



Thomas Elementary

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

School Mascot: Texan
School Colors: Navy & Silver

Principal – Shannon Marshall
Assistant Principal – Monica Hutchison
Instructional Coordinator – Chelsea Rico
Counselor – Kristal Stevens
School Nurse – Cindy West
School Secretary – Melissa Jimenez
Title 1 Parent Coordinator – Taylor Turner

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.

The 2023-24 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 some Friday afternoons. Whether you are a new or a returning Texan, we hope you will find the 2023-24 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 helps us continue to maintain that excellence. Thomas utilizes “Capturing Kids’ Hearts” as our Social Emotional Learning curriculum.

Thomas Elementary specific information for 2023-2024

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.

Traffic and Parking

In the **mornings** when you drop students off at school, please note:

1. The right lane in the circle drive (closest to the building) is for bus drop-off only. This lane will be opened after ALL bus drop-offs are complete. Please do not park in this lane or leave your vehicle unattended. Remind children to exit the vehicle on the right side so that they will not be exiting into traffic.
2. The center lane should be left open for through traffic. Please do not stop or halt traffic in the center lane.
3. The left lane in the circle drive is for drop-off and through traffic. Please do not park in this lane or leave your vehicle unattended. Remind children to exit the vehicle on the left side so that they will not be exiting into traffic and walk on grass to crosswalk.

***** Please pull into a designated parking space in the parking lot if you need to come into the building. For the safety and well-being of our students, there will be absolutely NO student drop off in the parking lot. Families may park their car in a designated parking space and then escort students to the building USING the crosswalks.***

***** Thank you for following the directions of the crossing guards. Patience and caution are imperative in the circle drive area for everyone’s safety.***

***** State law prohibits the use of cellphones in school zones. Please refrain from using your cell phone while driving for the safety of our children.***

School Dismissal

School dismisses at 3:15. You MUST have a car tag to pick up your child. Please display the tag in your front window. Numbers will be entered into our program and your child will be sent out with a teacher and escorted to you. 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 students up from school, please note:

1. The right lane in the circle drive (closest to the building) is for buses and daycare only. Please do not park in this lane or leave your vehicle unattended.
2. The center lane is for pick-up. Pull forward to the crosswalk and a crossing guard will assist your child to the car and they will enter from the passenger's side.
3. The left lane in the circle drive pick up. Students are to enter your vehicle from the driver's side ONLY; not from the center lane.
4. If you are walking up to pick up your child, you MUST park in the parking lot, walk up to the gate on the front southwest corner of the building, and present your child's car tag to staff personnel at the gate.

***** Please watch for children in the crosswalks and please do not stop in these areas.***

***** Please pull into a designated parking space in the parking lot if you need to come into the building or will be walking up to pick up your child.***

***** Thank you for following the directions of the crossing guards. Patience and caution are imperative in the circle drive area for everyone's safety.***

***** State law prohibits the use of cellphones in school zones. Please refrain from using your cell phone while driving for the safety of our children.***

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 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:

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 for you to complete. The medication must be in the original prescription bottle and verified by the nurse. NEVER send the medication to school with your child. Medication should be passed from parent to nurse.

Please keep the school informed with current phone numbers. If an emergency situation were to arise, we must be able to reach you as soon as possible.

Food/Snack

Food purchased as part of the breakfast tray must be finished during the student's breakfast period.

- Food purchased as part of the lunch tray must be finished during the student's lunch period.
- Any unfinished "extra" items purchased from the cafeteria may be stored and saved for after school if approved by the classroom teacher.
- Food brought from home that is unfinished during the breakfast or lunch period can be stored in the container it was brought in and saved for after school.
- Students may not share food, candy, and/or drinks with other students.
- Food or treats sent to school intended for the entire class must be given to the teacher. The teacher will distribute items at an appropriate time.
- A "nutritional snack" including cupcakes for birthdays can be given to students thirty minutes prior to or after any scheduled food service on campus. This means snacks may be given from 8:30 to 10:00 or from 1:45 to 3:00.
- Parents may not provide food for other people's children during lunch.
- Only water is allowed in classrooms.

