

# THOMPSON ELEMENTARY SCHOOL

## STUDENT/PARENT HANDBOOK

2021-2022





# *Sandra Thompson Elementary School*

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Welcome to Sandra L. Thompson Elementary School. We are excited to begin another year with our wonderful students and school community! The purpose of this handbook is to provide students and parents with an overview of the policies, procedures, and expectations of our school. We hope this handbook serves as a convenient reference to assist you in answering questions about Thompson Elementary School. The handbook is also easily accessible on our school's website, [www.thompson-ccsd.net](http://www.thompson-ccsd.net).

Thompson Elementary is an amazing school. From the minute students walk in our doors until the time they leave, we strive to make each learning experience engaging, meaningful, and productive. We take pride in meeting the needs of each individual student as we help build a bridge to their future successes. The staff at Thompson Elementary School is truly committed to ensuring the academic and social well-being of each student. Our teachers and staff work tirelessly to do whatever it takes to help each student succeed. This staff's commitment to excellence is unparalleled and awe inspiring for me to watch. I am truly fortunate to be able to work with such dedicated professionals.

Please review the contents of this handbook together with your child. Please feel free to contact the school regarding any questions about our school. We are certain that by all of us working together, we will continue to provide a world class education for our students.

Sincerely,

Shawn Halland  
Principal

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## Mission Statement

The commitment of Sandra L. Thompson Elementary School is to instill a sense of lifelong learning through service, challenge, and excellence within our school community to ensure our students become responsible, productive citizens of a diverse society.

### **School Information:**

Grades : Early Childhood and Kindergarten – Fifth  
Regular office hours: 7:30 a.m. – 4:00 p.m.

### **Student Hours:**

Grades K-5	9:00 a.m. – 3:21 p.m.
Pre-K AM	9:00 a.m. – 11:40 a.m.
Pre-K PM	12:50 p.m. – 3:21 p.m.

## **A TYPICAL DAY AT THOMPSON ELEMENTARY SCHOOL**

8:50 a.m.	Students arrive at school and enter at one of the established arrival doors into the building
9:00 am.	The first bell rings; all students should be in class
During the instructional day	Students walk quietly in the halls and use restrooms quietly.
Entering the lunchroom for lunch	Students enter quietly, walk in line, quietly get their lunch, and are seated.
3:21 p.m.	Dismissal

# GENERAL SCHOOL INFORMATION

## SCHOOL ARRIVAL

Students can arrive at school at 8:50 a.m. (ten minutes prior to the start of the school day).

**Supervision will not be available prior to 8:50 a.m.** To ensure your child's safety, please adhere to this time. **Students cannot be on campus prior to 8:50 a.m.**

Once arriving on campus, students will proceed directly to the classroom unless they are eating breakfast at school. If they are eating breakfast, students will go to the multipurpose room to have breakfast, and then proceed to class.

**Tardy Students: Students arriving at or after the 9:10 a.m. tardy bell must be walked into the front office by a parent or guardian. They need to be signed in on the log in the office and receive a late pass.** CCSD Regulation states that a student is marked tardy when they are not physically present in the classroom at the start of the instructional day. This means that students must be in their classrooms by 9:10 a.m. The best way to ensure this is for students to be at their line-up location each morning at 9:00 a.m. *Students who walk into the building at 9:10 a.m. do not have time to arrive in their classroom by the tardy bell and will require an adult to sign them in before they will be sent to class. Please ensure that you note the clock times within the school as a reference.*

## MORNING DROP-OFF

The parking lot tends to be very busy in the morning and afternoon. We have implemented important procedures to help maintain student safety.

### Morning Drop Off Procedure

1. Students may arrive as early as 8:50 a.m. Please ensure that your student does not arrive any earlier as we do not provide adult supervision until 8:50 a.m.
2. The staff parking lot, located closest to the kindergarten playground, will be closed off during the day. Parents may not enter this parking lot to drop off.
3. The bus lane in front of the school is closed for thru-traffic and is only used for busses.
4. The main parking lot, located in front of the school, between the school and Campbell Road, is used for an ***express drop-off lane***. Any vehicles driving through the express lane must do so slowly in a single lane. Please ensure that you watch for children and stop for people using the crosswalk.
5. Parents using the express drop off lane are asked to pull forward to the farthest point possible, toward the end of the front parking lot.
6. Once stopped, parents must remain in the car as the student quickly exits the car and walks to the playground. Morning duty personnel will assist to ensure students enter the playground safely.
7. Parents are asked to exit the parking lot immediately; remaining parked in the lane to watch your child walk to the playground causes a traffic backup in the lane. If parents choose to remain to watch their child or children enter the playground, they will be required to pull into a parking spot.
8. If your child requires assistance in getting out of the car or walking to the playground, we ask that you find a suitable parking space so that traffic can proceed as normal. Please do not stop for more than a few moments in the express lane.
9. Parking is available east of the school on Campbell Road, north of the school on Severance Lane, or south of the school on Solar Avenue.

