



2017-2018

Student-Parent Handbook

2248 Vintage Drive
Colorado Springs, CO 80920
Phone: (719) 234-4700
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Principal: Mr. Tom Andrew

Assistant Principal: Mrs. Jan Schneider

High Plains Elementary Mission Statement:

High Plains Elementary School, an inclusive, culturally-diverse neighborhood school, will develop future-ready citizens of knowledge, character, and action by equipping, inspiring, and empowering all students to be confident, global-minded leaders within a safe, socially and emotionally healthy, personalized learning environment.

Vision:

Our core purpose is to cause learning by building learning capacity, collaborating, making meaning, and breaking through to apply understanding.

Building Learning Capacity – All members of High Plains Elementary develop learning capacity through goal setting, applying their “HOWLS” learner mindset, personal growth, and academic achievement.

Collaborating – All members of High Plains Elementary develop collaborative skills and values to enable them to actively engage others and contribute as effective members of any community.

Making Meaning –All members of High Plains Elementary problem solve, question, investigate, and make decisions using a learning process, thinking tools, and a range of learning strategies to deepen their understandings of concepts.

Break Through –All members of High Plains Elementary discover and build on strengths and interests to experience further fulfillment in learning.

2017-18 Site Plan Objectives

Objectives:	I. 100% of students will meet or exceed expected individual yearly progress as defined by academic standards.
	II. 100% of students and stakeholders will demonstrate a growth mindset with social/emotional core competencies.

Our school mascot is Timber, a wolf; blue and white are our school colors.

ATTENTION: This document is provided as a resource to Academy School District 20's parents and students. **Readers should be aware that much of this information is in summary form. Current policies in their entirety, including revisions which may have occurred after publication of this document, are available on the district website at <http://www.boarddocs.com/co/asd20/Board.nsf/Public>.** Policies may also be reviewed at the Education and Administration Center of Academy School District 20 located at 1110 Chapel Hills Drive. A printed copy of the Notification of Rights and Responsibilities of Students and Parents & Student Code of Conduct may be requested at no cost in the administrative office of any school or by calling the Director for Legal Relations at 234-1200. Policies are subject to change as necessary at any time during the school year. Students are expected to be knowledgeable about and comply with district and school policies, including ones which may not be included in this publication but are on the website.

School Hours

Kindergarten:

Full Day 8:15 a.m. - 3:15 p.m.
Morning Kindergarten 8:15 a.m. - 11:45 a.m.

Grades 1-5: 8:15 a.m. - 3:15 p.m.

Preschool:

Morning Preschool 8:00 a.m. – 11:00 a.m.
Afternoon Preschool 12:00 p.m. – 3:00 p.m.

ATTENDANCE

ATTENDANCE NUMBER 234-4700

Daily attendance at school is a critical factor in school success. Students are expected to arrive at school each day on time, ready to learn. It is difficult to replace the learning that occurs in the classroom through the exchange of ideas with study outside the classroom. Excessive absences and/or tardies, whether excused or unexcused, may have a negative effect on a student's learning and grades.

If your child will be late or absent it is important for you to notify our Attendance Office at 719-234-4700. All late arrivals are considered unexcused unless the student is signed in by a parent/guardian or approved by an administrator. If a student needs to leave school early for an appointment, the parent/guardian should notify the office prior to pick-up. Parents/Guardians must sign students out at the office before the student may leave the campus. A photo ID may be required.

Children should not arrive before **8:05 a.m.** unless they are scheduled for a special activity or having breakfast. **Supervision is not provided before that time.** In inclement weather (temperature of **20°** or below) children may enter at **7:55 a.m.**

EMERGENCY CLOSURE PROCEDURE

Snow Day

Snow Days are called by the District 20 Administrative Office. On days when inclement weather is a factor, please listen to

local radio and TV stations for closures or cancellations. District 20 Alerts will also be sent out to parents who have provided this contact information. You may also check the Weather Alert on the district web site www.asd20.org.

