



Handbook for Parents of Elementary Students 2011-2012



***The mission of the Thompson School District is to
Empower to learn • Challenge to achieve • Inspire to excel***

**Handbook for Parents
of Elementary Students
2011-2012**

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Thompson R2-J 2011-2012 District Calendar (Including Variances)

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	W	W	W	W	W	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
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4	⊗	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
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23	W	25	26	27	28	29
30	31					

NOVEMBER						
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13	14	15	16	17	18	19
20	21	22	⊗	⊗	⊗	26
27	28	29	30			

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	Q	23	24
25	⊗	⊗	⊗	⊗	⊗	31

JANUARY						
S	M	T	W	T	F	S
1	⊗	⊗	⊗	⊗	W	7
8	9	10	11	12	13	14
15	⊗	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Calendar Legend**
- School Begins - Grades K-5 & 6-12
 - No School - Holiday or Break
 - W** No School - Teacher Work Day
 - No School - Parent/Teacher Conferences - Teacher Compensation Day
 - Q** End of Quarter/Semester
 - School Ends - Grades K-12
 - High School Graduation Day

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	⊗	21	22	23	24	25
26	27	28	29			

MARCH						
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11	12	13	14	15	Q	17
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25	26	27	28	29	30	31

APRIL						
S	M	T	W	T	F	S
1	⊗	⊗	⊗	⊗	⊗	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	W	26
27	⊗	29	30	31		

JUNE						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Special Dates**
- August
- 15-19 All Teachers - Work Days
 - 22 Transition Day - Grades 6 & 9
 - 23 First Day of School - Grades 6-12
 - 22-23 Testing - Grades K-5
 - 24 First Day of School - Grades K-5
- September
- 5 Labor Day
- October
- 3-7 Parent/Teacher Conference Week (contact schools for info.)
 - 21 1st Quarter Ends
 - 24 Teacher Work Day
- November
- 23-25 Thanksgiving Break
- December
- 22 2nd Quarter Ends
 - 23 Teacher Compensation Day
 - 26-30 Winter Break
- January
- 2-5 Winter Break (continued)
 - 6 Teacher Work Day
 - 16 Martin Luther King, Jr. Day
- February
- 13-17 Parent/Teacher Conference Week (contact schools for info.)
 - 20 President's Day
- March
- 16 End of 3rd Quarter
- April
- 2-6 Spring Break
- May
- 24 K-12 Last Day/End of 4th Quarter
 - 25 Teacher Work Day
 - 26 High School Graduation*
 - 28 Memorial Day

BOE approved 1/19/11
Revised 6/13/11

Vision

The Thompson School District will be a school district that empowers, challenges and inspires students, faculty, staff, parents, school leaders and community members to learn, achieve and excel.

Board of Education

Thompson School Board of Education meetings are held the in the Board Room at the Administration Building at 800 South Taft Avenue in Loveland, beginning at 7:00 p.m. Board policy, membership, agendas and minutes can be found on the district website under About Us > Board of Education.

2011-2012 Meeting Schedule										
<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>
3	7	5	2	7	4	1	7		2	6
17	21	19*	16		18	15	21	18*	16	20

* These meetings will be held in the Berthoud High School Library, 850 Spartan Avenue in Berthoud.

Lola Johnson, Vice President, Director District A
Janice Marchman, Director District B
Lucille Steiner, President, Director District C
Leslie Young, Director District D
Sharon Olson, Director District E
Leonard Sherman, Director District F
Karen Stockley, Director District G

Administrative Staff **613-5000**

Ron Cabrera, Ph.D., Superintendent of Schools
Judy Skupa, Ph.D., Deputy Superintendent, Learning Services
Mike Jones, Assistant Superintendent of Human Resources and School Support
Steve Towne, Chief Financial Officer
Nathan Balasubramanian, Ph.D., Director of Accountability & Accreditation
Paul Bankes, Ed.D., Director of Elementary Education
Margaret Crespo, Director of Secondary Education
Traci Burtnett, Director of Materials and Procurement
Nansi Crom, Director of Transportation
Brian Erickson, Director of Facilities Services
Wes Fothergill, Director of Communication & Community Resources
Erv Klein, Director of Instructional Support & Technical Services
Diane Lauer, Director of Curriculum & Instruction
Vicki Thompson, Director of Human Resources
Annette Overton, Director of Quality Performance
Dennis Rastatter, Director of Student Support Services
Tammie Rempe, Director of Nutrition Services

www.thompsonschoools.org

Thompson School District
 800 South Taft Avenue
 Loveland, CO 80537
 www.thompsonschoools.org