10. **For the bus lane on the south side of the school, the lane will be available for use in the mornings only to pull into and drop-off a student.** Cars cannot park in the lane or stop for more than a few moments, as it will serve as a quick drop-off lane. Drivers are asked to pull forward as far as possible to drop off their children and to use extreme caution with students in the area, driving in and out of the lane slowly.

Important notes for the safety of our students: **Please ensure that you proceed slowly through the parking lot and school areas at all times. Ensure that you stop for students in crosswalks. Please use the crosswalks to model the actions to promote student safety.**

**Dropping students off at the sidewalks around school is only permitted in NON-FIRE LANE locations. If an area of the sidewalk is marked for a fire-lane, cars must NOT park or stop in the areas for pick-up and drop-off.**

## **CLOSED CAMPUS - DROP OFF AND PICKUP PROCEDURES**

### **Morning Drop Off**

- The campus opens to students at **8:50 a.m.** There is no supervision prior to 8:50 a.m. **Students should not arrive on campus prior to 8:50 a.m.**
- Only authorized CCSD personnel will be on the playground in the morning. For those parents and guardians dropping off their children, you can bring your student(s) to either of the available gates: the main gates on the East side of the campus or the small gate on the South side of the campus near the “kiss and go” lane.
- Parents can continue to drop off students from the main parking lot on the East side of our campus, following established driving and parking policies, or utilize the “kiss and go” lane on the South side of our campus.
- **No parents or guardians will be permitted inside the school campus.** For the purposes of this policy, the term “school campus” is defined as any area within the fenced portions of our school as well as the entire interior of the school building.
- Kindergarten students will continue to be dropped off at the Kindergarten gate on the North side of the school. Parents will not be permitted onto the Kindergarten playground.
- Parents will not be permitted to enter the multipurpose room.

### **After School Pickup at Dismissal**

- **At 3:20 p.m.,** our gates will open. We will make every effort to ensure classes are lined up and ready for dismissal by 3:21 p.m. daily.
- Parents/guardians will not be permitted inside the fenced perimeter of the campus.
- Teachers will communicate to parents where the pickup location will be at the end of each day. This varies depending on where the class is located in the building. We will utilize all available gates to minimize crowd congestion.
- **Teachers will only release students to those authorized to pick up the student(s).**
- If you are planning on an older high school or college sibling pick up your child, that person a) must be on the authorized pickup list, and b) cannot bring friends and associates onto the campus with them.
- It is imperative that parents include all individuals who may pick up their student(s) on the pickup list. Teachers will not release to someone not on the pickup list.

- If there are any questions or discrepancies regarding who is picking up a student, the student will be brought to the office by the teacher and administration or a designee will determine if the person is able to pick up the child.
- All students are required to be picked up by 3:26 p.m. daily.
- Parents are encouraged to register and prepay for Safekey in the event that your child cannot be picked up by the required time due to unforeseen circumstances.

## **STUDENT CHECK-OUT**

The following procedures are in place for parents wishing to pick their child up for early release:

- **All persons must check in at the office.** Extreme care is exercised at all times when releasing children from our school.
- **Anyone** picking up a student will be asked for valid picture identification. It is necessary to have identification with you any time you will be picking your children up early.
- Only persons listed in the student's file as parents, guardians, or emergency contacts will be allowed to sign a student out.
- After the parent has completed the checkout process in the office, parents will be asked to exit the lobby and remain outside the front double doors to wait for the student to be brought to them after the parents has completed the checkout process in the office.

Please understand that **early pickup is not available after 3:00 p.m.** Many parents attempt to beat the traffic by picking up their children early. This can tie up the office staff during the busiest time of the day. The last minutes of school are typically when teachers distribute and explain the homework, so students really need to be there. Please make arrangements to pick up prior to 3:00 p.m. if needed, or schedule appointments after school hours. Thank you for your help in this matter.

## **AFTERNOON DISMISSAL**

**Students will be dismissed at 3:21 p.m.**

For safety reasons, the Thompson parking lot will be closed off each afternoon prior to dismissal time. Only district busses, daycare vans, or vehicles with a visible handicapped tag/license plate will be able to enter the parking lot prior to and immediately after dismissal time. Please be vigilant in obeying all traffic laws and act as a courteous driver when picking up your child. We have hundreds of students leaving the campus at the same time, so please act in a way that ensures the safety and well-being of all students, staff, and community members. Lastly, please understand that bus areas are clearly marked and should never be used for parking or for pulling into. Cars are not allowed in the bus areas.