Two-hour Delayed Start

School will start at **10:15 a.m.** All before school activities will be cancelled for that day (*Breakfast will be available*). Adult supervision will start at 10:05 AM. **Children may not be dropped off prior to 10:05 a.m.**

***There will still be morning kindergarten class when High Plains has a two-hour delayed start. Class will be held from 10:15 a.m. to 11:45 a.m.**

Severe Weather and Lightening

In the event of a thunderstorm with lightening in the near vicinity, children will be held in the building until their transportation home has arrived and an authorized person comes to sign them out in their classrooms. Should the lightening and/or heavy rain/hail subside, students will be released. If children are delayed more than a few minutes, they will be permitted to call home.

COMMUNICATION

General Information/Questions – During the course of the year, questions and concerns may arise. We encourage parents to communicate directly with the most appropriate staff member who may best address those questions/concerns. We invite you to contact the administration or individual teachers and let us know how we can help.

Weekly Updates – 20 Alert is an e-mail alert and news system that provides parents with the most current news and information that pertains to the school and district. You will automatically receive bulletins via e-mail, etc. from schools in which you do have students enrolled. If you are not receiving these alerts, please contact the help desk at help@asd20.org. Weekly updates are also posted on our school webpage and Facebook page.

Telephone/Cell Phone Usage – Students who need to phone a parent during school hours must do so through the office in the presence of a staff member and with their supervising teacher's permission. If it is necessary for your child to use a cell phone before or after school, it must remain turned off and in the child's backpack or in the teacher's bin during school hours. The school does not take responsibility for loss, damage, or theft of cell phones. This policy applies for all school related events (i.e. field trips, clubs, school dances, etc.). If cell phones are used during the school day they will be held in the office until parents pick them up. Telephone calls will not be put through to classrooms during the school day. Office personnel are happy to forward a message to your child should it be required.

Friday Folders

To keep you up-to-date with school events, notices will be sent home with your student regarding homework, special assignments, field trips, classroom/school activities, lunch menus, school/teacher newsletters, and school forms in these folders. This folder is designed for you to find all informational items that need to be reviewed in one place and to return needed items in the same folder. Please return the folder to the classroom teacher every Monday.

Student Planners

High Plains uses a school-wide planner to increase communication with families and convey homework assignments. Grade levels determine the homework subject for each night. Homework is given nightly, Monday through Thursday, and reading is expected on the weekend. Teachers will check planners daily and look for parent signatures. Student planners are paid for via the consumable item fee of \$10 that also includes a school T-shirt.

VISITORS

Visits from Parents

Parents are encouraged to visit their children at school. **For security reasons, all visitors must check in at the**

office and pick up a nametag. Our staff is committed to delivering instruction with minimal interruptions, so parents will be asked to drop off lunches, backpacks, etc. in the office and we will see that your child receives his/her items in a timely manner. If you want to talk to your child's teacher, please leave a message at the office for them to arrange a call or meeting.

Guests

Guest visitors are always welcome at High Plains. We encourage parents/guardians and community members to visit our school. **For security reasons, all visitors must check in at the office and pick up a nametag.** All visitors will be required to wear appropriate identification that will be issued by the office. School events are open to the public but you may still be required to wear identification. Children who accompany adults must be properly supervised. (They may not walk around the building or use the restrooms without parental supervision.) **Visitors may be required to show photo identification.**

SCHOOL INVOLVEMENT

Volunteers

Volunteer services are valued and vital to the successful operation of our school program. High Plains' volunteers give countless valuable hours helping children. Parents will have many opportunities to volunteer during the school year. All parent volunteers working directly with students on a regular basis must first pass a CBI background check prior to volunteering in any classroom, volunteering for field trips, or volunteering to help over time. Your Colorado Bureau of Investigation (CBI) background check is good for your tenure at High Plains. Please see Jan Schneider, Assistant Principal, or call her at 234-4700 for more information.

Watch D.O.G.S. (Dads of Great Students)

Watch DOGS invites fathers, grandfathers, uncles, or other father figures to volunteer (see procedure above) at least one day all day at their child's/student's school during the school year. Watch DOGS dads and volunteers perform a variety of tasks during their volunteer day including monitoring the school entrance, assisting with unloading and loading of buses and cars, monitoring the lunch room, or helping in the classroom with a teacher's guidance by working with small groups of students on homework, flashcards, or spelling.