Elementary School	Telephone	Principal	Secretary
Berthoud Elementary 560 Bunyan Ave., Berthoud 80513	613-7500	Camilla LoJeske	Cindy Westbrook
B. F. Kitchen Elementary 915 Deborah Drive, Loveland 80537	613-5500	Kandi Smith	Wendy Cooper
Big Thompson Elementary 7702 W. Highway 34, Loveland 80538	613-5600	Kendrick White	Debi Rom
Carrie Martin Elementary 4129 Joni Lane, Loveland 80537	613-5700	Deanna Terry	Nancy Baranczyk
Centennial Elementary 1555 W. 37th St., Loveland 80538	613-5800	Anne Marie Sanchez	Kim Lucero
Cottonwood Plains Elementary 525 Turman Drive, Fort Collins 80525	613-5900	David Patterson	Pam Svedman
Coyote Ridge Elementary 7115 Avondale Road, Fort Collins 80525	679-9400	Diane Spearnak	Susan Friede
Garfield Elementary 720 Colorado Ave., Loveland 80537	613-6000	Cheryl Cook	Rosanne Boudreau
Ivy Stockwell Elementary 175 Fifth St., Berthoud 80513	613-6100	Rhonda Richer	Holly Ross
Laurene Edmondson Elementary 307 W. 49th St., Loveland 80538	613-6300	Georgianna Dawson	Tammy Wildin
Lincoln Elementary 3312 N. Douglas Ave., Loveland 80538	613-6200	Jorge García	Mary Ann Johnson
Mary Blair Elementary 860 E. 29th St., Loveland 80538	613-6400	Traci Gile	Diane Hidy
Monroe Elementary 1500 N. Monroe Ave., Loveland 80538	613-6500	Sara Rasmussen	Jennifer Kingston
Namaqua Elementary 209 N. Namaqua Road, Loveland 80537	613-6600	Richard Bowles	Anita McComas
Ponderosa Elementary 4550 Florence Drive, Loveland 80538	679-9500	Lamb Caro	Sheri Fender
Sarah Milner Elementary 743 Jocelyn Drive, Loveland 80537	613-6700	Dale Bryant	June Brewer
Stansberry Elementary 407 E. 42nd St., Loveland 80538	613-6800	Grant Waaler	Janet Richards
Truscott Elementary 211 W. Sixth St., Loveland 80537	613-6900	Wendy Fothergill	Marla Nolan
Van Buren Elementary 1811 W. 15th St., Loveland 80538	613-7000	Kendrick White	Holly Garcia
Winona Elementary 201 S. Boise Ave., Loveland 80537	613-7100	Larry Shores	Donna Mee

ATTENDANCE

Age for School Attendance

State law provides that children reaching the age of seven years and under the age of 17 years must attend school. A child may enter kindergarten if he/she is five years old on or before October 1 of the year of enrollment. Younger students shall be accepted if transferring from a public school kindergarten program. The district does have an early enrollment process. For more information contact your school principal.

Boundaries for Attendance Areas

The Board of Education is committed to providing a variety of learning opportunities to meet the diverse needs of students. The Board endorses the neighborhood school concept and makes many decisions based on student population within the attendance areas of residence. The Board recognized, however, that students may benefit from having a choice of schools to attend within the public school system that is not limited by school district boundaries or individual school attendance area boundaries. Therefore, resident and nonresident students shall be allowed to attend any school or participate in any program of their choice on a space-available, first-come, first-serve basis provided they meet the approved guidelines, are eligible for enrollment, and follow the approval process established by the Board. (Reference: Board Policy JFBA/JFBB)

School of Choice – Open Enrollment and Transfer Policy

All students are expected to enroll in the school whose attendance boundary includes their residence. Students who wish to attend a school outside their attendance boundary must submit a *School of Choice/Open Enrollment Application* during the open enrollment period. Students who wish to change schools after the open enrollment period has ended must submit an *Administrative Transfer Form* to their school of residence.

School of choice/open enrollment requests from parents/guardians of special education students shall be considered in accordance with applicable state and federal laws. The student's current Individual Education Plan (IEP) shall be considered to determine if the requested school or program can meet the student's needs.

Change of Residence

Students whose place of residence changes during the school year may remain at the school they are currently attending until the end of the academic year. Transportation will not be provided. An *Administrative Transfer Form* must be completed for recordkeeping purposes. Students will be required to attend the school in their new attendance area the following year, unless an application for their open enrollment is approved.

Absences and Excuses

Your own reactions and attitudes will go a long way toward determining how your child feels about school, and overall school success depends greatly on school attendance. Missing school creates learning gaps which could impede student progress. Students are expected to have a minimum attendance rate of 95%.

If your child is sick and will miss school notify the school before school starts to report the absence. This is a safety precaution for your child. If your child will be out of school for a family reason (emergency or non-emergency) please let the teacher know ahead of time.

Release from School Before Dismissal Time

As a precaution for the personal safety of your child, no pupil will be released from school prior to the completion of their normal day, except on request of the parent/guardian made in writing or in person. Neither a teacher nor principal may permit a child to leave school in the custody of any person other than the child's parents, unless that person has the authorization of one of the parents.

Before School and After School Child Care

A number of elementary schools have before and after care available for students at the school site. These services are provided by private service providers. Please contact the school to find the services available at a particular location.

Wednesday Early Release

Each Wednesday all students in the district are released approximately one and one-half hours early. This time is made available by lengthening the four other school days in the week. Teachers and other staff members remain on duty to participate in training, planning, and other improvement activities. Specific development activities are established at the school and are based on identified goals and targets for improvement. Please contact your schools for more information on their plans for improving learning.

THE ELEMENTARY EDUCATION PROGRAM

Colorado K-12 Academic Standards

The Colorado General Assembly and the State Board of Education have built Colorado's education system around challenging academic standards. To learn about Colorado's model content standards for grades K-12, the CSAP Map (Consolidated Frameworks), and for additional information on the standards-based education effort in Colorado visit the Colorado Department of Education website at <http://www.cde.state.co.us>.

