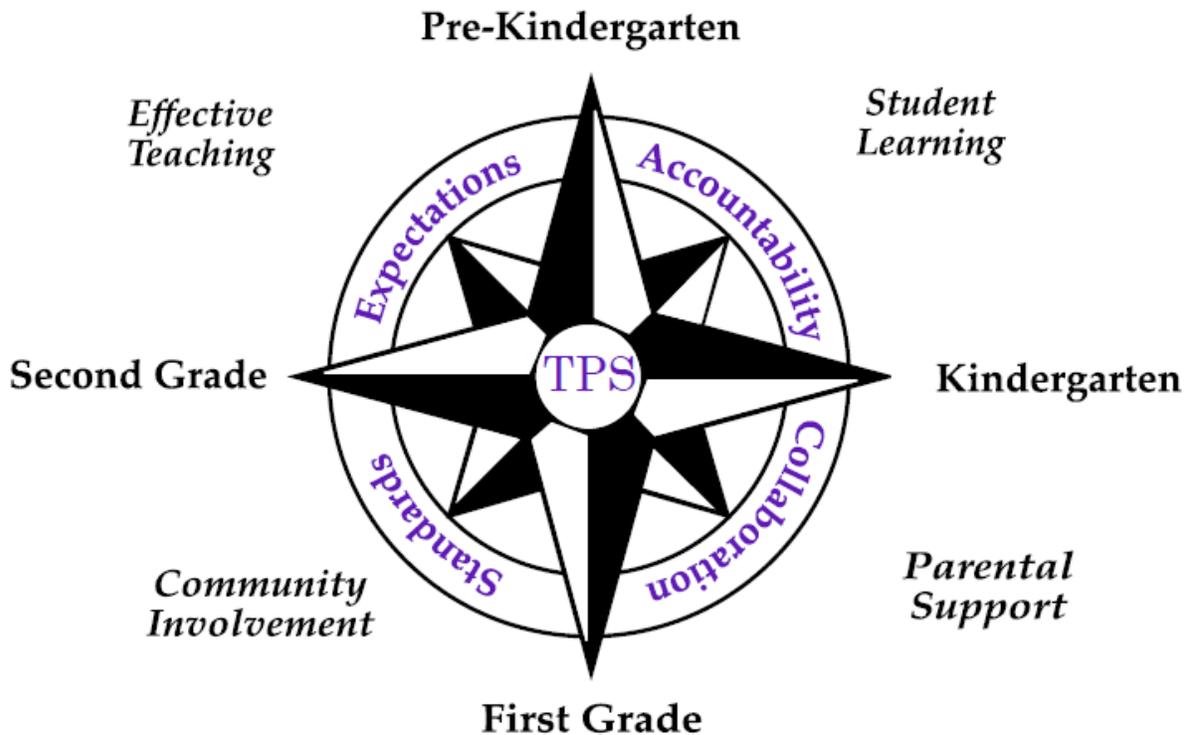

THREADGILL PRIMARY SCHOOL



2017-2018 STUDENT HANDBOOK

Sheffield, Alabama
www.scs.k12.al.us

Matthew Syesta, Principal

**Welcome to
Sheffield City Schools
And
Threadgill Primary School**

Threadgill Primary School's vision is to excel in producing educated, motivated, and self-sustaining students who unleash their potential into an ever-changing society.

The mission of Threadgill Primary School is to cultivate a passion for learning in a nurturing environment.

Little Hands, Big Future



Success for Today, Preparation for Tomorrow,
Learning for a Lifetime

This handbook is a statement of general information concerning the day-to-day operations of our school. Please ask us about any part that you do not fully understand and keep the booklet as a reference for the entire year. Additional information regarding policies may be found in our Student Code of Conduct. It is our goal that your child will have a successful school experience each day. We are grateful for your cooperation and support.

SCHOOL-WIDE RULES:

1. Respect Yourself
2. Respect Others
3. Respect Property

POLICY FOR OUT OF DISTRICT STUDENTS

Please refer to the Sheffield City Schools Student Code of Conduct for details regarding policies for out of district students.