- **The front parking lot will be closed each day at 3:05 p.m.**
- **The front entry gate, bike rack gate, and the bus lane gate will be unlocked daily at 3:20 p.m.**
- **Students will be released near the assigned exit gate and proceed out through gate to meet a parent/guardian. Parents/guardians are not permitted inside the fenced perimeter.**
- For students using bikes or scooters, they **will need to walk their bikes and scooters down the ramp to exit the parking lot. Bikes and scooters are never allowed on the playground and are not allowed on the sidewalk area in front of the school at the end of the day.**
- If an older sibling who does not attend Thompson is picking up a younger brother or sister from the campus, the sibling must obey all school rules and procedures and may not bring other friends with them who do not have Thompson siblings.

**SAFEKEY PROGRAM:**

The Safekey Program is a recreational enrichment program for children in grades K-5. Safekey is designed to meet the needs of the working parent as well as the children. For further information, please call 702-229-3399.

**CCSD AFTER SCHOOL CARE PLAN:**

Students must be picked up on time at the conclusion of the school day. It is required that parents sign an “After School Care Parent Agreement and Authorization” form for all students. If students are not picked up at the end of the day, school personnel will attempt to contact the parent/guardian and emergency contacts. If a parent or emergency contact is not reached, and the child hasn’t been picked up, he/she will be taken to Safekey. Parents will be required to pay the school for the Safekey pass when their child is not picked up, and therefore taken to Safekey. The cost is \$20.00 per event. A required parent conference will be conducted with parents when students are not picked up and need to be taken to Safekey. It is recommended that you enroll your child in Safekey and purchase passes for the account in case an emergency or event keeps you from picking your child up on time. Students with a history of late pick-up will be taken to the Boys/Girls Club with Child Haven as an alternative.

**SCHOOL-WIDE BEHAVIORAL EXPECTATIONS AND POLICIES**

Thompson has implemented school-wide behavior expectations in the form of a behavior matrix that details expected behaviors around the school. The major rules are as follows: Be responsible, Be respectful, and Be safe (and in all actions, Be kind). The school rules and expectations fall under the main categories. Teachers and staff will utilize procedures to reinforce the expectations throughout the year.

## Sandra Thompson Elementary School Expectations Matrix

	Classrooms	Bathrooms	Lunchroom	Recess/ Playground	Arrival/ Departure	Hallways	Assemblies
Be Respectful	-Be trustworthy and honest -Raise your hand to speak -Use inside voices -Listen -Take turns -Respect the learning of others -Cooperate with others	-Maintain the privacy and personal space of others -Use the bathrooms for their intended purpose -Respect property -Wait your turn quietly outside of the bathroom	-Raise your hand to get an adult's attention -Use quiet inside voices -Listen to lunchroom adult(s) -Use manners -Wait your turn -Respond to "Give Me 5" within 2 sec.	-Listen and follow directions -Listen to recess/playground adult(s) -Playfair -Share equipment	-Line up and enter building quietly -Wait patiently in line -Respect others around you	-Maintain personal space -Hands to your side, crossed in front of you, or quiet sign over mouth -Feet to yourself -Face forward -Give silent "Hellos"	-Enter quietly without voices -Enter and exit in an orderly manner -Raise hand to speak -Listen and follow directions -Eyes on the speaker -Inside or silent voices
Be Responsible	-Be prepared -Try your best -Put things back where they belong -Complete assignments within the given length of time -Take learning seriously-Learning is your job -Take pride in your work	-Be quick, quiet, clean -Keep your hands and feet to yourself -Flush, wash, trash -Throw away your paper towels -1 pump of soap/1 paper towel	-Eat only your food -Keep your area clean correctly -Clean up your area when finished -Bring lunch card or lunch each day -Stay seated until dismissed	-Use the equipment properly -Return equipment to the proper location -Dress appropriately for the weather -Line up and walk to your line when you hear the bell or whistle -Be a problem solver	-Be on time to school -Wait patiently in the line -Make sure you have all of your belongings -Walk into school with your class	-Stay with your class -Keep hands and bodies off the walls -Return promptly to class	-Stay with your class -Respond appropriately to show appreciation
Be Safe	-Keep your hands and feet to yourself -Walk -Maintain personal space -Follow safety directions -Properly use materials for learning only	-Keep your hands and feet to yourself -Wash your hands -Clean up after yourself	-Keep your hands and feet to yourself -Face forward -Feet on the floor -Food stays on your tray or in your mouth	-Keep your hands and feet to yourself -Walk on the blacktop -Play on the equipment properly -Use P.E. rules when playing games -Inform an adult if there is a problem	-Keep your hands and feet to yourself -Walk in your line -Hands to your side or crossed in front of you -Wait to be dismissed by your teacher -Walkers/Bike riders leave the campus promptly -Walk bikes until off campus	-Keep your hands and feet to yourself -Walk in a straight line -Remain silent -Walk in the hallways -Walk on the right side of the hallway	-Keep your hands and feet to yourself. -Ask permission to leave any setting

