

# Thomas Elementary

**1240 Lakeside Dr.  
Abilene, Texas 79602  
325-671-4995**





School Mascot: Texan  
School Colors: Navy & Silver

Principal – Cindy Hay  
Assistant Principal – Andy Blessing  
Instructional Coordinator – Kim Ferguson  
Counselor – Nikki Kittley  
School Nurse – Cindy West  
School Secretary – Holly Joyce  
Parent Coordinator – Deann Rodriguez  
Cafeteria Manager- Dena Winkcompleck

## **Thomas Texan Mission Statement:**

**L**ove learning,  
**E**xcel in all we do,  
**A**chieve goals,  
**D**o what is right,  
**E**ncourage others,  
**R**espect everyone and everything,  
**S**how teamwork.

## **Thomas School Motto:**

Love  Learn  Lead

*The 2020-21 school day will begin at 7:50 a.m. and end at 3:15 p.m. Each grade level will have an intervention and recess time with a “Club” time on Friday afternoons. Whether you are a newcomer or a returning Texan, we hope you will find the 2020-21 school year to be a memorable and educationally successful one. Thomas has established a reputation for excellence and high achievement! Communication and teamwork between school and home help us continue to maintain that excellence. Thomas is a “Leader in Me” school and has achieved “Lighthouse” status. We are proud of that accomplishment and encourage the use of the seven habits at home. Thomas is building LEADERS for the FUTURE!*

## Thomas Elementary specific information for 2020-2021

### Arrival, Dismissal and Traffic Procedures

#### Early Arrival

Thomas opens its doors in the morning at 7:15. Students can eat breakfast and/or go to the gym to read when they arrive. The bell rings at 7:45 to release students to their classrooms.

#### Arrival

On the first day of school, parents will be allowed to walk their child to class. After the first day staff members will help ALL students find their classroom. Due to safety concerns, all visitors need to get a pass at the front office before they enter the cafeteria.

#### School Dismissal

School dismisses at 3:15. Students who ride the bus and ALL 4<sup>th</sup> and 5<sup>th</sup> graders come out of the south entrance. All car pick-up students in grades K-3 come out north door and will be dismissed as the monitor calls their names.

#### Traffic and Parking

##### Using the Circle Drive

**In the mornings** when you drop students off at school: The left lane is for drop off and through traffic. Please do not leave your vehicle unattended.

\*\*\*\*\***Please pull into a parking space if you need to come into the building.**\*\*\*\*\*

The center lane should be left open for through traffic. Please do not stop or halt traffic in the center lane. The right lane is for drop-off. Please do not park in this lane or leave your vehicle. Remind children to exit the vehicle on the right side if at all possible so that they will not be exiting into traffic.

Mrs. Robinson oversees the crosswalk and student pick-up in the afternoon. Please follow her directions to ensure the safety of all of our children. **In the afternoons** when you pick up: the left lane is for pick-up. Please do not stop or halt traffic in the left lane.

The center lane is for pick-up. Pull forward to the crosswalk and a crossing guard will assist your child to the car. The right lane is for buses and daycare vans. Please do not park in this lane or block the buses. **If you will be picking up students from the parking lot, please pull into a parking space. Do not block the buses. The circle drive is a fire zone. Parking is not permitted. If you need to park, please park in the parking lot.** Please observe the two painted cross walks in the drive-thru. Watch for children crossing, and do not stop in these areas. In addition, state law prohibits the use of cell phones in school zones. **Please refrain from using your cell phone while in the circle drive for the safety of our children.**

## **Absences and Tardies**

### **Reporting Absences**

Please call the front office when your child is absent for the day or if they have a doctor's appointment and will be in late.

### **Tardies**

Students are tardy if they arrive after the tardy bell rings at 7:50.

### **District Tardy Policy:**

<b>Five</b> tardies	=	Letter to parents or guardian
<b>Ten</b> tardies	=	Phone call to parents or guardian
<b>Fifteen</b> tardies	=	Parent Conference with principal
<b>Twenty</b> tardies	=	Letter to parents stating that this has become an attendance issue which could result in a possible citation and transfer revocation if applicable.

The elementary tardy policy is effective per semester.

### **Release and Return of Students During the School Day**

Parents will need to come into the school building to pick up their child during the school day. Every person needs to present an ID to verify they are on the contact list. Your student will be called down to the office once the ID is verified. If the child has a doctor's appointment, please bring back a doctor's note to put on file.