ACCIDENT AND EMERGENCY INFORMATION

In the event of a serious accident or illness at school, parents will be called. If we are unable to reach you, emergency numbers will be called. When you registered your child, you filled out a sheet indicating emergency phone numbers of two neighbors or relatives who would be responsible for your child if you could not be reached. Please be sure those neighbors or relatives are aware that you have given their numbers as emergency contacts. If at any point during the school year this information should change, please notify the school immediately so that we may update our records.

AFTER SCHOOL

Students should be picked up by 3:15 each day unless they are enrolled in an after school program. They should wait for transportation in their assigned areas — seated and keeping feet, hands, and other items to themselves. **Students may only be picked up by individuals older than thirteen.**

Documentation will be recorded for students who remain at school after 3:30. After three (3) such instances of late pickup the Department of Human Resources will be contacted.

The 21st Century After-School Program operates until 5:30 each school day. More information is available in the school office.

ARRIVALS

Students must wait in their vehicles until the 7:30 bell rings since supervision will not be available until that time. Parents/guardians should make arrangements to make sure their children are not dropped off before 7:30. Parents should never leave their child unattended before 7:30. Parents who leave their children unattended may be referred to Colbert County DHR. If your child is not eating breakfast you are encouraged to **wait until 7:45** to drop your child off at school. Students who arrive at school prior to 7:45 are expected to eat breakfast. Students may go to their classrooms at 7:45.

AWARDS

Awards Night will take place at the end of the school year and will celebrate student accomplishments including academics and attendance. Details on these awards are available on the school website.

AWESOME ATTENDANCE AWARD

Each nine weeks students who exhibit outstanding attendance will participate in a reward. To qualify, students must have no tardies, no absences, and no check-outs/check-ins during a nine week period.

BICYCLES

Students are permitted to ride bicycles to school with parental knowledge and permission.

Students should walk their bicycles while on the school grounds and should lock their bicycles in the bicycle racks that are located near the front and rear entrances. The school is not responsible for lost or stolen bicycles.

BOOK FAIR

Annually, our library promotes reading by making quality books available to students at economical prices. Teachers generate classroom "wish lists" making it possible for students to buy a book, read it, and then present it as a gift to his classroom library where it can be shared with his/her friends. A percentage of each dollar spent at the fair is returned to the Threadgill library by the company to be used toward the purchase of additional selections for students to enjoy for years to come. This is an exciting event and a great way to support your school and encourage your child.

BOOKS

Please refer to the Sheffield City Schools Student Code of Conduct for details regarding policies for books.

BREAKFAST PROGRAM

A free balanced breakfast will be available each morning between 7:30 and 7:50. Students will be dismissed from breakfast in an orderly fashion by the supervising teachers at 7:45. Students who arrive at school prior to 7:45 are expected to eat breakfast.

BUILDING, USE OF

The school building at Threadgill is intended to be of service not only to the school and its students, but also to the community at large. However, certain guidelines must be followed to make efficient use of our facilities. Guidelines and permission for use of the building after normal hours may be obtained from the school office.

BUS SERVICE

Bus service is available for Threadgill students who live in the southeast area of Sheffield - south of the railroad tracks and east of Montgomery Avenue. The bus makes only three stops for pick-up (7:15-7:30am) and drop-off (3:15-3:30pm): (1) Corner of Saywell and Atlanta, (2) Sheffield Head Start Center on I7th Street, (3) and Gaston Chapel Church - corner of Sterling Boulevard and Atlanta Avenue. Adults responsible for picking a child up at the bus stop must present their students' card to the bus driver.

An application for bus service may be obtained in the school office and must be approved by the principal. Parents should expect students to be assigned seats on the bus and the signed application is an agreement to cooperate with the rules and consequences. Parents who fail to be at the pick-up site more than three times will also result in their child being removed from the bus for the remainder of the year.

Rules and the consequences for not following the rules can be found in the system code of conduct.

CHECKING OUT

Students may be checked out by their parent, legal guardian, or persons listed on their emergency call list. Parents are discouraged from checking their children out excessively. Excessive check-outs will require the parent to meet with the principal. **Due to excessive classroom disruptions, check-outs will not be allowed after 2:45.**

CLOSING OF SCHOOL-DELAY OR EARLY DISMISSAL

In case of severe weather — snow, ice, tornado, etc., the official announcement regarding the delay or closing of school will be made over local radio or T.V. stations. Listen to these for special instructions for Sheffield City Schools, not Colbert County Schools. A call will be made from Sheffield City Schools' automated system.

