

Lynne Thigpen Elementary School **DRIVEN TO LEARN**

P A S S I O N • P R I D E • P E R S I S T E N C E



Building Information and Procedures 2017-2018

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DRIVEN TO LEARN: Empowering Minds, Character and Relationships for Growth

Lynne Thigpen Elementary School
PASSION • PRIDE • PERSISTENCE

207 S. Midland Avenue • Joliet, Illinois 60436 • 815-741-7629

Kim Gordon, Principal
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PRINCIPAL'S MESSAGE

Dear Parents, Guardians and Students:

It is with great pleasure that we welcome you to Lynne Thigpen Elementary School, home of the Stars where the students SHINE! Our mission statement is:

DRIVEN TO LEARN: EMPOWERING MINDS, CHARACTER AND RELATIONSHIPS FOR GROWTH.

Our purpose is to empower all children to achieve academic and social growth at grade level and beyond – the stars are the limit! We are committed to laying the foundation for college and career readiness, in alignment with the Common Core State Standards. To achieve our goal, we carefully monitor our effectiveness by studying the results of our work together and using that data to drive us forward. We rely on a community approach to education that emphasizes a partnership between parents, students, educators, and the surrounding community working together to teach each individual child.

Star Qualities: ★
Be Responsible,
Be Respectful and
★ Safety ★
★ Honesty ★
Integrity
★ Nobility
Empathy

Our first priority is our students' well being and safety. Towards that end, we intentionally integrate social skills development and character education into our daily lessons and routines. Our motto is: Be Responsible, Be Respectful and SHINE! We believe that developing these Star Qualities in our students will give them a solid foundation for success in school and in life.

As a school, we are proud to provide a well-rounded and integrated curriculum to facilitate children's learning in all academic and social areas. We are passionate and persistent in meeting each child's needs and utilize sound, research-based practices to ensure each child's success. We implement an inclusive approach to special education and our Multi-Tiered System of Supports ensures that children's skill gaps in reading and math are identified early and corrected immediately. Additionally, we provide Academic Enrichment education to qualified 4th and 5th graders.

This handbook supplement was developed to help parents and students become familiar with policies and procedures and the services we offer students. Please take the time to review the contents together. You will find it to be extremely useful as questions arise throughout the school year.

We are confident this will be a successful and satisfying year for your child. With your encouragement, support and participation, your child will realize our District's vision: "Students Today, Learners for Life." We are proud to have you as part of the Thigpen family.

Sincerely,

Kim Gordon
Principal

LYNNE THIGPEN ELEMENTARY SCHOOL COLLECTIVE COMMITMENTS
DRIVEN TO LEARN: Empowering Minds, Character and Relationships for Growth

DRIVE

Pursuing excellence with passion, pride and persistence.

- I will move forward with determination and improve learning by rising above and beyond expectations for myself and my students.
- I will respectfully challenge the status quo and question assumptions that demonstrate low expectations.
- I will reflect on my practice, maintain an open-mind and welcome challenges as opportunities for growth – both personally and professionally.
- *I will perform my duties to the highest standards, as they are reflections of myself and the school.*

EMPOWERMENT

Fostering the attainment of the tools necessary to overcome challenges and succeed in life.

- I will ensure that all students master essential content and skills as I seek to develop the whole child.
- I will not make excuses or underestimate the ability of others to excel.
- I will model life-long learning by reading current professional literature and seeking out professional development opportunities.
- *I will remember that my actions have the power to make a difference in the lives of those I serve.*

MINDSET & CHARACTER

Being personally responsible to align our thoughts and actions.

- I will choose to display a positive attitude, to stop complaining and to focus on solutions instead of problems.
- I will model healthy communication with all stakeholders.
- I will face the brutal facts while maintaining unwavering faith that we will prevail in the end.
- *I will do the right thing for the right reason and remember that my thoughts become my actions.*

RELATIONSHIPS & COLLABORATION

Drawing on each other's strengths to create the most effective learning experiences for our students and staff.

- We will engage in face-to-face collaboration to plan for learning – both horizontally and vertically.
- We will monitor our students' learning and growth through valid and authentic common assessments and will collectively analyze the results to guide our instruction.
- We will contribute to the shared decision-making process and carry out agreed-upon initiatives with fidelity to promote better teaching.
- We will communicate with parents, invite them to be active partners in their children's education and provide opportunities for them to be involved at school
- *I am part of a team; together we accomplish more than I could individually.*

APPRECIATION

Celebrating others for who they are.

- I will greet others with a smile and demonstrate kindness.
- I will encourage, praise and thank others for their contributions and accomplishments, both big and small, because every person is important.
- I will make time for camaraderie among staff.
- *I may differ with others but I will seek to understand, show respect and empathy, and value our differences.*

Lynne Thigpen Elementary School's Shared Vision

Lynne Thigpen Elementary School's Shared Vision provides the blueprint of what we hope to become in our pursuit of excellence. The staff is committed to providing an exemplary elementary education program that ensures all students attain the knowledge and skills necessary to (1) enter junior high school ready to succeed and (2) meet college and career readiness expectations by the end of high school.

Leadership

Leadership is about building relationships in order to influence others to take ownership in accomplishing rigorous goals. Exemplary schools require effective leaders – leaders who have tenacious ambition for the school and the students, who build the leadership capacity of the staff, who establish a culture in which all can learn, who build a *shared* vision that serves as a bridge between the school's present and the future it desires. In such a school, the leaders

- Promote, pursue and protect the school's vision on a daily basis with passion, pride and persistence.
- Model the vision through their actions by displaying integrity, sound judgment, knowledge and humility while holding themselves accountable for the success of students and staff.
- Establish priorities and focus that provide a sense of direction for the school.
- Encourage and promote an atmosphere of trust, support and appreciation.
- Communicate effectively and facilitate staff participation in the decision-making process.
- Promote an action orientation by encouraging individuals to participate in collaborative learning experiences, ongoing application and reflection.

