



**Thomas Gregg
Neighborhood School**

**2021-2022
STUDENT HANDBOOK**

**2302 E. Michigan St.
Indianapolis, Indiana 46201
317-226-4215**

Dear Thomas Gregg Families,

As the Executive Director of Thomas Gregg Neighborhood School, it is my pleasure to welcome everyone back to school. It is our goal to provide your child with a personalized educational experience. We need your support in helping your child have a successful time in school to reach their full potential. We are committed to supporting your child and family in any way possible to make this happen!

Please do not hesitate to reach out to your child's teacher or school staff member if there is anything we can do for you.

Warmly,

A handwritten signature in cursive script that reads "Ross Pippin".

Mr. Ross Pippin
Executive Director

Table of Contents

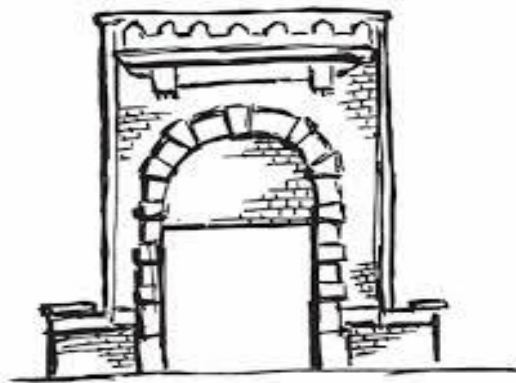
TGNS Core Values	Page 4
TGNS School Administration	Page 5
TGNS Board of Directors	Page 5
Important TGNS Phone Numbers	Page 5
TGNS Important School Dates	Page 6
The School Day	Page 7
School Attendance Policy	Page 8
Student Attendance Guidelines	Page 9
Parent/Guardian Visitation Policy	Page 10
Parent-School Communication	Page 11
School-Wide Core Values Matrix	Page 12
Student Dress Code	Page 13
Examples of Restricted Attire	Page 14
Personal Items at School	Page 15
School Bus Conduct and Safety	Page 16
Illness, Injuries and Medication at School	Page 17
Lunch Procedures and Cafeteria Guidelines	Page 18
Understanding the Elementary Menu: A Parent’s Guide	Page 19
Modified Meal Requests	Page 20
Textbook and Other Educational Benefits	Page 20
Family Supports and Assistance	Page 20
Preschool	Page 20
Fire, Tornado and Emergency Drills	Page 21
School Closings and Delays	Page 21
School Property	Page 21
Recess	Page 22
Student Activities	Page 23
Photographing/Videotaping Students	Page 23
Lost and Found	Page 24
Special Area Classes	Page 24
Service Learning and Science/Social Studies	Page 24
Field Trips	Page 25
Report Cards and Grading	Page 26
Homework and Promotion/Retention	Page 27
School Discipline Plan	Page 28

TGNS Core Values

Take care of
yourself.

Take care of each
other.

Take care of this
place.



THOMAS GREGG
NEIGHBORHOOD SCHOOL

TGNS School Administration

Ross Pippin , Executive Director
Anuja Petruniw , Director of Operations and Neighborhood Engagement
Dana Larson , Director of Academics

TGNS Board of Directors

Susan Adams (Board Chair)
Breanca Merritt (Vice Chair)
Susan Vogt (Secretary)
Beth Uselmann
James Taylor
Marie Mackintosh
Valerie Davis
Shayna Sangster
Mike Bowling
Chris Cesnik
Mariana Lopez-Owens
Ashley Acuff

Important TGNS Phone Numbers

Front Office	317-226-4215
Fax Number	317-226-4600
IPS School Police	317-226-4633
Transportation/IPS Information	317-226-4000
TGNS Information	info@thomasgregg.org