CONFERENCES AND EVALUATIONS

Formal parent/teacher conferences are scheduled each semester. Teachers and parents are encouraged to hold additional conferences at any time during the year when there are questions or concerns about a child's progress. Progress reports will be sent home every three weeks and report cards will be sent home at the end of each nine weeks period. Please review these with your student and make contact with his/her teacher if there are questions. Conferences will **not** be held between 7:45-8:00am and 3:00-3:15pm because it may interfere with teacher supervision of classes.

CRISIS COMMUNICATION

Special and important announcements will be sent out using our crisis communication phone service. Please make sure your phone number is correct in the office. The number which appears on the caller ID will be 256-386-5720. Please give the call service sufficient time for the message to begin.

CUSTODY ISSUES

Parent should bring legal documentation to the principal if there is an issue of custody.

DRESS CODE

Please refer to the Sheffield City Schools Student Code of Conduct for details regarding student dress.

FIELD DAY

Each year our classroom teachers and physical education instructor plan a day of several outside activities. All events are planned for the morning at the football field at SHS. Refreshments are arranged by the P.E. teacher, and parents are encouraged to attend and spend this time with their student and his/her classmates. The purpose of this event is to show parents some of the activities their child participates in each week during P.E.

FIELD TRIPS

Field trips are planned as additional education experiences for our students. At registration, you will receive a **permission form** that gives your child permission to go on any field trips during the year. These forms must be signed and returned for your child to take part in any field trips. You will always receive advance notice and information about upcoming field trips. Occasionally, teachers will contact parents to assist in supervising a field trip or to contribute a small amount of money toward the cost. Field trips are an extension of the school program, and all school rules are applicable just as though students were in the classroom. All field trips must be approved in advance by the principal and superintendent. **Students whose citizenship grade falls below a B may not be allowed to go on special activities off school campus.** Please encourage your child to be on their best behavior at school so that they may

attend these special activities. **Students with overdue fines may be asked to pay their fines before they are allowed to participate in field trips.**

ICE CREAM

Students may purchase ice cream on Fridays. The cost is 50 cents. Students may lose the privilege of purchasing ice cream due to inappropriate behavior or excessive fines.

LIBRARY

Threadgill School has a media center that houses the school's library book collection. All students, from kindergarten through second grade, are encouraged to check out books. Books may be kept for one week and returned on or before the due date. If a book is overdue, a notice is given to the classroom teacher who communicates with the student. If the student has not finished reading the book, it may be renewed for another week. A book is considered lost if overdue for longer than one month. You will be asked to pay for the replacement book. If a lost book is later found and in good condition, a refund will be made. Students who return books that are damaged will be issued a bill for the cost of the book and will be asked to pay for the replacement book. We ask for everyone's help in the proper care and handling of your books; no writing in the books, handling books with clean hands, no eating or drinking when reading, and keeping books in a safe place. With everyone's cooperation, Threadgill can continue to provide its students with a selection of quality books and enjoyable reading experiences.

LOST AND FOUND

Lost and found articles are turned in to the office and will be displayed. Wallets, jewelry, and other valuable items are kept in the office. Have your child check the "Lost and Found" to recover lost items or to turn in articles that are found. It is important that you do the following:

- Encourage your child to be responsible for his/her property.
- Label all personal articles, especially jackets
- Leave all valuables and money, other than for breakfast/lunch, at home.

LUNCH PROGRAM

Breakfast and lunch are offered free of charge every day. Students may take advantage of this or bring their own. Note: no carbonated drinks or meals in bags with business logos are allowed in the cafeteria. Chocolate, strawberry, skim and 1% milk are available. The latter two varieties accompany breakfast. Extra white milk may be purchased. We encourage parents to eat lunch with their children at any time. Adult meals may be paid for at the end of the serving line.