### MAJOR RULES OF STUDENT CONDUCT:

1. Act in a responsible, respectful, safe, kind, and cooperative manner on the school premises.
2. Keep hands, feet, and objects to yourselves at all times. **Fighting will not be tolerated!**
3. Treat all students and adults with courtesy and respect. Profane language and/or disrespectful actions will not be tolerated.
4. Be considerate of the feelings of others. Do not tease, degrade, or disgrace another student.
5. Bullying is unlawful and will not be tolerated.
6. Respect and care for school property and the property of others. This includes the school building, furnishings, and books/materials.
7. Respect the learning of others and avoid engaging in behavior that will interfere with learning.
8. Use school equipment and facilities in a manner that ensures the safety of self and others.

### EXPECTED STUDENT BEHAVIORS:

1. Follow all requirements of the Thompson Behavior Matrix.
2. Be responsible for completing all assigned work.
3. Seek and receive help when a problem occurs.
4. Walk in a quiet and orderly manner while in the hallways and restrooms.
5. Follow all safety procedures when walking or riding bicycles to and from school:
  - Cross streets at cross walks only.
  - Walk on sidewalks and designated walkways.
  - Walk bicycles on the school premises and on sidewalks around the school.
  - Skateboards and Heelies are not permitted at school.
  - Lock bicycles in the provided racks.

- Do not climb over the walls/fences.
6. Demonstrate responsible behavior in the lunchroom.
    - Walk in an orderly manner.
    - Remain seated at assigned tables.
    - Talk quietly and be courteous.
    - Clean the table area before being dismissed.
  7. Keep chewing gum, candy, radios, electronic listening devices, toys, electronic games, and sports equipment at home.
  8. Items including knives, guns, fireworks, matches, toy guns, etc. are not permitted.
  9. Play safely in assigned playground areas.
    - Rough play, such as tackle football and chase games are not permitted.
    - Climbing fences or on the roof to retrieve balls is not allowed.
    - No playing or running on sidewalks.
    - Only Shadow Tag is allowed (versus body tagging games).
    - Flips are not permitted on bars/equipment or on the campus.
    - Slide down the slide, feet first; climbing up a slide is not permitted.

*Please Note: Flagrant misbehavior will result in immediate administration/parent contact by telephone and/or written communication. The student may be removed from the classroom and/or the playground by school administration.*

### **PLAYGROUND RULES:**

1. Run only on the grass; walk on the blacktop.
2. Chase no one; push no one; tag only shadows (Shadow Tag).
3. Use the playground equipment in a safe way:
  - a. Slide sitting up with feet first.
  - b. No chasing; no jumping from tall areas of the structure
  - c. Use “chin up” bars and “horizontal ladders” to build upper body strength. Do not sit on them, do not flip on them, and do not take a running jump start to pull up on them. Use them from a standing position only.
  - d. Walk without pushing on the balance beam.
  - e. No playing underneath or jumping on the walking bridges.
  - f. Monkey bars are to be used starting on one side only to avoid accidents and cutting. Jumping or running to take a leap to monkey bars is not allowed.
4. Use only school equipment (no items from home); use equipment at the appropriate location.
5. Return equipment to the appropriate location.
6. Take turns and allow all students to join organized games.
7. No toys or other items can be brought from home and taken out on the playground. Examples of this include, but are not limited to, Legos, Pokémon cards, fidget spinners, and electronic devices other than a phone. *Note:* phones cannot be used as cameras, video recorders, or listening devices while on the playground. The principal has the final authority to determine what items, if any, are appropriate for the school setting.

### **REQUIRED PARENT CONFERENCE (RPC):**

A Required Parent Conference (RPC) is conducted anytime administration determines that a student's behavior requires the combined attention of the student, parent, teacher, and administration. The parent will be notified to set up an appointment with school personnel. The student ***MAY NOT BE ABLE TO ATTEND SCHOOL UNTIL AFTER*** the Required Parent Conference is scheduled with school personnel. An attempt will be made to include the teacher in Required Parent Conferences.

