagreeing Appropriately Making an Apology Staying on Task Sharing Something <i>work Habit: Creating Problem Solving</i>
February - Perseverance	March - Innovative
Staying on Task Working with Others RAMS: Responsible Attitude to Achieve	Asking for Help Working with Others Staying on Task <i>work Habit: Creative Problem Solving</i> RAMS: Attitude to Achieve
April - Globally Aware	
Disagreeing Appropriately Listening Working with Others <i>work Habit: Collaboration</i> RAMS: Responsible	

Big Thompson Elementary School Positive Behavior Support Matrix

	All Settings	Hallways	Playground	Cafeteria	Bathrooms	Computer/Library	Bus
<p>R Responsible (actions and behavior)</p>	Obey Adults. Be Kind. Treat Others as you want to be treated.	Walk. Give space to others. Respect work displayed in halls.	Share equipment. Follow rules. Include everyone. Find solutions together.	Follow adult directions. Keep hands to yourself. Clean up your space.	Be neat. Respect privacy of others.	Treat equipment properly. Raise your hand. Be kind to one and other.	Keep hand and feet to yourself.
<p>A Attitude to Achieve</p>	Have a plan to meet expectations. Give your best effort.	Walk quickly and quietly. Stay with your group.	Line up promptly. Use good sportsmanship. Be fair.	Help keep cafeteria clean. Eat your food. Be polite. Follow posted rules.	Clean up. Take turns. Small voices. Be neat.	Be prepared. Listen. Follow directions with a positive attitude. Complete work without talking.	Be responsible for your own items. Clean up after yourself. Follow adult directions.
<p>M Manners (Polite words)</p>	Use "Please", "Thank you", and "Excuse me". Show gratitude. Give compliments.	Silent voices. Try "Please be quiet", and "I can't talk to you right now". Signal quiet.	Use kind words such as, "Please join us", "May I please have a turn", & "Good catch!"	Use small 6-inch voices. Raise your hand. Use "Please", "Thank you", and "Excuse me."	Clean up. Take turns. Small voices. Be neat.	Say, "I need your help please." Wait silently in line. Use quiet voices.	Use kind and appropriate words. Use inside voices. Try, "Your voice is too loud", "quiet please", "May I sit here."
<p>S Safety</p>	Keep Hands and feet to yourself. Follow directions.	Keep personal spaces, hands and feet to yourself.	Use equipment correctly. Walk on sidewalks. Obey adults.	Walk. Raise your hand is you need help. Sit appropriately.	Turn your water off. Throw paper towels in the trash.	Push in chairs. Treat equipment carefully.	Stay seated. Face forward. Keep body parts inside the bus.

Academics

- Our curriculum for Literacy is ReadyGen and Math is Math Expressions and based on the **Common Core State Standards (CCSS)** (http://www.cde.state.co.us/contentareas/ccss_in_the_colorado_standards). The CCSS is a rigorous curriculum that includes several **shifts** in how teaching and learning takes place.
- We are a STEM (Science, Technology, Engineering and Math) school using the **Next Generation Science Standards** as well as the Colorado State Standards for science
<http://www.nextgenscience.org>
 - STEM Learner Profiles- These qualities prepare STEM students to make exceptional contributions to school:
 - Communicator
 - Collaborative
 - Critical Thinker
 - Empathetic
 - Flexible
 - Globally Aware
 - Innovative
 - Integrity
 - Perseverance

2018-2019 STEM Focusing Lenses

	Zero Quarter	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6
Kinder	Zero Quarter	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6
1 st	Communities are made up of responsible individuals.	Effective communities work together.	The world is organized through sequence and repetition.	Around the world, there are similarities and differences found long ago and today.	Cause and effect relationships are discovered through investigation.	The sun and living things impact the Earth.	Living things have requirements to grow and stay healthy.
2 nd	Communities manage conflict, promote equality, justice and responsibility.	Analyzing story elements creates meaning.	Through observation and investigation, patterns can be predicted.	Cultures are connected through common and unique characteristics.	Light and sound energy move and change things.	Leaders and symbols have characteristics that play an important role in our world.	Traits and structures are necessary for survival.
3 rd	Responsible citizens can make a positive change in their community.	Communities manage conflict, promote equality, justice and responsibility.	Materials can be described, classified, and used because of their observable properties.	Geographic terms and tools are used to describe space and place. Natural and man-made changes impact people and the environment.	Diverse stories uncover values, beliefs and actions.	Historical figures and events have shaped our community.	Diverse habitats and resources impact plants, animals, and people.
4 th	The ever changing Earth provides resources and impacts activity.	Observations can be used to discover patterns.	Living things adapt to survive.	Stories teach us life lessons.	The perspectives of groups and individuals influence the way issues are addressed.	Being an informed citizen helps one make wise decisions and effect change.	Energy is present and can be transferred.
5 th	A system is a collection of interacting parts working together to make a whole or produce an action.	Human, physical, political, and economic conditions cause people to move from one place to another.	Connections are revealed through analysis and reflection.	Varying perspectives and influences may cause individuals and groups to view issues differently.	Interpreting patterns helps us to understand interactions and relationships.	Empowered citizens can create systems to change their government and their lives.	