Colorado Basic Literacy Act

The Colorado Basic Literacy Act (CBLA) was enacted in 1997 by the Colorado General Assembly to ensure that all students by the third grade have the literacy skills essential for success in school and life. CBLA calls for local school districts to identify students who are reading below grade level and initiate an Individualized Literacy Plan (ILP) to individualized instruction and help them improve their reading skills.

Student Assessment

Collecting information about student performance relative to the skills and knowledge required at each grade level is vital. This information allows teachers to tailor instruction to the specific needs of the class and individual students.

We collect a body of evidence about student performance by administering assessments at various times during the year. Our assessments are progressive in difficulty, meaning that as your child's abilities improve some assessments will no longer be used, but other assessments will be used to produce useful data. This allows us to track longitudinal growth of students, as well as growth during the year. In addition to these assessments, teachers utilize daily formative assessments, such as running records and observations to assist in meeting the specific needs of your child.

It is important that you receive and understand the assessment data collected on your student. This diagnostic information forms an overall view of your student's abilities and allows for meaningful conversations with your child's teacher about specific academic strengths and weaknesses.

Thompson Campus Portal

Infinite Campus Portal allows registered parent users instant access to accurate, current and confidential information about your child's attendance, grades, class assignments and history of their academic work. Access Infinite Campus from any internet capable computer. Contact your child's school to receive your Portal Activation Key.

Progress Reports

Progress Reports are sent home as soon as possible after the close of each semester (end of 2nd and 4th quarters) and are handed out at parent-teacher conferences (end of 1st and 3rd quarters).

Privacy of Student Records (Reference: Board Policy JRA/JRC)

Student education records are those records maintained by the school district that are directly related to a student. Natural or adoptive parents, legal guardian(s), or eligible students (students 18 and over) have the right to review and authorize the release of their child's educational records. Information and records shall be made available to the parent or eligible student upon request.

Special Education Records

Special Education records will be retained for a minimum of five years after all special education and related services have ended. After five years, notification of destruction of records shall be placed in local newspapers. Parents and/or guardians may request records at that time. To maintain confidentiality, non-requested records will be destroyed. For more information, please contact the Special Education Department.

Instructional Materials and Exemptions from Instruction

All instructional materials used in the Thompson School District schools are available for inspection by the public during regular school hours. Requests for exemption from required instruction, including the curriculum, activities or learning resources, must be made in writing to the building principal and will be considered on the basis of whether the program or resource in question actually interferes with the exercise of a sincerely held religious belief of the student or the student's parent or legal guardian. Alternative assignments will be provided for activities which are considered exempt.

Learning Services

Learning Services provides services which complement the elementary educational program. For more information on specific services available refer to pages 15-17 of this handbook.

BEHAVIOR AND DISCIPLINE

The goal of the Thompson School District is to help each student grow and succeed in schools which are safe and orderly. Effective schools have rules which are reasonable and understood by all – students, parents, teachers and administrators. Students play an important role in making sure they conduct themselves as good citizens and encourage their fellow students to do likewise.

Student Conduct (Reference: Board Policy JIC)

It is the intention of the Board of Education that the district's schools help students achieve maximum development of individual knowledge, skills and competence and that students become responsible, contributing members of society. Every student in a public school in this district has the right to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption.

The board shall adopt a written student conduct and discipline code based upon the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons in authority. The code also shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. At each site, the code shall be enforced uniformly, fairly and consistently for all students.

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the board in all district employees, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students. All employees of the district shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

Discipline Code

The purpose of the *Discipline Code* is to outline student rights and responsibilities and provide the guidelines/rules which make up the "Discipline Code" for the Thompson School District. Access the *Discipline Code, Edition 14* on the district website under Resources > Parents > Discipline Code, at your child's school or at the Administration Building at 800 South Taft Avenue in Loveland.

HEALTH AND SAFETY

Good health is essential to learning. The Thompson School District Health Services Department is responsible for the health services provided in the health office by school nurses and health aides or the health related services provided in the classroom by trained special education paraprofessionals. These services include the provision of first aid for injuries as well as screening for illnesses, hearing or vision concerns, communicable disease and the collection of student immunization information as required by state law. Additionally, school nurses work with students, families and health care providers to connect students to needed health care resources and design and implement a plan of care for students whose health concerns affect the student's ability to access education. Additional information about district health services is available on the district website under Resources > Parents > Student Health and Safety > Health Services.

Physical Exams

School health services are meant to augment, not replace, annual health care supervision by your child's primary health care provider. Therefore, the district encourages that students entering kindergarten, fourth, seventh, and tenth grades have a physical examination. A special form is available on the district website under Resources > Parents > Student Health and Safety > Health Services > Health Office Forms, at your child's school, at the Administration Building at 800 South Taft Avenue in Loveland, and at most local doctors' offices. The examination should be performed by the student's family physician and at no cost to the school district.

Immunizations

Colorado State Law requires any child entering a Colorado school to be up-to-date on their immunizations as listed below:

Colorado School Immunization Requirements			
<u>Kindergarten – Gr 4</u>	<u>Grade 5</u>	<u>Grades 6 - 10</u>	<u>Grades 11 - 12</u>
DTaP..... 5*	DTaP5*	DTaP 5*	DTaP..... 5*
Polio 4*	Polio4*	Tdap.....1	Tdap 1
MMR 2	MMR 2	Polio.....4*	Polio 3
Hepatitis B 3	Hepatitis B 3	MMR..... 2	MMR 2
Varicella 2	Varicella1	Hepatitis B..... 3	Hepatitis B 3
		Varicella..... 1 (2**)	

*Only 4 DTap and 3 Polio required if last one given after age four years.
 **Two doses are required if series started at age 13 or older.