### **BULLYING, CYBERBULLYING, AND INTIMIDATION:**

Thompson Elementary school is committed to providing a safe and respectful learning environment in which all persons are able to realize their full academic and personal potential. All forms of bullying, cyberbullying, and intimidation will be dealt with using the school's progressive discipline policy. Thompson Elementary School has a zero tolerance policy on bullying and severe cases will be dealt with appropriately, which may include immediate suspension and/or expulsion. Students will be taught the appropriate ways to deal with bullying and intimidation. This will include methods used to report offenses so that student safety and confidentiality is maintained.

### **STUDENT SEARCHES:**

The following information, directly from the school district, is required to be shared with students and parents: "Students are hereby informed that they will be subject to search when they enter campus after the beginning of the school day. This includes, but is not limited to, unauthorized returns. This notice does not exclude personnel, however, from searching a student at any time should there be reasonable suspicion of wrongdoing."

### **ASSEMBLY PROCEDURES AND EXPECTED BEHAVIOR:**

When students are called to an assembly, they will enter the multipurpose room in an orderly manner at the direction of the teacher. Each student will sit on the floor and is to remain seated for the entire performance. Unless it's an emergency, students will not be allowed to leave during the assembly for bathroom usage. Booming, whistling, shouting, and other discourteous behaviors are not acceptable, and students choosing these behaviors will be removed from the assembly. At the conclusion of each assembly, students will remain seated until given directions by the teacher.

### **DRESS CODE AND APPEARANCE**

The CCSD dress code (Regulation 5131) can be found at [www.ccsd.net](http://www.ccsd.net), and includes the following: Students' dress, personal appearance, and conduct are required to be of such character as not to disrupt or detract from the educational environment of the school. Any style that tends to diminish instructional effectiveness or discipline control by teachers is not acceptable. Students are to be dressed in such a manner that their appearance in the school contributes to the learning environment.

#### **The following provisions are included in the district's dress code regulation:**

1. Require the wearing of shoes with soles. House slippers and shoes with wheels are not permitted.
2. All clothing must be sufficient to conceal any and all undergarments. No skin will show between bottom of shirt/blouse and top of pants or skirts at any time. All sleeveless shirts must have straps at least three inches wide. Prohibited tops include, but are not limited to, crop tops, tank tops, muscle shirts, strapless, low-cut clothing, clothing with slits, or tops and outfits that provide minimum coverage.

3. Require that all shorts, skorts, skirts, and jumpers/dresses must be at fingertip length.
4. All jeans, pants, and trousers must be secured at waist level. Sagging is strictly prohibited. Jeans, pants, and trousers are not to have rips or tears that expose undergarments, skin, and/or are located mid-thigh or higher.
5. Headgear (hats, hoods, caps, bandanas, hair grooming aids, etc.) is not permitted on campus except for designated school approved uniforms, special events, authorized athletic practices, documented medical conditions, bona fide religious reasons, or CCSD/school sanctioned activities.
6. Costume or decorative-type items (i.e. headbands, with cat or bunny ears, etc...) cannot be worn at school unless they are worn for a preapproved spirit or dress up day.
7. Slogans or advertising on clothing, jewelry, buttons, and/or accessories which by their profane, controversial, discriminatory, and/or obscene nature disrupt the educational setting are prohibited.
8. Any clothing, jewelry, buttons, and/or accessories that promote illegal or violent conduct, or affiliation with groups that promote illegal or violent conduct such as, but not limited to, the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats are prohibited.
9. Spiked or studded clothing, jewelry, and/or accessories are prohibited.
10. Outerwear such as coats, mittens, and scarves must be removed upon entering the classrooms/buildings. Administrators, teachers, and staff may use their discretion as appropriate based on the temperature in the facility.

**The Thompson Elementary School dress code includes the following provision:**

School administration is responsible for determining which types of dress, fashion, fade or appearance disrupts or interferes with the learning environment. Items not specifically addressed by district regulation will be handled by administration on a case by case basis.

**NOTE from CCSD Regulation 5131:** The school administration shall have the right to designate which types of dress, fashion, fads, or appearance disrupt or detract from the educational program and may be a potential safety hazard. The principal shall retain the authority to grant exceptions for spirit days, special event dress days, and school-wide free dress days.

**FACE MASKS**

Face masks fall under the Thompson dress code policy. The school principal shall have the right to determine whether face masks are appropriate for school and meet minimum safety requirements.