- Literacy, math, science and social studies are integrated when possible
- Big T also uses a variety of programs for children to practice and improve their skills. These programs include: Lexia, MobyMax, Soar to Success, Accelerated Reader, Reading Corps (for K-3rd grades)
- iReady to monitor progress in reading and math as well as unit tests from Math Expressions.
- Specials: Art, Music, Physical Education (PE), Library and Computers: Art meets once a week for one hour. All other specials meet twice a week for thirty minutes. Sneakers are strongly recommended for PE. Students may check out two books every week during Library
Note the counselor does visit classrooms to teach lessons or facilitate Community Circles
- Standards Based Scoring and Competency Based Education-see the school district web site for more information: www.thompsonschoools.org
- Thompson 2 Life-see the school district website for more information: www.thompsonschoools.org

Lockdown/Lockout/Shelter/Evacuation Drills

- We take every precaution to ensure the safety of our students during the normal school hours. Monthly drills are carried out to make certain students learn proper safety procedures. When we have had a practice drill, Ms. Buffington will communicate this with a brief email via ParentLink.
- *Note: If your child rides a bus, the Transportation Department is required to run bus drills as well*

Security

- Controlled Access- The only access to the school during school hours is through the front door.
- Please present your driver's license or a photo ID to the camera above the doorbell every time you want to enter the building.
- Sign-in at the front desk/lobby and wear either a volunteer badge or visitor badge if you go beyond the lobby.
- While in the building, **please do not allow anyone access to the building through any other door.**
- Please do not prop open any door.
- Larimer County Sheriff- Periodically you will see officers in our building. Their presence is for our safety and familiarity. We want our students to associate their presence with comfort and friendship.

School Closure Information

- School closure information will be posted on the school district website: www.thompsonschoools.org as well as on local television and radio stations.
- You will also receive an automated telephone call, text and/or email from ParentLink (the school district's platform for communication).

Dress Code

File: JICA

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STUDENT DRESS CODE

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.
2. Students must wear tops (shirts) and bottoms (pants, sweat pants, shorts, skirts, dresses, leggings)
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.

Adopted prior to 1985

Revised August 2, 2000

Revised June 15, 2011

Reviewed September 5, 2012

Revised February 21, 2018

Legal ref: C.R.S. 22-32-109.1(2)(a)(I)(J) boards duty to adopt student dress code

Cross refs.:

IMDB, Flag Displays JBB*, Sexual Harassment JIC, Student Conduct JICDA, Code of Conduct

File: JICA

Thompson School District R2-J, Loveland, Colorado Page 2 of 2

JICF, Secret Societies/Gang Activity JICH, Drug and Alcohol Use by Students JICI, Weapons in Schools JK, Student Discipline JKD/JKE, Classroom Removal/Suspension/Expulsion/Denial of Admission

Field Trips

- Signed permission forms are required for all field trips and if you are planning to chaperon or attend any field trip, you must sign-up through the volunteer system, VITAL. This is done online through the school district website: www.thompsonschoools.org
- In order to volunteer for a field trip, you must sign-up through VITAL at least 48 hours prior to the date of the field trip

Recess

- Students go outside everyday, weather permitting. Please ensure that they have the proper clothing to do so, especially in the winter months.
- Colorado weather is unpredictable. Parents are encouraged to make sure that their child is prepared for changes in the weather since we do have outside recess unless the temperature is extreme (below 15 degrees including the wind chill). Appropriate dress for snowy days include hats, gloves, winter coats, and snow boots. If your child is not properly dressed for the weather, he/she will still go outside, but will be restricted to staying on the blacktop. If you are unable to provide appropriate dress for snowy days, please let the office know.

Snacks/Food from home

- Healthy snacks and water are allowed in the classroom. To find district policy and recommendations, visit www.bigthompsonselementary.org, Breakfast and Lunch Program icon. On the left side navigation menu select TSD Wellness Policy.
- In order to be in compliance with the district and state wellness plans, we will recognize student's birthday on morning announcements.
- Per elementary district handbook:
 - Require that all food brought in for celebrations be pre-packaged and sealed, and consists of healthy options (fruits and vegetables, whole grains, etc.). Water shall be the beverage of choice. Schools shall inform parents/guardians of school celebration guidelines.
 - * Please read the district Elementary Handbook for guidelines. Contact district Wellness Department with any questions.
- Teachers may honor your child within the classroom. Please inquire with your child's classroom teacher as to what his/her expectations are.