Staff

A school can only be as good as the personnel that it employs. Therefore, an exemplary school recruits and retains exceptional individuals who respect, support, motivate and encourage the school community by going above and beyond to advance the shared vision. In such a school, all staff members:

- Work collaboratively with a sense of shared responsibility to support student learning, conduct and social emotional development by continuously reviewing and refining curriculum, instruction, student progress and school improvement initiatives in response to current data.
- Model respect for one another, treat each other as equal, valued members of the school community and embrace each other fairly with open hearts, hands, and minds.
- Are highly qualified and enthusiastic about teaching and learning for all students and themselves.
- Work together to provide a sincere, nurturing and safe environment for all.
- Maintain professional behaviors and attitudes that move us forward in achieving our vision.
- Read and discuss professional literature, set goals and learn from the strengths of each other.
- Model academic integrity and hold high expectations for themselves and students to ensure everyone attains academic and social success and leadership capacity.

Curriculum and Instruction

Curriculum is the roadmap and instruction is the vehicle to student achievement. In an exemplary school, curriculum and instruction, guided by specific, clearly stated and challenging goals, ensure all students experience success. The school systematically reviews this guaranteed and viable curriculum. In such a school:

- The staff values a diverse and balanced core curriculum that is aligned with the Common Core State Standards and outlines specific knowledge and skills students are to attain.
- Through curriculum mapping and thematic unit design, the teachers are leaders in aligning curriculum from grade to grade and subject to subject, ensuring that all students receive the highest quality of education.

- Functioning as a true professional learning community, teachers plan and administer common assessments with fidelity, closely monitor student progress and use assessment data to drive and improve instruction.
- Through a comprehensive Multi-Tiered System of Support, the staff provides instructional support as needed, so that we meet the needs of every student at Lynne Thigpen Elementary School.
- As life long learners, the staff reflects on their instruction and also encourages students reflect on their learning.
- The staff utilizes research-based best practices in the classroom to address students' interests and learning styles and to promote higher-level thinking, independent learning.

Climate

An exemplary school provides a warm and inviting climate so that students and staff enjoy their school experience, resulting in a shared sense of pride in the school. In such a school the school community:

- Recognizes and celebrates individual effort and achievement, treats all individuals with respect and builds relationships characterized by caring and cooperation.
- Consistently enforces school rules and procedures which provide clear guidelines for student behavior.
- Commits to providing a clean and orderly environment that is emotionally and physically safe.

Parents and Community

Helping parents fully engage in the learning lives of their children is a necessary function of the school, and one that requires considerable attention. In order to maximize student success and the development of the whole child, an exemplary school engages parents and community members in partnerships built upon mutual respect, support and effective communication that leads to the school's positive presence and reputation in the greater community. In such a school:

- Parents are provided with a variety of opportunities to be actively involved in their children's education and the functions of the school, such as volunteering, parent-teacher conferences, PTO, parent workshops, family nights and intramural sports.
- Parents engage in regular, two-way communication with teachers and keep the school informed of significant events or factors that may impact learning.
- Parents take pride in the school. They understand and support the school's vision and core values by modeling respect for the school and staff and holding their children accountable to high standards of academic and social conduct. They make sure their children come to school on time and ready to learn every day.
- Parents help ensure a safe and orderly environment by cooperating with the school's policies and procedures.
- Community partnerships provide additional programming and services supporting the academic and social development of all students.

Students

In the final analysis, the effectiveness of a school is determined on the basis of the conduct, character, and achievement of its students. In an exemplary school, students:

- Take ownership for their learning, decisions, and actions.
- Demonstrate respect, consideration, and kindness towards others – staff, fellow students and visitors.
- Set challenging goals and actively participate in their education by putting forth their best effort.
- Enjoy attending school and are proud of their achievements.
- Form partnerships with their teachers to realize their full potential.
- Conduct themselves in a way that contributes to a safe, orderly, positive, school atmosphere, and ensures the rights of others.

This vision document provides the “imagination” of what we hope to become, a blueprint for continuous improvement and the benchmarks by which we will evaluate our progress. We dedicate ourselves to these ideals.

Attendance

Admission and Registration Requirements – See District Level Handbook

Parents/Guardians must provide and maintain at least one current telephone number where they or another responsible adult can be reached in the event of an emergency. A student will not be released to anyone who is not currently listed on the student's registration record. If school personnel is not satisfied that the identification of someone picking up your child is legitimate, your child may not be released at all.

Change of Address and Telephone

In the event that a student is injured or ill, it becomes extremely important that the school has accurate and updated contact information. Please notify the office (in writing) as soon as your address or phone number changes.

Early Dismissal / Tardies

- If a student must arrive late or leave school early for a medical or dental appointment, a note from the parent must be turned into the main office during morning classes.
- It is hoped that every effort will be made to keep school interruptions to a minimum.
- Students will not be allowed to leave school before dismissal time (3:10 pm) unless there is a valid note/letter from the parent, approved by the principal.
- Chronic early dismissals and/or tardies constitute truancy and will result in referrals to the District and County Attendance Officers /Truant Officer.
- In the event of an emergency early pick up, students will not be called to the office until a parent or designee has arrived at the school and provided photo identification.

Illness while at School – If a student becomes seriously ill or has an accident at school while at school, a parent will be contacted. **Again, parents must provide and maintain at least one valid telephone number and one valid emergency telephone number. Contact the school if your home, work, or emergency number changes at any point during the school year.** The student should never go directly home or call home without permission.