Important Dates	
7/26-7/30	Staff Summer Institute (No Student Attendance)
8/2/2021	First Day of School
9/6/2021	Labor Day (No School)
9/7/2021	Staff Professional Development (E-Learning Day for Students)
10/7/2021	Parent/Teacher Conferences (E-Learning Day for Students)
10/8/2021	Staff Professional Development (E-Learning Day for Students)
10/11-10/15	Fall Break (No School)
11/24-11/26	Thanksgiving Break (No School)
12/20-12/31	Winter Break (No School)
1/13/2022	Parent/Teacher Conferences (E-Learning Day for Students)
1/14/2022	Staff Professional Development (E-Learning Day for Students)
1/17/2022	MLK Jr. Day (No School)
2/21/2022	President's Day (No School)
3/7-3/18	IREAD-3 Assessment Window (Grade 3)
3/21-4/1	Spring Break (No School)
4/14/2022	Parent/Teacher Conferences (E-Learning Day for Students)
4/18-5/13	ILEARN Assessment Window (Grades 3-6)
5/23/2022	Last Day of School for Students
5/24/2022	Staff Work Day (No Student Attendance)

The School Day

School Opens/Breakfast	7:10am
Classes Begin/Tardy Bell	7:30am
Dismissal	2:30pm

Arrival

Walkers and Car Riders will enter through Door #4 on Beville Ave. PARENTS MUST DROP STUDENTS OFF GOING **NORTH** ON BEVILLE AVE. so our students are not crossing through traffic.

Dismissal

Bus Riders will be dismissed first beginning at 2:25pm. Walkers will be dismissed out Door #2 on Michigan Ave at 2:30pm. Car Riders will be dismissed through Door #4 on Beville Ave. Teachers on Car Rider duty will come to each vehicle and dismiss students individually. PARENTS MUST WAIT IN THEIR CARS HEADING **NORTH** ON BEVILLE AVE.

If the mode of transportation will be changed for your child, it must be done in writing or by calling the front office before 1:45pm. Teachers will not send students home any other way except the way it was communicated for student to go home.

Parents/Guardians Please Note: Students will not be dismissed from the Front Office at dismissal time. Parents should pick up their child from the appropriate dismissal site (Door #2 for Walkers and Door #4 for Car Riders)

**STUDENTS CANNOT BE DROPPED OFF AT
SCHOOL BEFORE 7:10 A.M.
THERE IS NO SUPERVISION AVAILABLE.**

School Attendance Policy

Absences: The state of Indiana has a compulsory attendance law (Indiana Code 21-1, 1-3)*. Ensuring regular school attendance in elementary school is the **responsibility of the parent**.

*Although kindergarten is not mandated by the State, under this law, once a child is enrolled in Kindergarten, the provisions of the attendance law apply to that child.

If a child must miss school for any reason, please call **317-226-4215** by **8:00 a.m.** the day of the absence. The school may attempt to call the parents of any absent student who has not reported the absence to the school.

If you are unable to call, please send a note to school with your child the following day, signed by a parent, indicating the date of the absence and the reason for the absence.

Absences that do not follow the directions above will be marked “unexcused.” Although children always have access to “make up” work, the active participation of students in a classroom cannot be reproduced at home.

Tardies: Having students enter class after 7:30 a.m. is disruptive to the class as well as to your child. Students need to be in their classrooms ready for instruction by **7:30 a.m.** each day. Please help your child make the most of instructional time by preparing them to arrive on time. Those students who are tardy to school on a repeated basis will be referred to the social worker.

Early Drop-Off: There is NO ADULT SUPERVISION at the school until 7:10am. Students will not be allowed to enter the building until this time. Please do not drop your child off early or leave them outside the school.

Early Pick-Up: Parents/Guardians must come into the Front Office to sign a student out when they are leaving early. Please be prepared to show ID when picking up your child. Under no circumstances will children be released to someone other than a parent/guardian listed in Power School unless prior notification and proof of identification is presented. **Students will not be released to parents after 1:45pm without prior notification to the Front Office. Please wait until dismissal time at 2:30pm to ensure students are present for all instructional time.**

Student Safety: If for some reason your child is not to be released to a particular person, we must have a copy on file of a **court order or divorce decree** stating that this particular person is not permitted visitation or contact with the child. If you would like to add or take off someone from the approved pick-up list, please visit the Front Office for assistance.

Student Attendance Guidelines

Absences are defined as not being present at school and/or in classes at the designated/required time. There are three basic reasons for absences: Excused, Unexcused and Exempt.

Excused Absences: Excused absences are defined as absences the school district regards as legitimate reasons for being out of school, as included in the district's policy.