Visitors

Parents and visitors are always welcome and encouraged to visit our campus and see all the wonderful things occurring at Thomas. All visitors must first report to the main office and will be asked to present an official picture ID in order to receive a visitor pass. The identification card will be electronically scanned and checked against registered sexual offender databases. It is expected that your visitor pass be visibly worn for the entire time you are on campus. All visitors are expected to demonstrate the highest standards of courtesy and conduct and also be respectful of our school dress code.

Homeroom classes will have scheduled lunch times. Guests for lunch must come to the office to receive a visitor's pass. Only parents/guardians and individuals listed in the FRONTLINE computer system will be allowed to eat with students. During lunch time, you will be able to eat with your student(s) at the indoor "Guest Table". These tables are provided for you to eat with your child only. For the benefit of all, no other student(s) will be allowed to join you and your student(s) at the guest table. When the classroom lunchtime is over, your student will be expected to leave as the class is leaving the cafeteria with his/her teacher and it is requested that you check out in the office at that time.

If you have items that need to be taken to a classroom, we will be happy to contact the teacher and have the item(s) delivered so that instruction time is not hampered.

Student Behavior Management

The faculty and staff at Thomas Elementary support the idea that school should provide a safe and orderly environment for everyone. Abilene ISD is committed to implementing the CHAMPS classroom management plan through Safe and Civil Schools at all elementary campuses. CHAMPS is a proactive and positive approach. By implementing effective classroom management techniques, student engagement and academic achievement soar. Our goal is to praise and reward positive behavior while reducing inappropriate behaviors. It is important that the student, teacher, parent and administration all work together.

The campus principal, Shannon Marshall, and the assistant principal, Monica Hutchison, serve as the campus behavior coordinators. Discipline will be administered when needed to protect students, employees, property, and to maintain order. Students sent to the office will be treated fairly and consistently. Before discipline is administered, the principal will consider the frequency and seriousness of the offense, the student's attitude and the effect of the misconduct on the school environment. Both students and parents must be familiar with the Abilene Independent School District Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. This document can be found on the website www.abileneisd.org.

CHAMPS and Foundations are a Proactive and Positive approach to classroom management and common areas. We use Foundations in the hallways, the 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.

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.

For our Social Emotional Learning, we will be utilizing Capturing Kids' Hearts whose mission is "TO WIN THEIR HEARTS and TO LEAD THEM TO THEIR PERSONAL BEST." We want to grow quality leaders by reinforcing "the ability to affirm and encourage others, the ability to grow groups, self-control, social skills, self-motivation, optimism, and the ability to demonstrate genuine care". Parents and Caregivers, thank you in advance for supporting our school and your child through this exciting journey.

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 30-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. Please note that AISD guidelines state that students will not go outside if the temperature is below 40 degrees or if there is a heat index of 95 degrees or more.

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 the student name!**

Dogs and animals on campus

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

PTO /Volunteering

The Thomas PTO is very active and does an amazing job at serving the children and families of Thomas. This association is based on mutual trust, respect, and understanding. The PTO provides many activities and services to the educational program that could not be accomplished without parental involvement.

The role of a volunteer is always encouraged. The role is an important one that requires accepting certain responsibilities. In an effort to continue to ensure the utmost safety and security for all students in Abilene ISD, our district is standardizing the process for volunteer chaperones to be present on our school field trips. These guidelines will help ensure that school district sponsored field trips result in safe and rewarding experiences for all participants. To become a volunteer field trip chaperone, the Abilene district policy requires that all volunteers have a community volunteer application form on file with the school's Volunteer Services Coordinator. In addition, volunteers will also need to have a name-based background check completed before attending any field trip. This additional task is for student and staff safety. If you would like to accompany your child and his/her

class on an upcoming field trip, please ask your child's teacher or stop by the front office to inquire about obtaining the necessary forms.

School Communication

Thomas will communicate with parents through monthly newsletters, School Messenger, and the 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
 - Taylor Turner – 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!