Reporting Absences

It is imperative that students attend school on a regular basis. The law requires all students to attend each day that school is in session. More importantly, each day the student misses, he or she loses an important learning opportunity. However, if it becomes necessary for a student to be absent because of illness or a special emergency, **parent should call the school office at (815) 741-7629 by 9:30 a.m. each day of the absence.** Please give the student's full name, grade and reason for absence. **If no call is received,** the school will attempt to reach a parent/guardian.

Truancy – See District Level Handbook

Discipline - Safe and Civil Schools

There are three (3) expectations governing all student behaviors at Thigpen. They are:

1. Respect all people, property and the educational process.
2. Be under the supervision of an adult while at school.
3. Obey any staff member immediately and silently.

If a student chooses to ignore basic expectations, logical consequences will result. Expectations, policies, incentives and consequences will be explained to all students.

Safe and Civil Schools is a school-wide, proactive, positive approach to behavior management. Centered on a set of beliefs and guided by a set of processes, it empowers school personnel with techniques and strategies to help all students behave responsibly and respectfully.

- A safe school is one in which no one has to spend time or energy trying to protect themselves from emotional or physical harm.
- A civil school is one in which everyone is pleasant, polite, and respectful to everyone else – even during disagreements.
- A productive school is one in which people are motivated, engaged in meaningful learning tasks, and experiencing growth and success.

Processes include:

- Self-reflection – Everyone on staff can reflect on steps he/she can take to help students.
- Use of data – Everyone can identify areas and issues of concern in a way that can be translated into objective information, which is more reliable than hearsay.
- Structuring for success (*CHAMPS*) – Organize all school settings to promote successful student behavior.
- Collaboration – Everyone on staff must share the responsibility of helping students behave respectfully and responsibly.

Beliefs include:

- Treat all students with dignity and respect.
- Teach students the skills and behaviors they will need to succeed.
- Encourage responsibility and motivate students through positive interactions and by building relationships with them.
- View student misbehavior as a teaching opportunity.

Procedures fall into three categories:

- School-wide (affecting all students in all settings)
- Classroom (for teachers in their classrooms)
- Individual (specifically tailored to meet the needs of a particular student)

Bus conduct – See *District Level Handbook*

Classroom Discipline

Lynne Thigpen teachers currently use a classroom management plan with clear expectations for all students. In this plan, each teacher identifies and posts expectations, incentives and consequences that will be applied if a student chooses to break rules. These expectations and consequences are thoroughly explained to students, and parents will receive a sheet detailing the classroom management plan. Parents are asked to read the plan, sign the sheet, and return it to school with their child. This will assure continuity in expectations and discipline between the home and school.

Disciplinary Jurisdiction – See *District Level Handbook*

Office Discipline

The discipline decision-making process is based upon the District’s Student Handbook. Every disciplinary incident is assessed on a case by case basis and extenuating circumstances may influence the final outcome.

Responsible Reporting and “Self Defense” – During the school day, children are under the vigilant supervision of qualified staff at all times. However, at times misbehavior may not be seen by an adult. It is the students’ responsibility to report any such incidents to an adult so that it can be appropriately addressed. Fighting will not be tolerated. Students are expected to defend themselves by reporting misconduct to an adult.

Confidential Student Records – A student’s discipline record is a part of the student’s confidential school record. School officials are prohibited by law to share the details of a student’s school record with unauthorized individuals. In the event that a disciplinary interaction involves more than one student, we will not share disciplinary actions taken against a student with anyone other than the student’s parent/guardian or other adults authorized on the student’s registration form.

Health Services

Accidents/Student Injury/Illness

The school will make every effort to inform the parents of any **accident, injury, and/or illness** occurring at school that may need care of observation at home. Every accident in the school building, on the school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge of the activity and to the school office. Students who become ill at school will be sent home **only** after a parent is contacted. **Parent must have valid emergency phone numbers on file with the school.**

Administering Medicines to Students – See District Level Handbook

Nurse

The school nurse may confer with students, teachers and parents regarding health problems. Students requiring health or first aid services should report to the main office. The office may only apply ice or a bandage to an injury. Parents will be contacted in the event of a serious injury and an accident report will be placed on file. 911 will be called in situations requiring immediate attention.

Parents can assure their child's success at school by providing good nutrition, adequate rest, cleanliness, and medical and dental care. Please be sure the school registration forms for your child contain a **current emergency phone number**.

Parental Involvement

Communication

Lynne Thigpen Elementary School communicates school events and important messages through phone calls, mailings, monthly newsletter, and letters/memos from the staff and administration. A variety of materials are sent home on a regular basis. Please check your child's book bag on a daily basis to ensure that these materials are received.

District Web Page – The District's Web Page, www.joliet86.org has important information that relates to your child's education. You can find Lynne Thigpen Elementary School on this site. Please visit the site and see what it has to offer.

Parent/Family Nights

Throughout the course of the school year, Thigpen will offer parents the opportunity to attend presentations and events planned specifically for them. Some of these events will focus on aspects of the curriculum and others will be an opportunity to interact with students and staff in an informal and relaxed environment. **ALL STUDENTS MUST BE ACCOMPANIED BY A PARENT.**

Parent-Teacher Organization

Membership and participation in the Parent-Teacher Organization (PTO) is encouraged. More information, including upcoming meeting dates and times will be sent home with your child.

Report cards and Conferences

Report cards are issued three (3) times during the year. Parent-Teacher conferences concerning student progress are held at the end of the first and second trimesters and report cards are sent home with the students at the end of the third trimester.

