

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 – Jeana Badger
School Nurse – Cindy West
School Secretary – Holly Joyce
Parent Coordinator – Sarah Campbell
Cafeteria Manager- Dena Winkcompleck

Thomas Texan Mission Statement:

Love learning,
Excel in all we do,
Achieve goals,
Do what is right,
Encourage others,
Respect everyone and everything,
Show teamwork.

Thomas School Motto:

Love  Learn  Lead

The 2021-22 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 2021-22 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 2021-2022

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 4th and 5th graders come out of the gym gate and 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:

Five tardies	=	Letter to parents or guardian
Ten tardies	=	Phone call to parents or guardian
Fifteen tardies	=	Parent Conference with principal
Twenty 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. 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
*Let your
Light Shine*

Thomas Elementary COVID-19 Supplement to Campus Guide 2021-22

Face Coverings

Face coverings are recommended for students, but not mandatory.

Visitors

Visitors will be limited to essential guests only at least for the first six weeks of school. Parents will not be allowed to eat lunch on campus with their student at this time.

On the first day of school, parents will be required to leave their student(s) at the front door to the building, except for kindergarten. See below for first day of school kindergarten procedures.

Arrival – It is encouraged that parents who drop off their students arrive as close to 7:45 as possible. Students who do not eat breakfast will enter the **south doors** and be ushered to the gym, music room, LRC, and grade-level hallway to sit as socially distanced as possible until the bell rings for class(7:45). They will be released by grade levels. Students who eat breakfast will enter the **north doors** into the cafeteria.

Breakfast

Students who eat breakfast will enter the north doors and social distance while waiting in the breakfast line. They will sit every other seat in the cafeteria and remain until the bell rings for release to class. One row will be released at a time.

Lunch

Students will sit every other seat during lunch. Tables will be sanitized between classes and social distancing will take place as much as possible.

Dismissal

Bus students will be dismissed by grade level starting with Kindergarten and first grade. Students will be escorted out the north entrance. Second and third grade bus students will go out the south entrance. Fourth and fifth grade bus students will go out the south end of the main hall past the gym, using the gate to exit and walk to their bus. Students who are car pick up will leave when the bell rings (3:15) and exit through the same doors to social distance as much as possible while outside. **Parents will need to wait on the parking lot side of the drive-through and your child will be called to walk over to you. Please - no parents on the sidewalk side of the drive-through.**

Kindergarten First Day Plan

On the first day of school, Kindergarten parents will be allowed to enter the gate on the south end of campus with their student. Faculty and staff will be there to communicate to the parents the name of their students' teacher if needed. Kindergarten teacher names will be visible for parents to see, helping them to locate their child's teacher. After finding the teacher, parents will then say good-bye to their child and exit back through the gate. Teachers will take their students to the classroom through the south hallway with the help of Thomas staff.