Immunization forms are available at the schools and doctors' offices. Medical, religious or personal exemptions to these requirements are possible and require a signature from a physician or parent on a Colorado Certificate of Immunization. Failure to comply with the law may result in a student being excluded and/or expelled. (Reference: Board Policy JLCB-R)

Medications at School (Reference: Board Policy JHCD)

If at all possible, medications should be given at home. Parents are encouraged to work with their child's health care provider to find a schedule for medications outside the school day. Students requiring medication while at school must have a written authorization from a parent and a physician in most cases. Some over-the-counter medications require only a parent's written permission (check with the school for details).

Only the amount of medication required to be taken at school for the duration of an illness should be sent to school. Medications are kept in the school health office and administered by school personnel. All medication should be sent in proper containers with doctor's/pharmacy label stating the medication name, dosage, time of day, and name of physician and student.

Health Screening Procedures

In accordance with state guidelines, students are screened at selected grade levels (kindergarten, 1st, 2nd, 3rd, 5th, 7th and 9th grades) and by teacher referral for vision and hearing. Appropriate referrals are then made to the parent/ guardian. Once a referral has been made, it is necessary that the school nurse obtain a response from the parent or physician. Additional screenings include blood pressure, height and weight, and communicable diseases/conditions on an as needed basis.

Exclusion from School

In accordance with state guidelines, children are excluded from school if they have an elevated temperature, vomiting, diarrhea, or known or suspected communicable disease/condition. A child who has a fever should not return to school until his/her temperature has been normal (approximately 98.6° orally) for 24 hours. A child who has had vomiting should be kept home until it has been 24 hours since the last episode of vomiting.

A student shall bring a written note from home after being absent (unless a call was made to the school) to explain the reason for the absence. In the event of being absent for a contagious disease, it is advisable to check with the school nurse before returning to school. The most frequently asked questions concern chickenpox and streptococcal infections. A child having chickenpox may return to school once all blisters have crusted over and the temperature has been normal for 24 hours. In the case of strep infection, a child may not return to school until he/she has received antibiotics for at least 24 hours.

Special Health Needs

If your child has special health care needs, requires medication or medical treatments during the school day, requires changes to the regular school program or scheduled monitoring, or has a chronic health care condition, please contact the school nurse so that we can prepare for the student's entry into school. Some situations require the development of a health care plan and the training of staff to assist your child prior to the first day of attendance. It is extremely important that parents notify the school nurse of their child's health problems or of any procedure they wish the nurse to employ when managing concerns in the school environment.

For example, Board Policy JLCDA pertains specifically to students with life-threatening allergies and encourages parents, in accordance with Colorado Senate Bill 09-226, to provide the school with the student's emergency medication unless the student has a plan for self-administering needed emergency medications.

Health questionnaires are provided to parents/guardians on a yearly basis and requested even if your child does not have a health concern, as this assists us in keeping our records up to date.

A note from a doctor is required if a student needs to be excused from physical education (PE) for any reason or has limitations for physical activities on an ongoing basis (generally greater than five days).

Emergencies at School

It is necessary that the school have at least one current emergency telephone number to contact a parent or responsible party.

In accordance with state guidelines, schools may only provide first aid treatment for students in the school setting. Schools are not equipped to provide advanced emergency care. For this reason, a child needing urgent medical attention will be seen by local emergency medical services (ambulance personnel) and transported to a local emergency facility if needed. Every attempt will be made to contact the parent in such cases as well as in less serious cases. If such contact cannot be made, the supervising staff member, the school/health office assistant, or the school nurse shall exercise reasonable judgment in acting to address your child's health and safety needs. If the parent cannot provide transportation to seek medical treatment when it is needed or is unable to pick the child up from school when indicated, an ambulance may be called.

School personnel cannot legally permit a child under the age of 12 to go home unattended and/or to an empty house. No sick child will be sent home without the knowledge of the parent, guardian, or other responsible person. (Also, see information in emergency school closing.)

Insurance

Student health and accident insurance plans are available to parents on an optional basis. The district sponsors this plan by arrangement with a private insurance carrier. Enrollment information is available on the district website under Resources > Parents > Student Health and Safety > Student Insurance, at your child's school, and at the Administration Building at 800 South Taft Avenue in Loveland.

Safety To and From School

Each day hundreds of school children ride with adults or walk to school and back home. Accidents can happen and your assistance is needed.

Parents are teachers, too! Please reduce your speed in school zones to comply with the limit posted. Honor cone zones, no parking areas and drives marked for school bus access. When possible, park on the school building side of the street so your child will not have to cross traffic to get to your car. If you must park across the street, you can help your child at the crosswalk. Also, car pools help reduce congestion around schools.

Helping Your Child Be Aware

Showing children the safest route to school and proper ways to cross streets can be more effective than telling them. You could do a practice walk with your child, taking the safest and most direct route and crossing streets at marked crosswalks or corners. You can remind your child to look both ways before crossing and watch for turning vehicles. You can teach your child to use sidewalks. Where sidewalks are not available, the child should walk facing oncoming traffic.