Conference Dates: November 20 and 21, 2017 and March 1 and 2, 2018

Report Card Dates: June 1, 2018

School Visitation

Parents are welcome at school. Class visits are a time for observation only, but they furnish an excellent background for a parent-teacher conference. To avoid making a class visit during the time that a test is given, appointments should be made one day in advance of anticipated visit through the office so the teacher can check daily plans. Because you will be observing the process of learning, please make child care arrangements small children so you may attend to the lesson. The teacher will indicate the time and date for a class visit. Parents should check with the teacher regarding any participation or movement by the parent within the room during the visit. Parents are welcome to observe up to one hour of instruction and will be accompanied by an administrator. **See Safety and Security (Visitors) pg. 18.**

Student Performances

Students in grades K through 2 perform for families in our annual Holiday Program in December. Students in grades 3 through 5 perform in our annual Talent Show in May. ***Students must be accompanied by a parent during all student performances.***

Volunteers

Volunteers will be required to submit to a background check – this includes chaperones on field trips. The District must approve of the volunteer. Volunteers will be assigned activities during the school year. The principal must approve the activity that the volunteer engages in. A specific schedule (time and location) with responsibilities will be given to the volunteer. Volunteers are required to sign in/out of the building. They are also required to specifically state on the sign-in sheet the activity that has been assigned by the principal. Volunteers are expected to follow all school rules.

Use of School Phone

The office phones are for school business only. Students will not be called from a class to accept a phone call. Students are not permitted to use the phones during the school day unless approved by the principal. Student cell phone use is not allowed at school or on the bus.

Program Offerings

Academic Enrichment

Qualified students in grades 4 and 5 attend Academic Enrichment classes as scheduled during Walk to Intervention.

After School Activities

Activities that occur after school will be determined during the school year. Students who attend extracurricular activities must be passing all subjects and demonstrate acceptable behavior on a regular basis.

Bilingual

Lynne Thigpen Elementary School provides Bilingual education for 4th – 5th grade students from the Thigpen, Sandburg and Taft attendance zones.

ESL [English as a Second Language]

Students are given opportunities to improve their skills in the English language.

Fine Arts

General music and art will be offered for students grades K-5.

Problem Solving Team (PST)

Students who continue to demonstrate academic or behavioral challenges despite Tier 2 or Tier 3 support will be referred to the Problem Solving Team (PST). PST members include the school psychologist, interventionist, classroom teacher and parent. Depending on the needs of the student, other school personnel may be invited to attend PST meetings including the principal, assistant principal, behavior specialist,

speech/language pathologist, physical therapist and/or occupational therapist. The PST will assess the individual student's situation and make recommendations to improve his or her learning and/or behavior.

Multi-Tiered System of Support (MTSS) – See *District Level Handbook*

Special Education Services – See *District Level Handbook*

Technology

Students have access to computers (work stations and laptops) in their classrooms and in the pods. Students have filtered access to the internet and a variety of quality software is installed on the computers for teaching and learning. In addition to the instructional apps, interactive white boards, document cameras, and other technology are used to enhance teaching and learning.

School Information and Procedures

Articles Prohibited at School/Personal Property – See *District Level Handbook*

Dangerous Articles – Please look in your child's book bag frequently to check for any items that do not belong on school property. Certain items are prohibited on school property because they present a danger to staff and students. See *District Level Handbook* for more information.

Distracters – Other items are prohibited on school property because they cause a disruption to the learning process. If these items are found during school hours, they will be held in the principal's office until dismissal and/or until a parent/guardian picks them up. These include but are not limited to:

Collector cards	Radios
Electronic games	Excessive amounts of money
IPODS/MP3 players	Valuable jewelry
Walkie-talkies	Action figures, etc.
Cell phones	Footballs, Basketballs, etc.
Other toys, objects determined by the school to be distracting or disruptive	

Bicycles

For safety reasons, Thigpen students are not allowed to ride bicycles, scooters, skateboards, roller skates, etc. to school. Such items in school will be confiscated and a parent/guardian will be contacted to retrieve said item.

Birthdays

We are happy to take part in the acknowledgement of student birthdays. We understand and welcome the notion of parents sending treats for their children to share with their classmates. To improve upon the nutritional needs of our students, we ask that parents do not send sweet treats, such as cupcakes, candy, or cake. We ask that all birthday treats sent to school be store-bought healthy snacks from the list below.

***Please do not send snacks that have peanuts or peanut oil as an ingredient.**

Healthy Snacks Suggestions:

100 calorie packs	Baked chips	Goldfish crackers
Nutra-Grain bars	Sun Chips	Vanilla wafers
Cheez-it crackers	Pretzels	Fruit cocktail
Animal crackers	Reduced-fat popcorn	Juicy Juice boxes
Apple sauce	Granola bars	Capri-Sun pouches
Go-gurt	Fig Newtons	

As an alternative to food items, parents are encouraged to provide inexpensive school supplies, such as special pencils or erasers, post-it pads, highlighters, etc. Kids love these items and parents do not have to worry about food allergies!

In an effort to eliminate classroom disruptions, birthday snacks will be sent to the classroom at 2:30. Parents can drop off the snacks at the office at any time prior to 2:30. Unfortunately, we cannot allow parents to bring snacks to the classroom unless previous arrangements have been made with the classroom teacher and the office has been notified of such arrangements.