Parent –Teacher Organization (PTO)

The High Plains PTO's purpose is to enrich the lives of our families by working together to provide great community involvement and fun activities. The PTO provides opportunities for family members to volunteer and share in the joy of learning with our students. The PTO also provides grant money to staff to assist with new equipment, furnishings, field trips, and awards. Our grant money is raised by fundraisers and community donations. We encourage all families to come to PTO meetings. Dates and times of the meetings can be found on the school website under PTO, in the school newsletter, and on the marquee.

High Plains Accountability Committee (HPAC)

The High Plains Accountability Committee is where parents and patrons work with school administration and teachers in such areas as goal setting, accreditation, and budget issues. HPAC provides information to parents on current events in the district. It is an opportunity for parents and community members to get involved to learn what is happening with our school and D-20. Please join HPAC for their quarterly meetings which are posted on the school website, in the school newsletter, and on the marquee.

Whether your commitment is for individual activities, special projects, or regularly scheduled times, you are a valuable asset in meeting the educational needs of our students.

SOCIAL AND EMOTIONAL LEARNING:

Character Education Plan

High Plains Elementary employs the "HOWLS" Learner Mindset to support Character Education. All staff work together to reinforce the District 20 Core Principles of Behavior.

“HOWLS” Learner Mindset is our vocabulary and language for academic and behavioral expectations:

- **Honor** – Respect self and others. Invest in self and future by valuing educational experiences and seeking understanding. ***Take pride in who you are!***
- **Ownership** – Own your words and actions, and take ownership in learning both behaviorally and academically. ***Be a brave learner!***
- **Work Hard** – Learning takes effort to see through challenges. **“Productive struggle”** is to be celebrated. ***Be determined!***
- **Lead** – We are all in this together; collaborate actively and listen sincerely. Value other voices. ***Do the right thing!***
- **Safety** – Care for self, others, and our school. ***Think before acting.***

RULER

RULER is an acronym that stands for Recognizing, Understanding, Labeling, Expressing and Regulating emotions. RULER is an approach to creating a positive learning climate and developing emotional skills of all adults and students within the school. It is a mindset and a language with which everyone in the school community can talk about their emotions. RULER is a school-wide approach that focuses first on developing adults personally and professionally so they can be role models and knowledgeable implementers of the skill-based instruction for students. The goals of RULER are to create a positive emotional climate and to enhance emotional intelligence in adults and students.

Bullying Prevention Plan

High Plains Elementary promotes a pro-social, non-violent school climate that does not tolerate bullying. We address individual needs and work with parents to ensure state laws and district policies regarding safety and social and emotional wellness are strictly adhered to. The counselor is available to address student concerns before problems escalate. Students may be referred by staff, parents, peers or they may self-refer.

Counseling

The most formative school years are during the elementary grades. Children build a foundation for lifelong learning, self-awareness, and interpersonal skills. As children progress through elementary school, they move from childhood to preteen stages, changing from being self-focused to developing an awareness of others. They begin learning how to cooperate, solve problems, develop responsibility, and form friendships. The school counselor understands child development and offers comprehensive programs to enhance success at school.

HEALTH

Illness Guidelines for Academy School District 20 – Students with one or more of the following symptoms will be excluded from school until symptoms have resolved.

1. Temperature of 100.5 Fahrenheit or higher. Temperature must be normal for 24 hours without the aid of anti-febrile medications before returning to school. Flu-like symptoms- should be free of symptoms for 48 hours before returning to school.
2. Constant runny nose.
3. Abnormal color or consistency of nasal or eye discharge.
4. Uncontrolled cough or unusual cough.
5. Frequent sneezing other than allergy related.
6. Lung or nasal discharge.
7. Vomiting or diarrhea in the last 24 hours. Symptoms must be resolved for 24 hours before returning to school.
8. If antibiotics are prescribed, student must receive the antibiotics 24 hours before returning to school.
9. Undiagnosed skin rashes and/or open lesions.

Infectious Diseases in School Setting- Guidelines for School Nurses and Personnel (Revised Dec. 2004) per Colorado Department of Public Health and Environment. Students should be allowed to return to school once the exclusion period is met, or a health care provider clears the student. Generally, if any of the following conditions apply, exclusion from school should be considered:

- If the student does not feel well enough to participate comfortably in usual activities.
- If the student requires more care than school personnel are able to provide.
- If the student has a high fever, behavior changes, persistent crying, difficulty breathing, lack of energy, uncontrolled coughing, or other signs suggesting a severe illness.
- If the student is ill with a potentially contagious illness and exclusion is recommended by a health care provider, the state or local public health agency, or these guidelines.