MEDICATION

Please refer to the Sheffield City Schools Student Code of Conduct for details regarding policies for medication

PARENTS AND VISITORS

Parents and visitors are welcome at Threadgill Primary. However, upon entering the building, parents and visitors must proceed to the office to identify themselves and to gain admission to other areas of the school. To make your visit more informative, you are encouraged to contact your child's teacher to determine the day's activities. A recommended visitation period would last an hour or less. Special invitations will be extended to parents on certain occasions for programs and assemblies. A "Meet Your Teacher" event will be held prior to school beginning in August so that entire families may visit a classroom. Unauthorized or disruptive persons will be asked to leave in accordance with the city ordinance pertaining to this matter. Principals are authorized to call civil authorities for assistance if

necessary. According to the city ordinance, it is unlawful for any person to enter and/or remain in the school or on surrounding school grounds after being directed to leave by the principal of the school or his designated agent. Parents checking students in should not interrupt a classroom. Visitors who do not follow this policy will be warned by the principal. Any additional non-compliance may result in the visitor being given a non-trespass order by the police.

PARTIES

Each classroom may have two parties per year, including one before Christmas break and one at the end of the school year. Refreshments should be simple and provided by the parents.

PERSONAL PROPERTY AT SCHOOL

We ask that children not bring extra money, radios, toys, trading cards, collectibles, electronics, or other such objects to school unless given permission by their teacher. Items brought from home should be clearly marked so they can be easily identified. The school cannot assume responsibility for the loss or breakage of such items. Cell phones and electronic items will be placed in the Principal's office. It is the parent's responsibility to pick up these items from the office.

PHYSICAL EDUCATION REQUIREMENTS

1. The student must wear tennis shoes.
2. Girls are not excused from P.E. if they wear a dresses or skirts. They may slip shorts or sweats on under their dress.
3. Boys must wear fitted pants or a belt.
4. Students must have a note written by their parents or a doctor's excuse to be excused from physical activity.

Physical Education Rules and Consequences can be found on the coach's website.

PICTURES

Once in the fall and again in the spring, all students will have the opportunity to have their pictures taken. Class group pictures are also made in the spring. Advance notification of picture day and price lists will be given to parents and students.

PLAYGROUND RULES

Whenever students are on the playground, the following rules apply:

The supervising teacher is in charge.

Students are to stay on the playground. They are not to go outside the fence for any reason.

Rocks stay on the ground.

Porches and walkways are off limits.

Students should line up quickly and quietly when signaled by the teacher and enter the building quietly.

Playground Equipment Rules:

Slides: Down only, one at a time, in a seated position.

Swings: One person at a time in a seated position. Swing back and forth only, and stop swing completely before leaving.

Playground Balls: Keep on the asphalt or field. Games should be touch, not tackle.

Courtesy, consideration, and respect for others should be emphasized and fighting is never tolerated.

P.T.O.

Threadgill has a Parent Teacher Organization. Its function is broader than basic fundraising. Members provide volunteer services and enrichment assistance on many occasions including Field Day, Open House, and Teacher Appreciation. Fundraising activities vary from year to year. They are selected by the executive board which is made up of P.T.O. officers, a teacher representative, and the school administrator.

REPORT CARD / GRADES and CODES

1. Student is not able to complete the requirements of the state standard.
2. Student is approaching the state standard.
3. Student has met the standard
4. Student exceeds the standard

60% of student grades will be taken from formative and summative classroom assessments.
30% will come from class work
10% of their grade will be taken from collaboration, presentations, projects, and research.

Additional details regarding report card grading parameters and rubrics can be found on our school website.

RULES

Each teacher has a system to inform students of consequences. It is helpful for parents to understand the system used in the classroom in order to reinforce discipline efforts at home.

Consequences

1. Warning
2. Classroom Consequence
3. Parent contact by note or phone by the classroom teacher
5. Principal's office
 - a. Conference with student
 - b. Communication with parent
 - c. Other disciplinary action

Low grades in citizenship could result in missed opportunities for student (example: field trips).

SCHOOL FUNCTIONS AND ATHLETIC EVENTS

A student is responsible for his conduct at school functions after school hours just as he is during school hours. If conduct is undesirable, he will be subject to disciplinary action by school authorities, and attendance at similar functions could be restricted.