Accidents can happen when children are not alert and are unaware of hazards around them. We will remind children of safety habits. You can be a strong influence by practicing with young children and discussing safety with older children.

Bicycles, Scooters and Skateboards

Guidelines for bicycle, scooter and skateboard riding to and from school shall be determined by the local school. If the school principal determines bicycle, scooter, skateboard riding is appropriate, parents may decide to permit their children to ride bicycles, scooters, or skateboards to school.

Bicycle, scooters, skateboards, etc., should not be ridden on school grounds since the sidewalks and other perimeter areas are often crowded with children. Bicycle privileges are accompanied by responsibility, including awareness of the rider's safety and the safety of others. School personnel cannot monitor bicycle safety to and from school.

It is the parents' responsibility to see that the student complies with basic safety rules. Bicycles should be parked in the designated bike parking area. Locks are strongly recommended to protect property throughout the day when unattended. The school district cannot be responsible for bicycles, scooters, or skateboards which students ride to school.

Reporting of Child Abuse

It is state law in Colorado and a policy of the Thompson School District to comply with the Child Protection Act. Any school employee who has reasonable cause to know or suspect that a child has been subject to abuse or neglect shall immediately inform the building principal. Either the principal or his/her designee will then report to the Larimer County Department of Social Services. School officials are not allowed, by law, to contact the child's family or other persons to determine the cause of the suspected abuse or neglect. Once a report has been made to the Larimer County Department of Social Services, the responsibility for investigation and follow-up lies with that agency.

Solicitation of Funds

It is the policy of the school district not to permit any organized solicitation of funds for non-school activities from the students. This is for the protection of you and your child.

SPECIAL EDUCATION PROGRAMS AND SERVICES

Special Education services are available for students with identified disabilities in accordance with the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) and Section 504 of the Rehabilitation Act of 1973.

The process for determining whether a child may be eligible for special education services begins at the child's home school with a referral to the building Problem Solving Team. These conferences can be requested by students, parents, teachers, other school personnel or an organization or agency having an interest in the education of the child. To begin this process, please contact the school counselor, psychologist or special education teacher at your child's school.

Before children are placed in special education, they must be evaluated to determine whether they have a disability that requires special education services. The multi-disciplinary evaluation is conducted by the special education team. Once the assessments are completed the IEP team, including parents, will discuss the results to determine the child's eligibility for special education services. If eligible, and with parental permission, a student will begin to receive special education services.

RtI – Response to Intervention

With the reauthorization of IDEA in 2004, response-to-intervention (RtI) was introduced as a means to improve instruction in the general education program and be part of the process to identify Specific Learning Disabilities (SLD). In determining whether a child has a Specific Learning Disability the district will use a process that determines if the child responds to scientific, research-based interventions as a part of the evaluation procedures.

INFORMATION ON PROCEDURES

Contact Information

*If you have a change of address, phone number or emergency contact person please notify the school secretary. If someone other than the parent/guardian is to pick up your child from school be sure to send a note to the teacher or office. Unless the school is informed ahead of time, students may leave the school grounds *only with those persons listed on the emergency card.* This is for your child's safety.*

School Closing/Late Start Communication

If the school schedule is changed for inclement weather, emergency or other situation, announcements will be made on the following:

- Thompson School District website at <http://www.thompsonschoools.org>
- Thompson School District School Closure Line at 613-6788
- Thompson School District Transportation Hotline at 613-5192
- local television and radio stations

KHPN (1570 AM)

KIIX (1410 AM)

KUSA Channel 9

KOA (85 AM)

KLMO (1060 AM)

KMGH Channel 7

KCOL (600 AM)

KTRR TRI 102 (102.5 FM)

KCNC Channel 4

School Closing

School closures during periods of inclement weather are based upon several factors: weather conditions both current and predicted to occur during the course of the coming day, road conditions/closures, and the ability of the school sites to prepare for the arrival of students for that day.

The district's Transportation director monitors weather/road advisories beginning the previous evening. Weather bulletins received directly from a local, private meteorological service are closely monitored. Contact is made with the City of Loveland and Larimer County personnel if needed to confirm that road maintenance crews are currently operating, and Colorado State Patrol is contacted to review road

advisories that may be in effect. If inclement conditions do develop, the Transportation Director begins an immediate physical check of actual road conditions throughout the district. The closure of any main arterials within the school district will constitute a school closure for the district. Please be aware that the Thompson School District serves a large population of latch key children. Due to this, it is always desirable to keep schools open to provide a safe and secure environment where adult supervision is available, rather than canceling or delaying the start of school and forcing many students to remain home without appropriate supervision.

If closure is deemed necessary, the Superintendent will activate district phone trees and information will be broadcast as listed previously.

Late Start

The superintendent may announce a late start schedule for opening of schools if weather or other emergency conditions are severe, but not serious enough to close schools. If a decision to start schools late is made, it will be announced no later than 5:30 a.m.

In the Thompson School District a late start means that all bus routes and school starting times will be delayed by 90 minutes:

- all bus routes will be run as usual only 90 minutes later;
- all school start times will be delayed 90 minutes, including all extended-day kindergarten and preschool programs; and
- afternoon half-day kindergarten will have no delay in their normal start time.