**DRESS CODE VIOLATIONS:**

Students who arrive at school with an item that does not fit the dress code guidelines will be sent to the health office. Parent contact will be attempted and then a change of dress may be provided, if available, or parents/guardians will be asked to bring a change of clothes or items for their children. Every effort will be made to minimize the amount of time a student is removed from class. Repeat dress code violations could result in a Required Parent Conference.

**SPIRIT DAYS:**

**Friday** will be considered “Spirit Day” at Sandra Lee Thompson Elementary School. The wearing of school T-shirts and school colors (cardinal and gold) is encouraged for staff members and students. The school will have other spirit or dress up days throughout the school year as well.

## **ENROLLMENTS AND WITHDRAWALS**

When a student enrolls, he/she will not attend class until the next school day. If it becomes necessary for you to leave our school during the year, please make every effort to notify the teacher and/or office at least one week in advance. Library books and textbooks need to be returned before leaving. Any unpaid library fines (for lost or damaged books) will transfer to the next CCSD school.

## **ATTENDANCE**

Attendance has a direct impact upon achievement. We ask that you work together with us and stress the importance of good attendance to your children. Make a big thing of being present and on time every day. *If a student is sick, be sure he/she brings a written excuse or email the teacher directly.* Attendance enforcement is a shared responsibility of the parent/guardian and school district.

### **CLARK COUNTY SCHOOL DISTRICT ATTENDANCE REGULATIONS:**

Regular attendance in school leads to increased student achievement and students benefit from the educational opportunities provided by our excellent staff. The following information outlines the major provisions of the district's attendance regulations:

- Student ***tardiness is a serious disruption*** to the educational program and infringes on the educational rights of other students.
- A student is to be marked tardy if they are not physically present in the classroom at the start of the instructional day.
- A student who exceeds twenty (20) absences during the school year ***MAY be retained in the current grade.***
- An unapproved absence for one or more class periods shall be deemed a truancy (NRS 392.130{2}). A student is declared truant when he/she is absent without a valid excuse, did not secure prior permission for the absence, or did not make up the class work for an excused absence. Failure to provide an excuse within three (3) days will result in an unexcused absence. In accordance with NRS, an unexcused absence is deemed truancy.
- If a student has been declared truant three times for unapproved absences, the school shall report the student and parent to a local law enforcement agency for investigation of habitual truancy.
- Parents and students are responsible for contacting the teacher to obtain make-up work within three (3) days of the absence.
- Students are allowed a minimum of three (3) days per date of absence to complete make-up work.

### **THOMPSON ATTENDANCE AND TARDY POLICY:**

***Students who are tardy must be signed in by a parent at the office.*** A student is tardy if he/she is not physically present in class by 9:10 a.m. or 12:50 p.m. for the afternoon pre-k class.

#### **Habitual absences will be dealt with in the following manner:**

1. 3 and 6 absences: attendance letter sent home
2. 9 absences: attendance letter sent home; Required Parent Conference with parent and administration
3. 15 absences: attendance letter sent home; Required Parent Conference with parent and administration; possible referral to CPS for Educational Neglect.

Administration will retain the authority to grant exceptions to this policy based on each student and/or family's unique situation.

## **EMERGENCY DATA**

The school office must have current home, work, and emergency telephone numbers and current addresses. It is essential that we have this information in case of accident or illness. Please call or send a note to the office with your child whenever this information is changed.

## **MEDICATION AT SCHOOL**

If a physician has prescribed medication for your child to be taken during the school day, a form must be obtained from the office and completed by the parent or guardian. This record gives permission for authorized school personnel to administer medication and is kept on file in the school health office. Parents must bring the medication, in its original container with prescription label, to school, along with the authorization form. Do not send the medication with your child. Non-prescription medication such as aspirin may not be dispensed by school personnel. Students should not bring over-the-counter medication to school.

## **BREAKFAST AND LUNCH PROGRAM**

Thompson ES participates in the Community Eligibility Provision (CEP), which means that all students can participate in school breakfast and/or lunch at no cost to families. Students still have the option of bringing a lunch from home.

Students should have a school lunch or lunch from home every day. If a student does not have a lunch, they will be able to order a school lunch. *Due to the amount of time students have to eat in the lunchroom, they cannot take time out to call home for a lunch. If a parent or guardian plans to bring a lunch for a student, to the school, they must adhere to our lunch times for each grade level. We are unable to pull a student out of instructional time due to a late lunch-drop off.* In a case such as this, we would have the student order a school lunch.

## **MESSAGES TO STUDENTS**

To ensure the safety of your child, we cannot take and deliver phone messages to your child. You must be present at the front counter and be able to show proper identification for us to tell your child to go home in a manner different from what you direct in the morning. The only exception to this is a message directing the student to go to Safekey since an adult with identification is required to pick up a child from Safekey. Thank you for your cooperation.