- Be creative, but be healthy please!
- Should your child be having a birthday party outside of school, invitations may be passed out at school **only if the entire class is being invited.**

Clubs and Organizations

- LEGO Robotics
- 100 Mile Club
- Chess Club
- BStrong, BFit
- YMCA

Illness/Medication/Immunization:

- **Illness:**
 - Please keep your child home if he/she is ill. While attendance is important, it is in the best interest of everyone that the student remain home when he/she is ill.
 - If your child becomes ill at school, we will care for your child and attempt to contact you immediately, so that you can pick up your child. Please make sure that we have an emergency contact information for your child. This includes persons to contact if you are unavailable.
- **Medication:**
 - Should it be necessary for your child to take any kind of medication at school, please do the following:
 - Obtain TSD order forms and have them filled out by your doctor. You can get the forms on the TSD website or in the health office. **NO MEDICATION WILL BE ACCEPTED WITHOUT ORDERS.**
 - The medicine container should be in the original container and labeled with child's name, name of medicine, and instructions for the medicine (over-the-counter or prescription).
 - The medicine should be brought directly to the school office where the medication will be kept in a locked cabinet.
- **Immunizations:**
 - Please bring up to date copies of immunizations to the health office
 - IF YOUR CHILD IS EXEMPT: go to www.colorado.gov/cdphe/vaccine-exemptions and sign off exemption. Bring copy of sign off from CIIS (Colorado Immunization Information System) to health office.

Conferences

- Parent/Teacher Conferences - October (exact dates and times TBD)
- Parent/Teacher Conferences - February (exact dates and times TBD)

Pictures

- As many of you attend events at Big T, you take pictures to remember them. While you are more than welcome to do this, please be mindful of those students/parents/staff members who may not want their pictures public before posting your pictures to social media. If you are not aware of those students who may not be photographed, please ask Ms. Buffington.

Lost and Found

- Lost and Found is located in the hallway by the cafeteria. Please check it often. Small items (i.e. jewelry) are brought to the main office. Due to space and cleanliness, we will donate all items in lost and found at the end of each trimester.
- Note: to minimize the chances of a jacket, lunchbox, and the like getting lost, please write your child's name these items.

Carpooling

- The Big Thompson PTA Facebook group is a great way to connect with other Big T families. If you wish to find possible carpooling options, post and ask people to message you with contact info if they are interested (<https://www.facebook.com/bigtpa/>).

Volunteering:

- **VOLUNTEERS IN THOMPSON SCHOOLS ACCENTUATING LEARNING (V.I.T.A.L.)**
- We recognize that volunteers are an essential part of our school. We encourage parents and others from our community to share their time, knowledge, and abilities for the benefit of our students. We recognize that parents and members of our community have commitments that limit their availability, and that volunteers have different levels of comfort working directly with our students.
- District policy requires every individual who wishes to serve as a volunteer to register and undergo a background check. This process contributes to our overall school safety. Due to the turnaround time of background checks, volunteers must register at least 48 hours prior to taking on volunteer duties. Volunteers do not need to re-register every year.
- To learn more about how you can volunteer, visit Big T's website under the Family and Community header, select "Volunteer".

YMCA of Northern Colorado

- The YMCA of Northern Colorado provides before and after school care. Information on this service is available at the main office or at their website (www.ymcanoco.org)

Parent Teacher Association (PTA)

- The Big T Parent Teacher Association is a vital part of our school community. All parents are welcome and urged to join this organization and to attend the monthly meetings. This group supports the school by providing communication, volunteer time, and conducting fund-raising activities. Parents wishing to join this organization are urged to contact any of the parents serving in executive board roles.

School Accountability Committee (SAC)

- Big T has an active and involved committee. The purpose of this group is to serve as an advisory council to the staff and administration as school plans for improvement are developed and goals identified. This group consists of parents, community members, school staff, principal, and area residents. The meetings are held each month and are open to the public.

INSTRUCTIONAL MATERIALS FEE

The instructional materials fees for the 2019-2020 school year were:

Kindergarten (half-day & full-day) - \$16.00 per student

Elementary School (grades 1-5) - \$32.00 per student

The instructional materials fee charged to elementary school student is based on a combination of the purchase price and normal life expectancy of texts (used in intermediate grades), the actual cost of workbooks (used in primary grades) and consumable materials. The instructional materials fee is charged on a per-student basis and goes into the district's general fund for distribution to the curriculum budget for text purchases and schools for additional texts, replacement materials or consumable materials.

Fees will be waived for students qualifying for free or reduced-price school meals under the Federal Free or Reduced Price Meal Program. Fees will be prorated for students coming on or going off the meal assistance program during the school year.