Breakfast and Lunch Program

Breakfast – The breakfast program is open to all students. Breakfast will be available 20 minutes after the start of the school day. The breakfast program is scheduled from 8:30-9:20 am Monday through Friday in the school’s cafeteria. **Breakfast must be ordered a week in advance.**

Lunch – A hot lunch is offered to all students daily. Menus are sent home monthly. Students wishing to purchase an additional lunch may do so for \$2.00. Students may bring a sack lunch and purchase milk for \$0.35. Students bringing sack lunches to school **may only** bring drinks that are in cans, boxes, or plastic bottles. Pop is not allowed. For safety reasons, **glass is not allowed.** The student’s full name should appear on sack lunches or lunch boxes. **Note: Students are not to bring large quantities of food to school.** To minimize the attraction of pests to the classrooms, students are not allowed to bring opened food items back to the classroom. Left-over food must be thrown away.

Chips and other snacks should be individual serving size or sent in a sandwich size bag. Parents should be mindful that when they send a large amount of “junk food” in their children’s lunch, most children will eat the snacks and throw away the sandwich or hot lunch. Improper nutrition has a negative impact on a student’s ability to learn. **Food items are not to be shared by students.**

Students are expected to cooperate in the cafeteria by sitting quietly, using good table manners, depositing all lunch litter in garbage cans, leaving the table and floor in clean condition for others. Students **cannot** take food back to the classroom.

Lunch/Recess Schedule:

Grades K – 2: 11:30 – 12:10

Grades 3 – 5: 12:30 – 1:10

Recess – Weather permitting, most students have outdoor recess before or after lunch. Students should come to school properly dressed for the weather. This is especially important during the winter months when boots, hats, gloves, and heavy jackets are necessary to play outside. Outside recess will occur if the wind chill is 32° F or higher. **Students staying inside for medical reasons must have a doctor’s note on file in the principal’s office.**

Thigpen maintains a “structured” recess. Students remain with their classes and participate in staff-organized activities and games in a safe and socially positive manner. The school will provide all necessary playground equipment – students are **not** to bring toys, balls or other non-instructional materials to school. Students who demonstrate unacceptable behavior during recess will receive appropriate consequences and may be placed in an alternative recess setting.

Cafeteria Choices and Consequences – There is a quiet time at the end of each lunch period. Each student is expected to raise their hand and be quiet when the supervisor signals “Give me five.”

Star Quality Choices in the Cafeteria:

Be Responsible: Report to your assigned seat quickly and quietly.

Be Respectful: Respond to all adult lunch supervisors in a respectful, orderly manner.

Safety: Remain seated; raise your hand for assistance.

Honesty: Tell the truth.

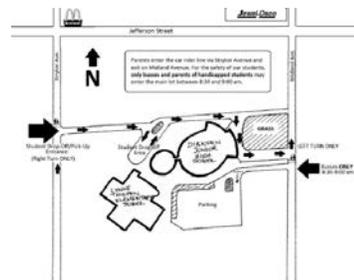
Integrity: Be respectful and courteous to other students.

Nobility: Say please and thank you, help others.

Empathy: Be courteous and clean up after yourself.

Car Riders

For car riders, parents need to enter the Stryker Avenue drive. Please see the larger Campus Map on page 19 for more clarity. The gate will be opened daily at 8:30 a.m. for arrival and 2:30 p.m. for dismissal. When the Car Rider lane gets full, it will be closed and additional cars must line up in the Serbian Hall parking lot south of our car rider entrance. Parents should wait patiently for their turn to pick up. The supervisors on duty will determine when the child can enter the vehicle. Parents may not pick up in the main parking lot during dismissal time. **Office pick-up is not permitted unless the student is being picked up prior to 2:30 p.m.** Excessive early pick-ups may become a truancy issue.



Dress Code

Students are expected to come to school looking clean, neat, and dressed in a manner that is acceptable and promotes an academic atmosphere for success. If students come to school dressed inappropriately, they must call home for a change of clothing, or work in isolation for the day.

Dresses, skirts and blouses, pants* and jeans* are acceptable for girls. **Strapless dress/tops, spaghetti straps, midriff tops, short skirts, torn jeans, or tank tops are not acceptable.** Boys should wear dress pants* or jeans* that are neat and clean not torn. Shorts must extend beyond the fingertips when the student stands with their arms at their sides. *PANTS MUST BE WORN AT THE WAISTLINE. The waist or midriff should be covered at all times (while sitting, walking, reaching, etc.)

For safety at recess and during PE, students should not wear flip-flops to school.

T-shirts or sweatshirts with gross, offensive, or vulgar sayings or gestures are not allowed. Clothing advertising any type of alcohol or tobacco is not allowed. Clothing, jewelry or symbols that may be construed as being gang related or dangerous are not allowed on school property. Further, to ensure the safety and well being of our students, it is strongly encouraged that students refrain from cutting designs or symbols of any kind into their hair. Such designs or symbols (i.e. zigzag lines, arrows, designer parts, logos) may be perceived as gang related and disrupt the learning environment. Eyebrow shavings, do-rags, head bandannas, stocking caps, shower caps or any other head covering are not acceptable either. "Chain" necklaces must be worn around the neck and taken off during P.E. class. **Students arriving in inappropriate attire will be sent to the office. Parents will be contacted to bring appropriate clothing.**

All clothing specified for outdoor wear (flannel shirts as an over shirt, jackets, hats, gloves, etc.) may not be worn during school. Students should keep a sweater at school for cool days. Bandanas, scarves, do-rags, etc. are not to be worn or displayed from pockets / or purses during school.

Field Trips

All field trips are pre-approved by the principal and the assistant superintendent. Transportation is arranged with an approved bus company. Field trips are intended to enhance the district curriculum and offer students unique learning opportunities. Clearly defined expectations will be communicated to students and parents. If additional supervision of students is needed for a field trip, parents may be asked to chaperone. **Chaperones must submit to a background check.** Parents can request volunteer forms in the office. Students who frequently demonstrate inappropriate behavior, including bus behavior, will not be allowed to attend field trips. Please see “Chaperone Guidelines & Expectations” on page 20 for more information.