- Documented personal illness (medical concerns/emergencies) verified by a note from a physician
- Health facilities verification note
- Death or loss in the immediate family
- Personal tragedy (administratively approved)
- Absences related to maternity
- Religious holidays

Unexcused Absences: An unexcused absence is defined as any absence not covered under the school district's definition of excused or exempt absence. The definition of a child who is designated as a habitual truant is a student who is chronically absent by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

- Truancy (absent without knowledge or permission of the parent/guardian or school official)
- Absent without notification to the school
- Vacation or trips during school days

Exempt Absences: Pursuant to I.C. § 20-33-2-14 through 17.2, a student is excused from attending school under some circumstances. The student is excused from school, is not recorded as absent and may not be penalized in any way by the school.

- Participating in an election
- Duty as a page or honoree of the Indiana General Assembly
- Testifying in court under subpoena (documented)
- Serving with the National Guard for no more than 10 days
- Serving with the Civil Air Patrol for no more than 10 days

A student who attends an educationally related, non-classroom activity may be absent and excused if the activity meets the conditions set out in I.C. §20-33-2-17.5

A school leader may allow students to be excused to attend religious instruction (not to exceed 120 minutes in any week) if it meets the conditions set out in §20-33-2-19.

Parent/Guardian Visitation Policy

Parents and guardians are an extremely valuable part of the educational community at Thomas Gregg! You are welcome to visit the school and come into the building pending IPS COVID guidelines. However, the safety and welfare of our students is our greatest priority followed by the importance of maintaining our instructional time.

For these reasons, it is important to have a school visitation policy in effect at Thomas Gregg:

Scheduling a Visit/Meeting

- Parents/Guardians wishing to visit their child's classroom, meet with their child's teacher or meet with an administrator will need to make an appointment.
- Appointments need to be made at least 24 hours in advance by visiting the Front Office or calling 317-226-4215.
- Our Front Office staff are very knowledgeable about each classroom's schedule and can assist you with selecting the best time to visit that minimizes interruption to instructional time.
- We believe regular communication with your child's teacher is very important so we encourage you to set up meetings to address your child's needs. However, in order to ensure that you have the teacher's full attention, meetings with them will need to be scheduled either before or after school hours or during their teacher "prep" times. These times vary for each teacher, so please work with our Front Office staff to determine the best date/time for a meeting.
- The Front Office staff will ask that you provide some details as to the nature of your meeting request so that the teacher may be prepared to address your concerns in the time allotted for the meeting.
- These guidelines also apply should you want to schedule a meeting with an administrator or school social worker. Our administrators and social worker are happy to meet with parents/guardians when necessary but do have extremely busy schedules. The further ahead you can request a meeting, the better they will be able to accommodate your request.

Visitation Expectations

- Please check in at the Front Office prior to your scheduled visit to receive a visitor's pass. Please be prepared to show a valid ID.
- Whenever possible, a school staff member will escort parents/guardians to their child's classroom.
- Please enter the classroom quietly and remain in an area so as not to disturb instruction.
- Please do not speak to the teacher or students unless the teacher begins the conversation.
- All cell phones and other electronic devices need to be silenced.
- No siblings or other children will accompany parents into the classroom.
- Parents/guardians must follow the same rules as the students.
- If there is a concern you would like to address, please schedule an appointment through the Front Office to discuss it with the teacher at a later time.
- If you would like to volunteer at the school, please schedule a meeting through the Front Office to discuss the details and to complete your background check.

Parent-School Communication

Strong communication between home and school is vital to the success of our students! We will do all we can to keep communication active and open with parents and guardians.

Parent-Teacher Communication

- If you have a question or concern about something at school, you are encouraged to contact your child's classroom teacher to discuss the question.
- Please note that we will not transfer your call to the teacher during instructional hours. Our Front Office staff will happily take a detailed message for you and forward it to the teacher. The teacher will reach out to you at a suitable time.
- We are also happy to help you schedule a meeting with your child's teacher. Please follow the process outlined in the Visitation section of the Handbook to schedule a meeting with a teacher or administrator.

Classroom Information

- Teachers are able to select the form of communication that best suits their classroom. Many teachers will send home a weekly or bi-weekly classroom newsletter that contains important school information.
- Other teachers may send a text message via the Remind app or Class Dojo. This is a great way to stay in touch with one another! Some teachers may choose to send a daily communication sheet home with each child that parents are asked to sign.
- All teachers and staff are expected to conduct a **Positive Phone Call** to each child's parent/guardian at least once a month.