SPECIAL SERVICES

The following special services are available to students at Threadgill School: speech therapy, language stimulation, hearing and vision screening, Title I reading, gifted and talented, extended day, EL services, summer remediation for selected services, special education services, and counseling. At some time

during the school year, it may be beneficial for teachers and parents to request the help of these specially trained people. Written permission is needed for some of these services.

STUDENT SUPPORT TEAM

At some point during the year, you may experience concerns related to your child's academic or behavioral progress. If you have significant concerns please contact the school counselor and your concerns will be addressed. One option available to you is the school's Student Support Team (SST). The SST is a problem-solving team designed to assist parents and teachers with students who are experiencing significant challenges with academic or behavioral issues. We want each student in our school to reach their full potential. Working together, we will continue to make a difference in the lives of our children.

SUPPLIES FOR STUDENTS

Basic supply lists are available at the time of registration and in the office. Individual teachers may request additional supplies for their classrooms. You will be notified of these additions by note. From time to time, your child's classroom supplies may need to be restocked. We will count on you to be responsive especially when special projects are undertaken. Each parent is asked to pay a classroom t-shirt fee of \$8.00. This is in addition to the items on the supply list and party money.

TECHNOLOGY

Please refer to the Sheffield City Schools Student Code of Conduct for details regarding policies for the use of technology.

TELEPHONE USE

Students may be allowed to use the phone only at teacher request. The office staff will take messages and pass them on but students will not be called to the phone. Generally, students will not be allowed to call home for items they have forgotten. Transportation arrangements should be worked out prior to school. **Students are not allowed to have cell phones or beepers at school.**

TRAFFIC SAFETY

CAR-LINE PROCEDURES

For Morning Drop Off: All students will be dropped off at the front door of the school at the office entrance. This ensures the safe entrance of each child. Please remember that the doors will not be open until 7:30. Students should all report to the cafeteria after entering the school. Students arriving after 7:45 may go directly to their classrooms. After 7:45 students eating breakfast will be directed to their classroom.

For Afternoon Pick-up: All students will be seated in the halls and remain quiet until their car-line name is called. A staff member, stationed outside, will call the name inside. Your child will be lined up and escorted to your vehicle. **Kindergarten and 1st grade** students should be picked up at the front of the school.

Pre-kindergarten or second grade children will exit in the back of the school on Tenth Street. A staff member, stationed outside, will call their name inside. Your child will be lined up and escorted to your vehicle. There will be staff members outside to see that the students enter the vehicles safely. All younger students in your family will be picked up with the second grade student.

Please remain in your vehicle and make sure to have your car-line name tag visible. This will aid us in getting students out to your vehicle quickly.

Afternoon Pick-Up Identification

Your child will be issued two identification name tags for the front windshield of your car. These must be in place to pick up your child.

If you forget your name tag, it will be necessary for you to park your car on the street and come to the office. Names of persons who may pick your child up must be on file in the office. Be sure to bring a picture I.D. to receive a car pick-up tag.

PARENT AND COMMUNITY VOLUNTEERS

To volunteer in our school one should contact the school office and schedule such visits. Anyone in the community interested in becoming a volunteer is welcome. Some activities for volunteers include: assisting teacher on trips or parties, tutoring, assisting with computers or library, making games and aids for the classroom, reading to children, etc. Volunteers must check in at the office for identification and admission to other areas of the building. Each classroom teacher will select at least one parent to be a parent leader. The principal will contact you to attend a special meeting on involvement in school activities.

WALKING STUDENTS

Student conduct and safety on the way to and from school should be a matter of concern to parents. The school will cooperate with parents on these matters. Parents should discuss the safest route to school emphasizing the use of sidewalks and not trespassing on private property. Again, children should not arrive at school before 7:30 a.m. Once they arrive, students should follow the rules included in the "Arrivals" section of this handbook.

WITHDRAWING STUDENTS

The following procedure must be followed if you are planning to withdraw your child from Threadgill Primary School.

- Please notify the office of the date your child will be leaving.
- Insure that all books are returned and fees or fines are paid.
- When you enroll your child at a new school, you will sign a release of information form. We will transfer copies of the student's records after we receive this form from the new school