## **CLASSROOM DISRUPTIONS**

It is the intent of the staff to use instructional time to its fullest advantage, and we ask your cooperation in this effort. Messages, delivery of items, etc. to students who are in class will be limited to emergency situations only. Please make every effort to plan student appointments for after school.

## **PARENT/TEACHER COMMUNICATION**

### **CONFERENCES:**

Communication between parents and teachers is extremely important. We encourage parents to communicate with their child's teacher at any time, outside of instructional time. Regular parent-teacher conferences will be held at least once a year, and as often as is necessary. Please don't hesitate to request a conference if you have any questions or concerns. The principal, assistant principal, and any other relevant school staff members can be included in the conference to assist in the matter.

## **INFINITE CAMPUS PORTAL AND PROGRESS REPORTS:**

To help you more effectively monitor the progress of your child, the Clark County School District provides a computer based system by which you can track your student's grades and attendance. Information on Campus Portal access can be obtained from the office if needed.

Paper-based progress reports and report cards will only be printed upon parent request. Grades will be updated in the Campus Portal each week, and parents can access grades at any time. If a parent would like a paper progress report, based on pre-determined dates, they can request this at any time.

## **PARENT TEACHER ASSOCIATION (PTA)**

All parents are encouraged to join and participate in the Thompson PTA. We appreciate the support and input of our parents and community members. The PTA at Thompson works to support the school in many ways. Some of the exciting events they lead, in order to promote community involvement, include Family Movie Nights, Breakfast with Santa, and the fall carnival. You will receive notice of monthly meeting dates and events held throughout the year.

## **SCHOOL VOLUNTEERS AND VISITORS**

**We ask that all visitors on campus, including those arriving for pick-up and drop-off, adhere to an appropriate style of dress for an elementary school, which would include wearing clothing that is not revealing and, ensuring that logos have appropriate language and pictures.**

### **NOTE:**

The volunteer, visitor, and observation policies and procedures are subject to change pending guidance and requirements related to COVID-19.

## **SCHOOL VOLUNTEERS:**

We truly appreciate those with the time and energy to volunteer at our school! If you are able to help during the school day, please contact your child's teacher.

- Regular volunteers (more than 3 times per month) must successfully complete the CCSD background check and be issued a CCSD Volunteer badge.
- All volunteers must comply with CCSD Regulation 4100.
- All volunteers are required to sign and adhere to a school volunteer contract.
- All volunteer hours and arrangements are to be scheduled previous to the day(s) volunteers arrive, so that teachers can be prepared with items volunteers will assist with. Unannounced visitors and volunteers are not permitted.
- Identification will be checked for all volunteers each day. Visitor badges will be provided.
- When parents volunteer, they will conduct the majority of their support outside of the classroom so that the learning environment is effectively maintained.
- Appropriate school school-wide expectations and procedures are to be followed by volunteers.
- Volunteers must follow school-wide guidelines for dress code and cell phone usage.
- Phones must not be used in the hallways, pods, classrooms, or workrooms within the school.

- Non-school aged children are not allowed to be with parents as they are volunteering. This helps to maintain a safe and conducive learning environment.

## **VISITORS:**

Visitors are always welcome, but *we require ALL visitors to report to the office*. **Visitors cannot enter the building through any door, except the main office door.** Persons who wish to visit a classroom must make *PRIOR* arrangements with the teacher or principal.

- **Visitors will be required to show valid identification;** visitors will be given a visitor's badge to wear while on campus. Badges must remain on. Visitors should sign out before they leave the school campus.
- **Visitors are asked to silence their cellular phones and follow dress code requirements. This ensures compliance with district policies and guidelines.**

## **CLASSROOM OBSERVATIONS:**

On occasion, parents request to observe their child in their classroom. We welcome observations; however, to limit disruptions to the classroom setting, we have established the following guidelines:

- Classroom observations must be scheduled with classroom teachers at least one day in advance and are limited to thirty minutes in length.
- Parents cannot disrupt the educational setting (ex. talking to kids or distracting instruction).
- Upon arrival, parents need to sign in at the front office and receive a visitor's badge.
- Once in the classroom, the teacher will show you where to be seated during the observation.
- If your presence or actions cause a distraction to the learning environment, the observation will be concluded. Any future observations will be scheduled at the discretion of the principal.

After a classroom observation, any conversation with the teacher should be held when students are not present. Teachers can set up a conference with you to provide the time and attention you deserve. Thank you for your cooperation.