Parent Phone Calls

- We aim to avoid interrupting instructional time as much as possible during the day. We will not transfer parent phone calls to the classrooms during instructional time unless the teacher has notified the office that they are expecting a call from a parent. **We expect parents/guardians to make after school plans before children leave for school in the morning.**
- We will not take class time for a child to call home or have a child take a phone call during the day. If plans for your child's dismissal change during the day, please call the Front Office at 317-226-4215 **no later than 1:45pm** so that we have plenty of time to ensure that your child's teacher is aware of the change.
- The office gets **VERY** busy after 1:30pm and we cannot guarantee that late messages will be delivered in time. To ensure your child's safety during Dismissal, please make changes to after school plans as early as possible!

Birthdays: Although we realize how important and special each child's birthday is, we cannot take time out of the instructional day to deliver snacks, cupcakes, balloons, etc. to the classroom. **Please do not schedule these types of deliveries or visits to the classroom unless you have scheduled with the teacher in advance.** You can expect your child's classroom to have 3 class parties per year: Fall, Winter and a Valentine's Day Party. During these times, we welcome parents to bring treats to school to help make it an enjoyable time for students!



Thomas Gregg Neighborhood School

School Wide Core Values Matrix

<i>Core Values</i>	<i>Classroom</i>	<i>Cafeteria</i>	<i>Restrooms</i>	<i>Hallways</i>	<i>Bus</i>	<i>Playground</i>
<i>Take Care of Yourself</i>	<ul style="list-style-type: none"> • Listen and follow directions • Participate and listen actively • Raise your hand to talk • Use appropriate language • Take care of personal property • Complete and turn in assignments on time 	<ul style="list-style-type: none"> • Follow directions • Use appropriate language • No talking when cones are up • Whisper when cones go down • Use good manners • Stay in assigned seat • Use good manners 	<ul style="list-style-type: none"> • Flush the toilet • Throw away trash • Wash hands • No talking or playing • Line up quietly 	<ul style="list-style-type: none"> • Walk quietly without talking • Keep hands and feet to yourself • Go straight to your destination • Walk on the right side of the hallways • Walk on 1st brown tile 	<ul style="list-style-type: none"> • Listen and follow bus drivers' and monitors' directions • Keep hands and feet to yourself • Use quiet voices • Stay seated while bus is moving • Keep your body and belongings inside bus 	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Use appropriate language • Line up quickly and quietly • Take ownership of your actions • Enter building silently
<i>Take Care of Each Other</i>	<ul style="list-style-type: none"> • Work cooperatively with others • Share materials • Listen when others speak • No bullying • Keep your hands and feet to yourself 	<ul style="list-style-type: none"> • Wait in line for your turn • Say please and thank you • Line up silently and respect others' space 	<ul style="list-style-type: none"> • Respect others privacy • Wait your turn. 	<ul style="list-style-type: none"> • Respect learning in the classrooms (be quiet) • Be aware of personal space 	<ul style="list-style-type: none"> • Share your seat with others • Be aware of personal space • Wait patiently in line to get on and off the bus • No pushing, hitting, fighting 	<ul style="list-style-type: none"> • Invite others to play • Take turns and share equipment • No pushing, hitting, fighting. • Agree on rules before playing
<i>Take Care of This Place</i>	<ul style="list-style-type: none"> • Remain in assigned location • Walk and move safely • Take care of school property 	<ul style="list-style-type: none"> • Clean up after yourself • Throw trash into the garbage can • Place unwanted food in designated area • Do not throw food. • Keep feet off the seats • No food on the floor 	<ul style="list-style-type: none"> • Report problems immediately to teachers • Keep the restroom clean • Do not write on the walls or put objects in the toilets, sinks or water fountains 	<ul style="list-style-type: none"> • Keep hands off the wall • Don't eat in the hallway • Don't write on the walls or tear things off the wall • No jumping or hitting signs or doors • No sliding down banisters 	<ul style="list-style-type: none"> • Report any problems • Stay in your seat • Enter and exit one at a time • Do not eat on the bus. • Throw away all trash. • No drawing on the seats 	<ul style="list-style-type: none"> • Stay in designated area • Use equipment correctly • Close the gate when leaving • Do not lean on the fences