When the district is on a late start schedule, all schools will be dismissed at normal times and all after school bus routes will be run in the normal order and at the normal times.

Early Dismissal

In case of an emergency closing during the school day, early dismissal will be announced by the building principal. An announcement will be made using the communication methods listed previously. It is the duty of teachers and building staff to see that children have the opportunity to telephone parents or others as needed and to assist the child to assure their safety when arriving home early.

Cold Weather Procedure

Generally, teachers are at school one-half hour before classes start. During this time, teachers get materials ready, set up classes, or conference with parents or team members. Children are normally permitted on the school grounds ten minutes before school begins, and parents are responsible for them until that time. When the weather is particularly cold or wet, the school will open a space.

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 changeable Colorado weather. The practice is that current weather conditions determine whether students are sent out or not. Generally, outdoor recess 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.

Arriving at School/Leaving School

Students go to their rooms in the morning before the opening bell only if the teacher has given them special permission. We ask that students not come to school more than ten minutes before school starts since there is no one on the playground to supervise them before that time.

Students are to leave the school grounds immediately after dismissal and proceed directly home, unless the teacher has been notified by the parent in writing or by telephone. Teachers may detain students after school for additional help on school work. Teachers wishing students to stay longer than 15 minutes will contact the parent.

Students who are not bus riders, but whose parents wish them to ride a school bus in an emergency, must have a written request from the parent. This must be presented to the building principal before the child can ride a bus.

Parent Involvement

Parent engagement and an open, positive relationship with your child's teacher are strong indicators of student success and enjoyment of school. Check regularly for written information from the teacher and the school.

Parents can be involved in their child's education in many ways. Some parents serve as room parents, assisting teachers with classroom functions, field trips, etc. Parents can volunteer a set amount of time each week to tutor and work with students in the classroom. They can also assist in the office and library or in other services to the school. There are one-time opportunities to help such as school carnivals, book fairs, field day and health screenings. Parents have unique talents and experiences which can enrich classroom experiences for the students. They may demonstrate a job skill or hobby for career days or share a trip or an experience that relates to the subject being studied. Complete a volunteer registration form at your school or tell your child's teacher or building principal how you would like to help. Contact the Thompson School District VITAL Volunteer Office at 613-5072 for more information.

- * **Back-to-School Night** is scheduled early in the school year and offers all parents a chance to get acquainted with their child's teacher and learn some of the things that their child will be experiencing during the coming year.
- * **Parent-Teacher conferences** are scheduled twice per year. Parents are encouraged to attend and discuss their child's progress with the classroom teacher. A special conference can be arranged at any time by calling or sending a note to your child's teacher.
- * **Parent organizations, committees and accountability advisory councils** are active in each elementary school. They go by various names: PTO, Parent Advisory Committee, Parent Council, etc. All parents are invited to become involved. In addition, each school has a site-based decision making group.

Elementary 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. These guidelines are also meant to help parents who volunteer to serve as room-parent for a particular class:

- there shall be no individual birthday parties at school;
- no more than three parties shall be given on school time during the year in any grade K-5;
- the times and dates of these parties shall be mutually agreeable to the school and the sponsors; and
- all requests for parties need to be channeled through the principal's office where further information will be available specific to your school.

Visitors at School

Parents are welcome to visit the schools and classrooms in session, in moderation. A call ahead of the visit will assure you that the person or activity that you wish to see will be there when you are.

A student who is not enrolled in the Thompson School District may not visit a school as the guest of a regular student.

Community School Rental

Did you know that you can rent space in school district buildings for meetings, programs, classes or other gatherings? You can also rent fields for athletic practices or outdoor events and activities when conditions are favorable. Contact your local schools for building reservations; call 613-5030 for field reservations.

NUTRITION SERVICES

Breakfast and Lunch

The Thompson School District participates in the National School Lunch Program. With the help of the program, we are able to offer nutritious, well-balanced lunches at all elementary school locations. At many of our school sites, we also offer student participation in the Federal School Breakfast Program.

Each breakfast and lunch menu is planned by our food service staff. We try to take into consideration menu choice popularity by the students and also provide variety and occasional introductions of new menu choices. Our menus are planned using the Food Guide Pyramid as a general guide for choosing a healthy diet. Portion sizes vary according to the age and grade level to better meet the nutritional needs of our students.

Morning, full-day and extended-day kindergarteners with a beginning of the day start time may participate in the breakfast program. Check with your school for availability. All full-day and extended day kindergarteners may participate in the lunch program.

Nutrition information, access to the online payment system, forms, menus, Larimer County Health Inspection information, and more can be found on the district website at Divisions > Business Services > Nutrition Services.

Cost

Breakfast costs **\$1.35** and lunch costs **\$2.50** for elementary students. Your children may qualify for free meals or for reduced price meals. The reduced price for lunch is \$0.40 (free for K-2); there is no charge for reduced price breakfast. Milk may be purchased for \$.50 by students bringing sack lunches.

The *Free and Reduced Price School Meals Application* is available at your school or by contacting Nutrition Services at 2890 North Monroe Avenue in Loveland, 613-5143, or on their website listed above.

Meal Accounts

Meals can be paid for in three ways:

- online at <http://www.mylunchmoney.com> (call 613-5117 for more information);
- prepay by check; or
- cash daily.