Allergies – Parents will be notified of a severely allergic child in your student’s classroom. Please follow the school’s guidance as to what foods, if any, may be sent to school for consumption in the classroom.

Cafeteria Accommodations for Allergies – Appropriate accommodations will be made in the cafeteria for students with severe food allergies. Please check with the school administration and school nurse to establish and identify plans for individual student’s needs.

Medication – When possible, please try to administer medications at home (before school, after school, and at bedtime for those to be taken 3 times per day). Please note:

- No medication may be dispensed without having filed the appropriate paperwork at school. You will need to complete and sign the Permission to Administer Medication Form.
- Have your health care provider with prescriptive authority sign the form as well.
- Prescription medications must come in the original container dispensed by the pharmacy and labeled with the child’s name, medication name, dosage, administration time(s), expiration date, physician’s name and phone number, and the pharmacy’s name and phone number.
- All medications must be transported to and from the office by parents/legal guardians.
- All over-the-counter medications including cough drops and pain relievers also require the Permission to Administer Medication Form signed by the Health Care Provider, must be in the original package and labeled with the child’s name. The dosage must match the signed health care provider’s authorization.
- No medication will be given if it comes in a baggie, plain bottle, envelope, etc. This is to safeguard your child, as well as the staff member dispensing the medication.

Injuries and Emergencies

Injured students are referred to the office for first aid care. A staff member trained to work in the health room is available during the school day. Every attempt will be made to report serious injuries and illnesses to parents/guardian. The school nurse spends approximately one day per week in the building but can be reached at any time if necessary.

**** PLEASE HELP US TO PROVIDE THE PROPER CARE FOR YOUR CHILD BY KEEPING ALL EMERGENCY INFORMATION, INCLUDING ALL CELL PHONE NUMBERS CURRENT. Parents are responsible for maintaining current contact and address information via the Infinite Campus Parent Portal.***

School Expectations & Procedures

SCHOOL WIDE RULES

Assembly Expectations – Students will:

- Be summoned by their classroom to the assembly.
- Sit in their appointed classroom area.
- Sit quietly and politely.
- Maintain polite, attentive, and respectful behavior.
- Express appreciation appropriately.
- Follow instructions for dismissal.
- Keep hands and feet to themselves.

Cafeteria Expectations – Students will:

- Sit at tables.

- Use inside voices while in the cafeteria.
- Stay with the menu choice they select each morning.
- Take only what they intend to eat.
- Use restaurant manners.
- Clean up after themselves.
- Follow directions of lunchroom monitors.
- Raise a hand for assistance.
- Be notified of a low lunch balance via a note or handstamp.
- Not share food (for safety reasons).

Hallway Expectations – Students will:

- Keep hands and feet to themselves.
- Be quiet in the hallways.
- Use walking feet.
- Walk directly to their destination.
- Act as good role models and follow directions.

Lunch Indoor Recess – Students will:

- Follow directions from recess monitor or classroom teacher.
- Follow indoor classroom procedures and behavior.
- Use activities correctly and appropriately.
- Share and take turns.
- Clean up after themselves.
- Play quietly and fairly.
- Follow classroom rules.
- Use appropriate words and actions.
- Be team players.
- Use indoor voices.

Playground Safety Expectations – Students will:

- Know and follow playground rules.
- Use the playground equipment correctly and safely.
- Share and take turns using playground equipment (swings, balls, jump ropes, etc.)
- Use appropriate words and actions.
- Be team players.
- Remain within sight of the playground monitor and within the playground boundaries.
- Ask a playground monitor to retrieve balls or equipment outside the playground
- Not pick up or throw things on the playground.
- Use “Rock, Paper, Scissors” to resolve conflicts.
- Re-enter the building during recess only with permission from the playground monitor.
- Line up quickly and quietly at signal in preparation to re-enter the building.

Restroom Etiquette – Students will:

- Spend only as much time as necessary in the restroom.
- Use the facilities properly.
- Wash hands after using the restroom.
- Put trash where it belongs.
- Be quiet in the restroom.