SELECTION OF CHAPERONES

1. Selected chaperones must be age 21 or older and must be fingerprinted.
2. Chaperones and students on field trips must utilize the transportation provided for the trip.
3. Chaperones may not bring additional children or adults (not in specified group) on any field trip.
4. Chaperones must be assigned to groups of students by the supervising teacher. The teacher shall provide the chaperone with a printed list of students in their group.
5. Chaperones shall be provided with guidelines and expectations in written form prior to the trip.
6. Chaperones shall be provided *basic* student rules prior to the trip.

General Daily Schedule:

8:30-9:00 am	Breakfast <u>Note: For students having breakfast.</u>
8:45-9:00 am	Students arrive at school. <u>Note: If not eating breakfast.</u>
9:00-3:10 pm	Instructional Program
3:10 pm	Dismissal

“Good Night” Rule

Students who participate in after school activities and/or events for which bus transportation is not provided must be picked up by a parent or guardian no later than five minutes after the conclusion of the event. Students who are not picked up in a timely manner may be excluded from participating in future activities and/or events.

Grading Policy – See *District Level Handbook*

Grading Scale

Grades are an assessment of a student’s abilities based on grade level goals. Grades are issued quarterly in each subject area. The intermediate (grades 3, 4, and 5) grading scale is as follows:

A	100 – 90%
B	89 – 80%
C	79 – 70%
D	69 – 60%
F	59 – 0%

Students will receive a grade of A-F for reading, writing, math, science, and social science. We will rate other areas such as P.E. and art as outstanding (O), satisfactory (S), and unsatisfactory (U).

The primary (grades K, 1, and 2) grading scale is as follows:

1	100 – 90%	Exceeds Expectations
2	89 – 70%	Meets Expectations
3	69 – 0%	Does Not Meet Expectations

For both primary and intermediate report cards, the teacher will be able to enter the child’s instructional level for reading and math. This identifies the level the child is currently working at.

Halloween

In consideration of our multi-cultural student population, Thigpen does not celebrate Halloween during the course of the school day. The PTO sponsors an after-school event that families may choose to attend. **ALL STUDENTS MUST BE ACCOMPANIED BY A PARENT.**

Lost Articles

There is a “Lost and Found” area in the cafeteria. Parents and students are encouraged to check these areas as soon as possible to increase the chances of finding of lost items. The school cannot accept responsibility for lost or stolen articles.

Make-Up Work

In the event of an extended illness, parents are asked to call the office and request work for their child. Work may be picked up in the main office twenty-four (24) hours after the request has been made. Class work missed due to disciplinary reasons (suspension) is the same as any other absence. Parents may request homework or students can make up the work afterwards, in accordance the grade level team’s make-up policy.

Media Release – *See District Level Handbook*

Money

Students are discouraged from bringing large amounts of money to school. If they need to bring money for a particular reason (field trips, school pictures, etc.), please place the money in an envelope that is clearly marked with the student’s name, grade, teacher’s name, and purpose.

Planners

Each student in grades 3 through 5 will be given a planner. The planner lists daily homework assignments. It also serves as a daily communication log for parents and teachers. Parents are encouraged to write notes and/or questions in the communication section of the planner. Parents should to check and sign the planner daily. This planner will be used for the entire school year. It is the student’s responsibility to keep their planner in good condition. **The cost for a replacement planner will be \$5.00.**

Peer Mediation

Peer Mediation is a program that empowers students in grades 2 – 5 to resolve conflicts peacefully with the help of a trained Peer Mediator. This program helps students become more responsible and better able to handle disagreements in an appropriate manner.



When a conflict arises, students may request a Peer Mediation by completing a Peer Mediation Request and turning it in to the assistant principal. The assistant principal will select two mediators to help the students respectfully and peacefully resolve the conflict. At the end of the mediation process, the students sign a mediation agreement, which is kept on file in the assistant principal’s office. All mediations are carried out under adult supervision.

Because we want to encourage and empower students to internalize effective conflict resolution strategies, parents are not always notified when Peer Mediations have occurred. Only on the rare occasions when a student breaks the mediation agreement do we involve parents.

Fourth and fifth grade students are eligible to become Peer Mediators. They must attend a Saturday training session in the fall of each school year. Students who would like to become Peer Mediators must meet the following guidelines:

- consistent display of STAR Qualities
- good attendance
- acceptable grades

Peer Mediators who exhibit negative academic and/or social behaviors will be placed on probation from the program until the problem is corrected.

Promotion/Retention Procedures – See District Level Handbook

Random Acts of Kindness

Each week, teachers recognize students for demonstrating acts of kindness or Star Qualities towards their peers and teachers. These students receive a certificate from the principal and their names are showcased in our Star Qualities display.

Religious Objections

Particular religious beliefs sometimes conflict with state or school policies and procedures. In order for a child to be excused from such policies, a written note stating the religious objection must be on file in the Principal's office.

Everyday each Thigpen student is offered the opportunity to stand and recite the Pledge of Allegiance to the Flag. Various holidays may be celebrated with small room parties. To excuse a student from these activities, a note must be on file.

Safety and Security (Visitors)

To ensure the safety of the Lynne Thigpen students, staff, parents, and community members, all visitors must:

1. Sign in with the building office immediately upon entering the building.
2. Present a proper photographic identification card.
3. Deposit their photographic identification card with building staff in exchange for a District Visitor Identification Card. The photographic identification card will be returned to the visitor when the visitor is ready to leave the building, signs out and returns the Visitor Identification Card.
4. Prominently display the District Identification Card at all times while in the building.