If you choose to send money directly to school, the procedures for payments vary from school to school, but all schools allow for advance payment of meals. A note will be sent home when the student's account gets low.

Breakfast Charge Policy

Students are not allowed to charge at breakfast. Students without money in their account will not receive a meal or a substitute.

Lunch Charge Policy

Students grades K-5 are permitted a credit limit of \$3.50. Once that limit has been exceeded, students will receive a peanut butter and jelly sandwich and juice, free of charge, for 3 days only. This is a limited service to help the child until further arrangements can be made. Once the charges have been paid, the student may resume buying school lunch.

TRANSPORTATION

To and From School

State law specifies that a local board of education may (but is not required to) provide transportation for students to and from school. The Thompson School District provides transportation for all elementary students living 1.5 miles or more from their school of attendance. Bus transportation is available to kindergarteners on scheduled before-school and after-school elementary routes. Buses do not run separate mid-day routes for kindergarten students. Parents of half-day or extended day kindergarten students will be responsible for providing mid-day transportation.

In order to reduce mileage and travel times the district utilizes arterIALIZED routing in developing assigned bus routes throughout the district. Buses do not enter into all subdivisions or travel down private drives. Your child may be required to walk several blocks to the bus stop assigned for your area.

The Board of Education may provide for the transportation of pupils who live within the stated limits. The following limitations will apply:

- Special Needs students with Individual Education Plans (IEP) calling for transportation services.
- Temporary physical conditions verified by a physician's statement.
- Extreme safety hazards along school route or lack of designated walk route.

Students are highly discouraged from bringing skateboards, scooters, roller blades or other bulky, hard to store items to the bus. Not all buses are equipped with underbody storage compartments and suitable storage areas for large items are not readily available inside buses.

Conduct on School Buses (Reference: Board Policy JICC)

The privilege of riding a school bus (or other district-provided transportation) is contingent upon a student's good behavior and observance of regulations for student conduct both at bus stops and on board buses, whether on a regular route or special trip. Loss of riding privileges may result from any infraction of the rules, depending on the seriousness of the infraction.

Bus registration forms will be sent home for parents to complete and promptly return to the bus driver. Forms are also available at your school. Please review with your child the *School Bus Conduct Code and Bus Safety Information* received with the registration.

Parents are not permitted to ride route buses. Parents serving as trip sponsors must follow district guidelines and have prior approval from their child's school.

Routing and Scheduling

Information is available at your child's school office, by contacting the Thompson School District Transportation Center at 613-5185 and on the district website.

For pre-recorded information regarding current route delays, late buses, school closure or other transportation advisories, call the Transportation Hotline at 613-5192.

Students Riding Special Needs Buses

Parents of students who will not be riding the bus on a particular day or will be leaving early are required to notify the Transportation Dispatch Office at 613-5191 as well as the school.

Transportation should be notified of changes in pick-up or drop-off addresses. Three days advance notice is requested at 613-5189, Special Education Transportation Services.

LEARNING SERVICES

A variety of special services are available to help the district meet the individual needs of students. The following is a list of services and the names of people to contact for more information.

Adaptive Physical Education (APE)

Brad Nelson – 613-5561

physical education that is adapted or modified to address the individual needs of children and youth who have physical or developmental needs and gross motor delays

At-Risk Programs

Dennis Rastatter – 613-5059

programs of identification, prevention, and intervention for students preschool to graduation to address academic, social/emotional, drop-out, truancy, abuse and other at-risk issues

English Language Acquisition Services (ELA)

Theresa Morgan – 613-5022

provides services that will identify, assess, and place students, with home languages other than English, in ELA programs to help achieve competency in English and promote school success

CAPS Program (Child Assault Protective Skills)

Jana Ramchandler – 613-6787

5-unit instructional program designed to teach elementary school children, in a very positive way, skills that will help keep them safe from personally harmful situations; curriculum emphasizes child abuse and assault prevention and victim services and referrals

Child Find

Trish Hoffman – 613-5762

program which seeks to identify and refer students ages birth to 21 with suspected disabilities for services within the school district or community

Diversity Council

Judy Skupa – 613-5026

community group that collaborates to build capacity and density of culturally responsive advocates and leaders and to share culturally responsive strategies, approaches and recommendations to the District Accountability Advisory Committee (DAAC) and Board of Education

Exceptional Student Services Advisory Council (ESSAC)

Nichole Randazzo – 613-5035

provides support and information to assist families of Special Education students and helps convey families concerns, perspectives and questions to teachers and administrators

Extended School Year

Dennis Rastatter – 613-5059

summer services designed to reduce regression of skills for eligible students with disabilities

Gifted and Talented Programming (TAG/GT) Carol Swalley – 613-5058 / Jennifer Solt – 613-5057

special programs and instructional methods designed to challenge identified students whose abilities, talents, and potential for accomplishment are exceptional or developmentally advanced and require special provisions to meet their educational needs:

- Early Entrance – provides early access to educational services for kindergarten and first grade students to meet the unique needs of the highly advanced gifted child
- Gifted and Talented Parent Support Services – resources, information, parent workshops, and advocacy for parents of gifted and talented children
- Resource Enrichment Center – parent and teacher lending library of academic extensions and affective support materials for advanced students and their families; also supporting district enrichment programs such as Odyssey of the Mind, District Spelling Bee, LEGO Robotics Challenge, etc.
- Talent Development Services Advisory Council (TDSAC) – a collaborative parent/professional advisory council to the gifted education coordinator and other district administrative staff
- Twice-Exceptional Students – students who are both gifted and/or talented in one or more areas, including intellectual ability, specific academic ability (such as reading, math, science, etc.) visual or performing arts, leadership, creativity, or psychomotor ability, and who also have a learning, emotional, communication, or physical disability; quite often the student's giftedness is masked by the disability and the disability is masked by the student's giftedness, thus a double masking effect