The following items are examples of items that should not be brought to school:

- Weapons or facsimiles of any kind (i.e. knives, lighters, matches, toy guns, water guns, etc.).

- Skateboards, roller blades, roller skates, roller shoes.
- MP3 players, I-Pods, headphones, electronic games, beepers, laser pens, or other inappropriate electronic devices.
- E-Readers are allowed at High Plains but only books/magazines can be accessed on them during the school day.
- Games, toys, trading cards, etc.
- Other items deemed by administration to be inappropriate for elementary school.

High Plains Elementary and Academy School District 20 does not assume responsibility for lost, stolen, or damaged devices or property.

Bicycles/Skateboards/Rollerblades/Scooters

Bicycles may be ridden to school by students and parked in the racks provided in the front of the school. Bicycles should be walked while on school grounds. Each student is responsible for locking his/her bike. Helmets are strongly encouraged for safety. Parents/guardians should discuss proper bicycle and traffic safety procedures.

Skateboards, scooters, and rollerblades may not be used on school grounds or in the crosswalks. Each student is responsible for the safety of their scooter. Scooters may be locked up on the bike racks for safety reasons.

Birthday Treats & Classroom Parties

If you choose to send a treat to celebrate your child's birthday, please consider a non-food treat such as pencils, stickers, or trinkets. If you decide to send in food, consult your child's teacher regarding any food allergies present in the classroom community. We highly encourage healthful foods options when possible. Any processed food that enters the building requires a label of ingredients for safety purposes. This applies to homemade as well as store bought items.

Dress for Success

We expect all students to dress appropriately for school, including:

- Wearing clothing to school that is appropriate to the learning environment. Students should not wear clothing that is inappropriately revealing, tattered or torn, advocating unlawful activities, etc. Straps on tops should be at least 2 fingers in width. When standing, skirts and shorts should be no shorter than the length of the student's longest fingertip.
- Layering clothing appropriately for daily weather changes
- No hats in school with the exception of special spirit days.
- Wearing appropriate footwear for movement and physical activity (i.e. recess and P.E.).
- Adhering to Academy School District 20 Dress Code (District Policy JICA – Dress and Appearance)

Field Trips

Parent/Guardian permission slips are required for all field trips. If your child's class is planning a field trip, you will receive detailed information including date, time, special requirement, and any necessary fees for admission/transportation. Any parent volunteer for a field trip must have a background check done. Any non-parent volunteer going on the field trip must have a more extensive background and fingerprint check completed.

Homework

Homework at High Plains is an extension of classroom instruction. Homework assignments will be differentiated to meet the needs of the student. Homework is a vital practice that, although not part of a particular subject's grade, impacts the success of the student. The timeframe for homework could be up to 10 minutes per grade level each day; nightly reading may be additional. Concepts practiced for homework must have been introduced in the regular classroom, prior to being sent home. Resource teachers (Special Education, Talented and Gifted, English as a Second Language) will communicate and coordinate with the classroom teacher regarding homework from their area, but will not be in addition to the regular classroom homework assignments. Homework should include:

- reading
- math facts

- skill practice from the classroom
- incomplete classroom work

Financial Assistance

Applications for **free/reduced lunches** must be renewed yearly and are available from the school office. Children who receive free/reduced lunches are not identified, and all information provided is confidential. If you think you may qualify, please request the form from the school office.

Fire and Emergency Drills

SAFETY is our first priority! Fire and emergency drills are completed periodically so that students are well aware of what to do in an emergency. Emergency routes and information are posted in every room in the building. Teachers review the emergency route and designated safety areas for their class with the students. ***Students are expected to follow the teacher's instructions quickly and quietly during an emergency drill.***

Lost and Found

Lost and found items are located in the Timber Lost and Found bin in the main school hallway. Smaller items may be located in the office. Students may inquire about personal missing items before and after school. Unclaimed items will be donated to a charitable organization at the end of each quarter.

Pets

Pets coming with parents on a leash must be off school property (sidewalk area). Under special circumstances, arrangements may be made with the classroom teacher to bring a pet to school for Show and Tell. A parent will be expected to stay with the pet at all times and the pet must be on a leash or in a cage.

Tobacco-Free Schools

District policy and state law forbid possession, smoking, chewing or other use of any tobacco product on school property or at school activities at any time. See Policy ADC.