The District reserves the right to conduct a background check using the visitor's photographic identification card. ANY PERSON NOT COMPLYING WITH THESE REQUIREMENTS OR NOT WEARING AND PROMINENTLY DISPLAYING A DISTRICT VISITOR IDENTIFICATION CARD WILL, WITHOUT FURTHER NOTICE, BE CONSIDERED TO BE A TRESPASSER AND BE SUBJECT TO POLICE ACTION.

Safety Drills (Fire, Disaster/Tornado, Law Enforcement)

Safety drills for such crises as fire, tornado, severe weather, intruder, earthquake, and bus accidents are conducted regularly. Information is posted in each classroom and teachers and students are instructed in the correct procedures. The intent is to practice and be prepared for our best response, should such a crisis ever occur. Safety drills are serious events and students are expected to remain silent and follow all procedures in a calm and orderly manner. Misbehavior during a safety drill constitutes Level II Misconduct and will result in strict disciplinary action.

School Closing – See District Level Handbook

School Fees – See District Level Handbook

School Hours/Schedule

Teacher supervision begins at 8:45 a.m. For the safety and well-being of all students, no student should be on the grounds prior to 8:45 a.m. unless they are having breakfast. Students not having breakfast should arrive at or after 8:45 am. When students arrive, they are to line up in the gym or cafeteria on their assigned homeroom line. Kindergarten, first, second, and third grade students line up in the gym. Fourth and fifth grade students sit at the lunch tables in the cafeteria.

Note: The main parking lot is for busses and disabled students ONLY. Car riders must be dropped off in the back circular drive area. Do not drop off students in the main parking lot. Repeat violators of the drop-off procedure without cause may be ticketed. Please see the map on page 19 for more clarity on our student drop-off and pick-up procedures.

School Pictures

Student pictures are taken in the fall and in the spring. A notice containing pricing, and other information will be sent home with students. Parents and guardians have the option of purchasing the pictures.

Solicitation by Students

Students are not to buy or sell items from other students during the school day or on the school grounds. Students are discouraged from carrying large amounts of money to school. This helps to keep the children focused on their learning and helps to prevent the possession of contraband (items not permitted at school).

Sports/Extra-curricular Participation

Extra-curricular activities, including sports, may be available during the school year. Students who participate in extra-curricular activities must be in good academic standing and demonstrate appropriate behavior on a regular basis. Any student who is not in good academic standing or has behavioral concerns may be suspended or dropped from the activity. Any student who is absent during the school day of a game or performance, may not participate in the after school event.

Students who participate in after school activities and/or events for which bus transportation is not provided must be picked up by a parent or guardian no later than five minutes after the conclusion of the event. Students who are not picked up in a timely manner may be excluded from participating in future activities and/or events. *All spectators under the age of 21 must be accompanied by an adult.*

Textbooks and Supplies

The school furnishes books to all students. This is done with the confidence that this major investment will be properly safeguarded. Students are responsible for their books. Reasonable damage is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Lost textbooks must be paid for and replaced immediately. The fines for these must be paid to the office at the time of damage or loss. Library books and any other book given to the students will be treated as textbooks. The cost to replace lost library or classroom books is \$15.00.

Transportation – Other Than by Bus

Car-Riders – In order to maintain a safe and orderly campus for everyone, parents that drop off (8:45-9:00 am) and/or pick up (3:10 pm) their child(ren) by vehicle are required to do so via the car-rider line in the back of the school. **SEE CAMPUS MAP ON PAGE 19. Do not drop off your child in the main parking lot area.** Repeat offenders of this policy may be ticketed. Parents MAY NOT pick up students from the car rider line UNLESS THEY ARE **IN** THE CAR LINE AND **IN** THEIR VEHICLE.

During the Day – Parents are allowed to use the main parking lot in front of the school from 9:00 am-2:30 pm. Parents are not allowed to regularly pick up/drop off their child(ren) in the main parking lot. Parents are to park in a designated parking space, not in the bus lane in front of the school.

Walkers – For students walking home, a crossing guard is stationed at both Midland and Stryker Avenues. Children should cross only with the crossing guard.

Kindergarten/First Grade Walkers – **KINDERGARTEN AND FIRST GRADE WALKERS MUST HAVE A SIGNED AUTHORIZATION ON FILE!!!!!!** Kindergarteners and first graders are **NOT** allowed to walk home on their own. Authorized adults or older siblings **MUST** meet kindergarten and first grade students **across** the street on Midland or Stryker Avenues. Please do not come up to the building, as this practice interferes with our safe and orderly dismissal process. **EVERY KINDERGARTEN AND**