## **BATHROOM USE BY VISITORS**

School bathrooms are for student use only. For safety and security reasons, no visitors, including parents or family members, will be allowed to use student bathrooms. The school does not have public access bathrooms.

## **PHONES AT SCHOOL**

### **SCHOOL PHONE USAGE**

School phones are for business use. Students will only be allowed to use the school phone in emergencies.

### **STUDENT CELLPHONES**

The use by students of personal communication devices such as cell phones, pagers, or other similar electronic communication devices is prohibited at school during the instructional day. Students' cellular phones and personal electronic devices must be turned off and remain off during the instructional day. *Phones left on vibrate/silent modes are subject to seizure.* Cellular phones may only be used prior to the first bell, after the final bell, or during scheduled nutrition breaks or lunch periods.

Due to the proliferation of cameras being included as part of cell phones, cell phones should not be taken out and used as photo capturing devices at any time while on campus. Use of personal technology and communication devices that violate state or federal law, any District policies or regulations, or the CCSD Acceptable Use Policy is prohibited. When usage of devices is not allowed, devices must be turned off and stored in a non-visible location such as in a backpack, purse, or pocket. Students who violate these laws or policies will be disciplined according to District guidelines and the device will be subject to confiscation.

Cellular phones must remain off during a school evacuation, lockdown, or drill. During these situations, tell your child NOT to try to contact you by cell phone until given the okay by school staff, thus allowing emergency communication channels to remain open. The District's communication system has the capability of contacting parents/guardians in an emergency.

Parents/guardians are asked to silence cellular phones and other devices while at the school. This ensures both compliance with the above guidelines and serves to set a positive example for students.

As a reminder, all phones should be kept in a safe and secure location which is not visible to other students. The school is not responsible for any lost or stolen phones.

**Students who violate the cell-phone policy will be disciplined in the following manner:**

- a. First offense: Verbal warning to student.
- b. Second offense: Teacher confiscates the phone for the remainder of the day.
- c. Third offense: Administration confiscates the phone and parents must come to school to pick up the phone.
- d. Fourth offense: Student has to check phone in at office each morning and pick it up at the end of each day.

## **HOMEWORK**

Students have homework on a regular basis. Homework is a continuation of work that has been taught by the classroom teacher, but not completed by the students during their seat work. A certain amount of time for reading is appropriate as a homework assignment. Assignments provide time for independent study at home, Mondays through Thursdays. Fridays will typically remain free from homework.

## **BIRTHDAYS AND CLASS PARTIES**

School parties are held for a limited number of holidays. Birthday parties are not permitted during the instructional day in order to make the best use of instructional time.

We are awaiting information from CCSD and the health department regarding whether it will be permissible to provide food treats for students for occasions such as birthdays or celebrations.

## **STUDENT PERSONAL BELONGINGS**

Each year we send a large number of student coats, sweaters, gloves, hats, lunch pails, etc., to charitable organizations because they have been lost at school and were unclaimed by their owners. **PLEASE LABEL ALL PERSONAL ITEMS SENT OR WORN TO SCHOOL.** Labels should include first and

last names. Miniature video games, MP3 players, balls, bats, or toys of any sort are **NOT** allowed and the school is not responsible for the loss or damage to such items.

Do not allow your child to bring balls, toys, fidget spinners, trading cards, electronic games, iPods or iPod-like devices, scooters, skateboards, or other items to school. Unauthorized items will be confiscated and held for parental pickup.

### **SKATEBOARDS AND ROLLER BLADES:**

Skateboards, Heelies, and rollerblades are not allowed on the school campus. Any skateboards or roller blades brought into school will be kept in the office until a parent comes to pick the item up.

### **BICYCLES AND SCOOTERS:**

For those children who bring bicycles or scooters to school, the following rules must be observed:

1. They are to be parked immediately upon arrival at the school's bike rack.
2. A lock must be provided for every bicycle or scooter brought to school. No bicycles or scooters can be brought to school without a lock.
3. Bicycles and scooters are not to be ridden at any time during the school day, other than arrival and dismissal time.
4. Students need to walk their bikes and scooters at all times while on school property.
5. Bikes and scooters are not allowed onto the main playground or kindergarten playground. This includes bikes and scooters for anyone picking up students after school as well.

**The school does not assume responsibility for the loss or damage of any bicycle while on the school grounds.**

### **DOGS AND PETS ON CAMPUS:**

For the safety of students, dogs and pets are not allowed on school grounds. This includes ALL sidewalk areas around the perimeter of the school as well as the parking lot. Pets are not allowed to be left in a vehicle that is parked on CCSD property. Please do not bring any pets to the campus.