Health Services

Barb Hartman – 613-5065

routine health maintenance and emergency services for all students; see page 9-10 for information

Hearing Services

Kim Miller – 613-6505

special services for students with hearing deficiencies greater than 20 decibels in the better ear in the speech range

- Sign Language Instruction - instruction to teach students to communicate using visual speech (hand, face, and body movements)
- Audiology/Hearing Screenings - all students are tested to determine if hearing difficulties exist
- Tutor/Interpreter Assistance - students with a severe hearing loss may require the assistance of a tutor/interpreter to translate spoken language into sign language and vice versa
- Compensatory Strategies - instruction to teach hearing impaired students to better understand and function in the hearing community

Homebound Instruction

Cheryl Elkins – 613-6071

students who are unable to attend school for more than three weeks due to a medical situation are eligible to receive tutorial assistance through this program until they return to school.

Homeless Students

Laurie Smith – 613-6073

work with homeless families to ensure immediate enrollment of their children in school; help arrange transportation to and from child's school of origin; ensure that homeless students receive services comparable to those received by housed school mates; identify and eliminate barriers to school enrollment and attendance

Individualized Education Plan

Cheryl Elkins – 613-6071

describes the educational program that is designed to meet the unique educational needs for every child with a disability who is found to meet the federal and state requirements for special education

Migrant Program

Theresa Morgan – 613-5022

federally funded program that provides supplemental education and support to families that have moved in the past three years and are involved in agricultural work areas; programs include summer school, after school tutoring, parent outreach, family literacy nights, and connections to community resources

Occupational/Physical Therapy

Katie Weaver – 613-5641

special education related services that enhance a student's ability to fully access, physically function and move as independently as possible in the school environment and participate in classroom activities

Positive Behavior Support (PBIS)

Barb Long – 613-5068

establishes and maintains effective school environments that maximize the academic achievement and behavioral competence of all learners

Preschool Programs

Diana Klundt (613-5052)

programs which integrate the components of Head Start (a federally-funded preschool program for low-income 3 and 4 year olds), the district's special education preschool program and the Colorado Preschool Program (a state-funded preschool program for 4 year olds with at-risk factors) into one comprehensive program for 3 and 4 year olds

Personal/Crisis Counseling

Your child's School Counselor

individual or small group counseling to help students face and deal with issues in their lives

Psychological Services

Your child's School Psychologist

specialized staff who assess student intellectual ability, emotional needs, and current functioning; psychologists also assist in the development of IEP's and coordinate special education services for students with identified disabilities

Psychological Response Team (PRT)

Charlie Elkins – 613-6071

Psychological Response Team provides each and every person in the district affected by a crisis with mental health support, education and assistance

Safe and Drug Free Schools

Dennis Rastatter – 613-5059

supports programs in schools that prevent violence in and around schools and illegal use of alcohol, tobacco and drugs.

Speech/Language

Your child's School Speech Language Pathologist

students who exhibit a speech or language deficiency which interferes with communication in the areas of articulation, fluency, voice disorder, or impaired language development may be eligible for special services to develop his or her speech/language ability

Student Records/Archives

Ginger Shearer – 613-5049/Sue Machan, Special Education – 613-5062

cumulative educational records and special education records are maintained for each student who attends school in the Thompson School District

Summer Programs

remedial/enrichment courses offered during the summer; check with your school in the spring for additional information:

- Summer Music Academy Monica Brundeen – 613-5032
these camps are held at various middle schools; used for incoming 6th, 7th and 8th grade students to give them a boost in beginning music sessions in either orchestra, band or choir
- Enrichment for English Learners Theresa Morgan – 613-5022
eligible students attend this four week summer session to enhance their reading, writing, and math skills; student learning focuses on a special theme each year
- ST-EMS Jennifer Solt – 613-5057
two weeks in late June consisting of one-week- long mini-courses of half-day summer enrichment for students exiting grades K – 5, taught at one of the Thompson School District elementary sites

Title I

Roger Quintanilla – 613-5093

designed to meet the educational needs of children who are failing or most at risk of failing to meet the state's challenging content and student performance standards in schools with high concentration of children from low-income families; students are being served in the area of reading/language arts and math at B.F. Kitchen, Garfield, Monroe, Sarah Milner, Truscott, Van Buren and Winona Elementaries

Vision Services

Teresa Barone – 613-5564

services for students who, after correction, have a visual acuity of less than 20/70 in the better eye or who suffer from a restricted visual field; services are provided through a teacher of the visually impaired and may include orientation and mobility, skills in using large print, Braille and other assistive technology devices

Thompson School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, gender, and disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Director of Human Resources, 800 South Taft Avenue, Loveland, Colorado 80537, (970) 613-5000 or the Office of Civil Rights, U. S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Blvd., Suite 310, Denver, Colorado 80204-3582, (303) 844-5695 or <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>



Elementary Education
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