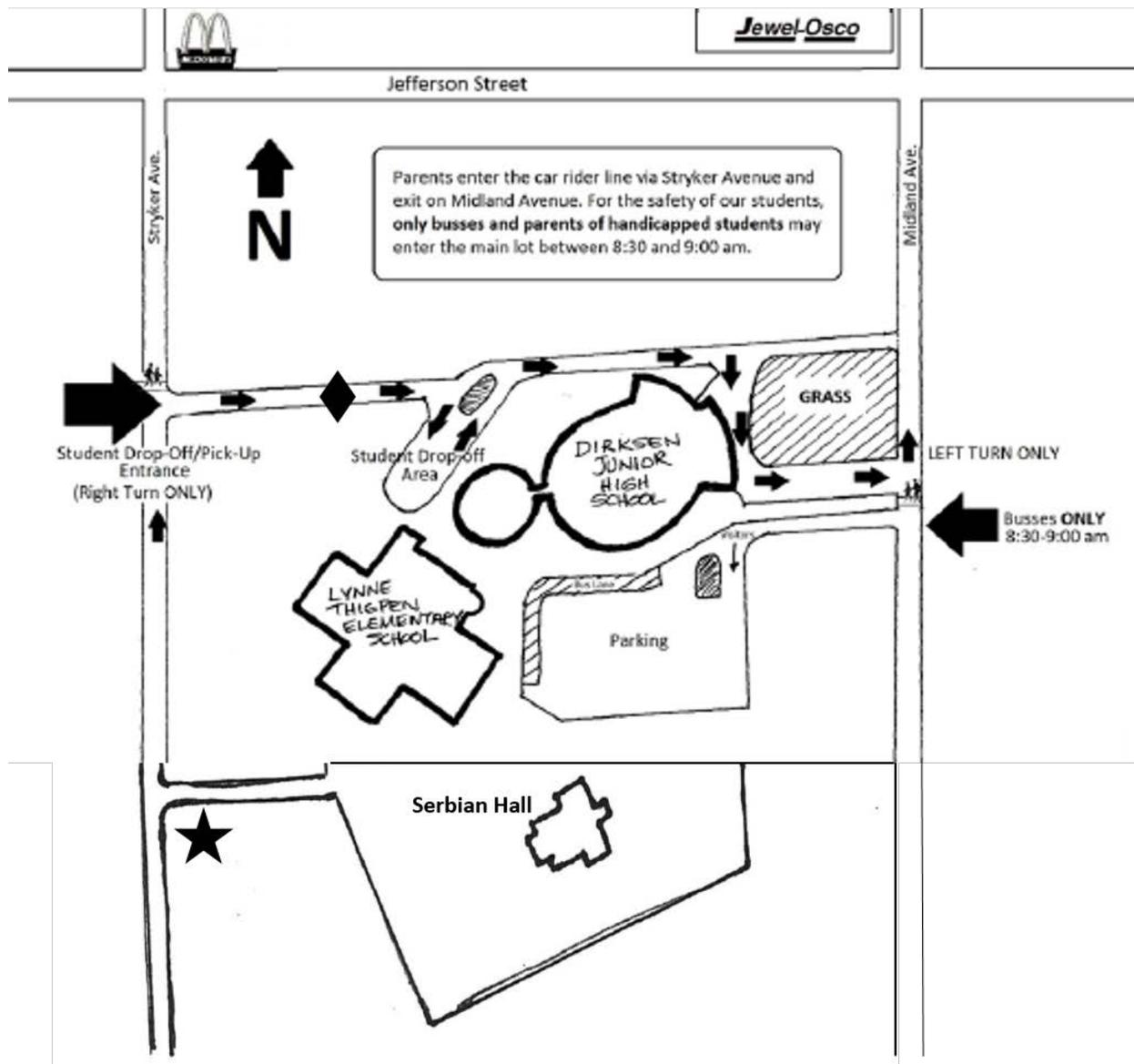
FIRST GRADE WALKER must have a signed Walker-Authorization form on file that designates who the kindergartener or first grader may be released to. Kindergarteners and first graders who do not have a signed Walker-Authorization form on file and/or do not ride the bus will be escorted to the car rider line.

Truancy – *See District Level Handbook*

Rights Reserved Statement

The provisions of this publication are not to be regarded as an irrevocable contract. The administration reserves the rights to modify, revoke, or add to any or all regulations at any time.

Thigpen Car Rider Procedures



1. When the gate is locked, Car Rider parents should line up in the St George Serbian Hall parking lot. See the star (★) on the map. It is illegal to park or stand on northbound Stryker Avenue.
2. At 2:30 pm, the gate will be opened and parents can proceed to the Car Rider lane.
3. Once the Car Rider Lane is full, the entrance will be closed and additional cars should line up in the Serbian Hall lot (★).
4. The Car Rider Lane will remain closed until the end of the line gets to the diamond (◆) on the map. This will allow enough room for all remaining cars to enter the lane.
5. We ask that our Car Rider parents be courteous of our neighbors on Stryker Avenue and do not use private driveways to turn around. Use the Serbian Hall parking lot (★).

District 86 Field Trip Procedures

CHAPERONE GUIDELINES & EXPECTATIONS

Day-Trip

These guidelines and expectations are to be distributed to field trip chaperones prior to the trip. Each chaperone must sign a form indicating that they have received these guidelines and expectations prior to the trip.

Dear Chaperone,

Thank you so much for agreeing to chaperone this field trip. Your time and effort are truly appreciated. Please read and adhere to the following chaperone guidelines and expectations and student rules. With your help, we will have an outstanding day!

1. You are responsible for your student group. Always remain aware of each student's location. Keep your list of students with you at all times.
2. Please listen to all teacher announcements and help the students to follow instructions. Assist the teacher(s) as needed.
3. Make sure there are adults towards the middle and back of the bus. The front passenger seat is reserved for the teacher(s).
4. Keep your group together when loading/unloading the bus, as well as any other times indicated by the teacher.
5. Stay with your group.
6. Make sure you go over the student rules with your group.
7. Set a good example at all times. Remember that students will mirror what they see from adults. Don't smoke, drink, use improper language or engage in any other negative behavior when students are present.
8. *Gently* correct student behavior. Discipline is the teacher's responsibility. Any major infractions or behavioral issues need to be brought to the teacher's attention.
9. Do not "trade" students from your group with another chaperone.
10. Thank you again for your assistance today!

Basic Student Rules

1. Students must be quiet when roll call is taken. Students must answer only to their name.
 2. Students are expected to be on their best behavior and remain polite and courteous the entire field trip.
 3. Students should listen to and follow all instructions,
- The teacher may add additional student rules depending on specific nature of the field trip.**