

Thelma Jones Elementary School

**Student Handbook
2009-2010**



**Mr. Dameon Gray- Principal
Ms. Lacy Carter - Asst. Principal**

Thelma Jones Sharks Handbook 2009-2010

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Please refer to the MISD Parent and Students Elementary Handbook for additional information.

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Mission Statement and Goals

Mission Statement:

Thelma Jones Elementary is a child-centered school that provides all students with a safe and nurturing environment. In collaboration with parents and the community, our school will strive to ensure that all our students reach their full potential through the staff's high expectations for them. Thelma Jones Elementary students will leave their school with a thirst for learning, a respect for others, and a service minded attitude.

Goals:

- Achieve Exemplary status through the practice and knowledge of the TEKS.
- Teach social responsibility.
- Provide instruction for diverse learning styles.
- Include parents and the community in the education of all our students.
- Provide a positive and nurturing environment for students, staff and parents.
- Maintain high expectations for all students, staff and parents.
- Celebrate diversity and foster a love of learning.
- Build and expect positive character traits.
- Ensure safety/welfare of students, staff and community.
- Teach good citizenship.
- Provide a sense of belonging.

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Thelma Jones Elementary



Keeping Shark Spirit

- S ----- Strive for Success
- H ----- Help Others
- A ----- Awesome Attitude
- R ----- Responsibility and Respect
- K ----- Keep Believing in Yourself at
All Times

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Thelma Jones Elementary

Contact Numbers:

Front Office	817.299.6940
Nurse/Clinic	817.299.6950
Cafeteria	817.299.6955
Fax	817.472.3247

School Day:

Arrival	7:30
Breakfast begins	7:30
Dismissal	3:15

Pre-Kindergarten:

Morning	8:00 - 11:00
Afternoon	12:15-3:15

Lunches:

Kindergarten	10:30-11:00
1 st Grade	11:10-11:40
2 nd Grade	11:50-12:20
3 rd Grade	12:25-12:55
4 th Grade	1:00-1:30

Teacher Conference Periods:

Kindergarten	1:55-2:55
1 st Grade	12:50-1:50
2 nd Grade	9:10-10:10
3 rd Grade	10:15-11:15
4 th Grade	11:20-12:20

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Arrival and Dismissal

- All student walkers will arrive and dismiss near the playground at the cross walk. An adult will assist students crossing the street.
- For the first week of school, parents may walk their children to class. Beginning the second week, all parents and other visitors must first report to the school office and present a driver's license or other state issued ID.
- Dismissal begins at 3:15.
- Kindergarten, 1st grade and 2nd grade students are released at the cafeteria doors. 3rd and 4th grade students are released at the back of the school at the library doors.
 - Older siblings will go to the dismissal area of their younger siblings.
- Busses and daycare: Pick up is at the front of the school.
- Car pick-up: Parents will be given laminated tags to be placed on the rearview mirror* or the front dash of the vehicle in order for the child(ren) to be released.
 - Those without a tag must show identification in the front office.

*Parents who wish to walk up to the building for dismissal must also bring the tag given for car pick-up in order for the child(ren) to be released.

- Academic Athletes provides after school care until 6:30 p.m. in our gym.

NOTICE REGARDING LATE PICK-UP

- Parents/Guardians must pick up their children no later than 3:30.
- At 3:30 school personnel will begin calling parents and emergency contacts.
- If no one can be contacted by 4:15, it will be necessary for the school staff to contact the Mansfield ISD Police Department for assistance.

Attendance Policy

- The Texas Education Code §25.095 dictates that students must attend 90% of the school days in a school year.
- School starts at 8:00 AM.
- Parents will be contacted either by the teacher or campus administrators for 5, 10, 15 or more absences, tardies or early dismissals. Please call the school office every day a student is absent.
- Campus administrators will call parents for an attendance hearing for 15 or more absences, tardies or early dismissals.
- Early dismissal will be documented.
- From the MISD Parent and Student Handbook - page 7:
 - "Children planning to eat breakfast in the cafeteria should plan to arrive no later than 7:45 a.m."
 - "Tardies are marked after 8:00 a.m."
 - "It is important for students to arrive on time and remain in school all day. Students are asked to be in their seats and prepare to begin at 8:00 a.m. and remain in school until 3:15 p.m."