**Students who arrive after 7:50 am will need their parents to walk them into the school building.**

## **Contacting the Teacher/Conferences**

### **Contacting the Teacher:**

The teacher's day is a full one. If you need to contact your child's teacher please call the front office and they will take a message and get it to them. You can also email the teacher and they will respond during their planning period or at the end of the school day.

### **Conferences:**

Thomas Elementary is a Title One school. All teachers will have at least one conference with the parent during the first semester. Parent involvement is very important to the success of each student.

## **School Nurse**

If a student becomes ill at school, they will be sent to the nurse. She will determine whether the child needs to go home, and will contact the parents. If your child needs to take medication at school, the nurse has a form you to complete. The medication must be in the original prescription bottle and verified by the nurse.

## **Visitors**

All visitors need to check in at the front office with a form of identification, preferably a driver's license. Your driver's license is kept in the front office until you are ready to leave the campus. You will then be given a tag to wear and allowed into the cafeteria. You are encouraged and welcome to have lunch with your child.

## **Student Behavior Management**

CHAMPS and Foundations are a Proactive and Positive approach to classroom management and common areas. Foundations is used in the hallway, cafeteria, & at recess



Thomas has a reward party every six weeks for students who always do the right thing including: passing all their classes, no office referrals, following classroom rules, and having less than 6 tardies.

Thomas Elementary is a **Lighthouse Leader in Me school**. We are very proud of that distinction as we prepare leaders for the future of our community. Family involvement plays a big part in the Leader in Me program, and we encourage families to participate in our monthly family projects.

When students come to the office to speak with the principal/asst. principal concerning a discipline referral, the parent will be called. Our faculty & staff use a referral as a last resort. Our goal is to communicate with parents before a situation that warrants a referral arises.

## **Birthdays and Celebrations**

Each class is allowed to have one party each year. The teacher and room mothers should plan and carry it out as a joint process. Parties will last 30 – 45 minutes of the school day. There are no “food restrictions” for Christmas parties. Cupcakes are allowed for birthday celebrations. Food items brought for birthdays or other celebrations may not be served until the end of the school day. Children should not pass out invitations to individual parties during the school day unless they have one for each student in the class.

## **Recess**

All grade levels have a 15-minute recess each day with Kindergarten and first grade having two recesses. Grade levels will not overlap with each other on the playground. Students have the opportunity to run the track, play on equipment, or run in the open space. When the weather is under 40 degrees or over 95 degrees, students will not go out.

## **Lost and Found**

All lost and found items are located in the cafeteria along the ramp. Parents can look in the lost and found after receiving a visitor's pass from the office. Please label ALL jackets with student name!

## **Dogs and animals on campus**

Animals are not allowed on campus without permission from the school principal.

## **PTO /Volunteering**

Thomas has a well-organized and active PTO. Everyone is encouraged to join and participate in the events and activities the PTO sponsors. Volunteers are always welcome. Volunteer need to complete a form and go through Abilene ISD's background check before being able to volunteer. If parents want to attend field trip activities, please come by the school office and receive a visitor's, pass to wear during the field trip with your child.

### **School Communication**

Thomas will communicate with parents through monthly newsletters, School Messenger, and REMIND app. Communication will be on brightly colored paper. Grade levels will also communicate with parents through take home folders, Remind, etc.

### **Title 1 Information**

Thomas is a Title 1 campus. What does that mean?

- a) Any campus with more than 40% of its students that receive lunch assistance is eligible for Title 1 assistance. Thomas has almost 75% of our students that receive lunch assistance.
- b) We receive additional staff and funding to help meet our students' needs:
  - Debbi Miller & Amy Kasberg – reading intervention
  - Deann Rodriguez – parent coordinator
  - Literacy Library
  - Parent Involvement is an important component to the Title 1 program.
  - Five Categories:
    - 1) Planning (surveys, ARD meetings, Parent Compact)
    - 2) Parent Education (PAC meetings, Awards assembly, Meet the teacher, Book Fair, PTO meeting, Discipline folder)
    - 3) Conference (parent-teacher, parent-principal, counselor, instructional coordinator)
    - 4) Family Home Learning Activity(reading log, homework folder)
    - 5) Volunteer (field trip, PTO officer, refreshments, tutoring, fundraiser, room party)

**We welcome parent involvement at Thomas Elementary!**



SMILE  
Together  
Is Better