Dress Code

- Students must wear tennis shoes for PE.
- Please see the MISD Parent and Student Handbook for the complete dress code from the MISD School Board Policy.
 - It includes, "Halter tops, sleeved tops with large armholes, tube tops, low cut (front or back) tops, or tops revealing the middle section of the body are not permitted. Muscle shirts, tank tops, spaghetti straps, or half shirts will not be worn.
 - "The final decision with regard to dress code rests with the campus principal."

Visiting the Campus

- In order to ensure safety for all children at Thelma Jones Elementary, **every person** who wishes to enter the building must wear/display an appropriate name badge.
 - All Mansfield ISD employees will wear a name badge issued by the MISD Police Department.
 - **Anyone** who does not wear an MISD badge must first obtain a personalized name tag sticker from the front office.

- To obtain this sticker, present a driver's license or other state issued identification to the front office staff.
 - The ID will be scanned into the MISD Raptor system and a personalized name tag sticker will be issued for the current visit.
 - Every new visit requires a new name tag that must be issued in the front office.
 - The front office is the only door available for entry.
 - All doors leading into the building are locked during the school day.

- Parents who desire to observe classes must make an appointment with the front office or teacher. Observations may last up to thirty minutes. Interrupting the teacher during the day while she/he is supervising students is not permitted.

Cafeteria and Lunch Policies

- Breakfast begins at 7:30.
 - The MISD Parent and Student Elementary Handbook page 7 states: "Children planning to eat breakfast in the cafeteria should plan to arrive no later than 7:45 a.m."

- Lunch time is for 30 minutes. Each student has an account with the cafeteria for breakfast/lunch. Parents may prepay on students' lunch accounts by sending payment with the student, bringing it to the front office or payments may be made online.

- Students may bring a lunch from home. Please note: Items sent from home may not be heated up for students.
 - Parents wishing to eat lunch with their child(ren) are welcome to sit at a special table with them. Parents may bring food and eat lunch with only their child(ren) and no other students.

- Students may purchase a snack from the cafeteria at various costs or bring their own snack from home.

- Free/Reduced lunch applications may be picked up in the front office and the cafeteria. Please note: It may take up to two weeks to process the application. Parents/Guardians will be responsible for the cost of meals until approval is granted.

- For the 2009-10 school year elementary breakfast costs \$1.25 and lunch is \$2.00.

Parties and Food Policies

- When bringing food to your child(ren) for lunch, parents may not provide food to any other children.
- Students may not consume food at school that is not provided by the school or their own parents.
- The school is permitted three days to allow food to be brought to the school and shared amongst the students. Those days are designated as follows:
 - Winter Holiday Party in December
 - Field Day in May
 - End of the Year Awards Reception in June
- Student birthdays are not an exception to this policy.
- We appreciate our parents, students and community for their understanding in this matter.

School/Home Communication

- Each week, each grade level will send home a newsletter detailing important events for that grade level along with each subject's focus and objective.
- Each month a school calendar will be sent home detailing the month's events.
- Each 6 weeks, a Thelma Jones Newsletter will be sent home for the school community highlighting the past 6 weeks events.
- At the beginning of the school year, each child will receive the MISD Parent and Student Elementary Handbook along with the Thelma Jones Sharks Handbook.
- Parent conferences may be scheduled throughout the year. Please contact the front office or the teacher to arrange a conference.
- Each teacher has a school email address that may be found on our website or by calling the front office.
- It is important that parents attend the grade level meeting at the beginning of the year to receive vital information concerning students.
- Grade level lesson plans will be posted on the school website.

Assesment and Grading Information

- Students receive a report card every 6 weeks.
- Progress reports are sent at 3 week intervals during the 6 week grading period.
- Each grade level takes benchmark test in the following subject areas:

Reading

Math

Writing

- The Texas Assessment of Knowledge and Skills (TAKS) tests are given in the following grades and subjects:

3rd Grade: Reading and Math

4th Grade: Reading, Math and Writing

Thelma Jones Elementary



Principal

Assistant Principal

Counselor

Secretary

PEIMS Clerk

Receptionist

Nurse

Dameon Gray

Lacy Carter

Latoya Garrett

Lauren Graham

Kristina Curtis

Aurora Rawlinson

Charlene Barnes

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