Student Dress Code

Shirts/Blouses	<ul style="list-style-type: none"> • Solid Colors • Straight, button-down collar, turtleneck or mock turtleneck • Long or short sleeves • Polo-style (logo size may not exceed 1 ½") • Must be tucked into pants/shorts/skirts at all times • No T-shirts (unless school spiritwear)
Pants/Shorts/Skirts/Capri Pants/Jumpers	<ul style="list-style-type: none"> • Solid Colors: khaki, black or navy blue (no denim/blue jeans please) • Pleated or flat-front • Fastened at the waist • Must be worn with a belt and set above the hip (grade 3 and above) • "Walking" length shorts limited to 2" above the knee • Solid navy blue or black shorts may be worn under skirts, provided they do not show
Sweaters/Sweater Vests/Fleece Jackets	<ul style="list-style-type: none"> • Solid Colors • Must be worn over an approved shirt • V-Neck, Crew Neck or Cardigan • Logo size may not exceed 1 ½" • Hooded items are not permitted
Sweatshirts	<ul style="list-style-type: none"> • Solid Colors • Must be worn over an approved shirt • Shirt collar must extend over sweatshirt • Hooded items are not permitted
Shoes	<ul style="list-style-type: none"> • Any color acceptable • Closed toes • Closed heel or strap heel
Boots	<ul style="list-style-type: none"> • No restrictions
Socks	<ul style="list-style-type: none"> • No restrictions
Tights/Leggings	<ul style="list-style-type: none"> • Must be worn under an approved skirt/skort/short • No restrictions on patterns/colors
Belts	<ul style="list-style-type: none"> • Required for Grades 3-6 • No logos • Any color acceptable • Made of fabric or leather • Required for all pants/shorts made with belt loops (elasticized waistbands without loops are excluded) • Buckled and woven through belt loops appropriately
Accessories	<ul style="list-style-type: none"> • No clothing (such as shawls) can be worn over pants, skirts or shorts • Handbags, purses, totes, fanny packs and similar items are not permitted

Examples of Restricted Attire	
Hats or hoods during the school day	Denim items
Pants worn below the waist or “sagging”	Sweatpants, jogging pants, athletic pants
Skintight dresses, pants, or tops	Tank tops, tube tops, spaghetti strap tops
Sunglasses during the school day	Pajama tops or bottoms
Flip-flops, sandals, bare feet	“heelies” or “wheelies”
Clothing/buttons/jewelry with offensive, lewd, vulgar, obscene or hate language, slogans or pictures	Clothing/buttons/jewelry/accessories advocating or advertising use of drugs or alcohol
Hair rollers, combs, picks	Scarves, head rags, doo rags, bandanas, sweatbands
Visible undergarments	Clothing altered by cuts, slits or holes that exposes skin
Detachable gold teeth (unless required by dentist with written documentation on file), grills or fangs	Any other items that school leadership deem inappropriate or disruptive to education environment will be prohibited.

****Note** Outside Jackets/Coats may not be worn during the school day. These items may be worn while entering and exiting the building. During class time, jackets/coats must be put away in Student Cubbies.**

Personal Items at School

The safety and welfare of our students are at the forefront of everything we do. There are certain items that must not be in school, as they do not contribute to the educational process, and in some cases, can cause great harm. Some prohibited items are listed below:

Weapons:	Any article which is potentially dangerous or interferes with the educational process is prohibited in school. This includes, but is not limited to : pocket knives, hunting knives, lighters, scissors, nail clippers, handcuffs, and guns of any kind (toy or otherwise). Students bringing such items to school risk suspension, expulsion, or possible arrest by law enforcement . Any such article which is found in a child's possession may be held by school police while the decision on expulsion is being finalized.
Valuables:	We ask that students not bring valuable items or large amounts of money to school. If there is an occasion when this must occur, the child should leave the item or money with their teacher for safekeeping during the day. Valuables <u>should not, under any circumstances</u> , be carried around by a child or left in a desk.
Gum/Candy/Chips	Students should not bring gum, candy, or chips to school. It is very difficult to remove gum from the floors. In addition, it is not helpful to the educational process. Any such items may be taken from children. An exception is when candy or chips are brought as part of a complete lunch from home and even then, should be a snack-size portion. Large bags of chips such as Takis or hot fries should not be brought to school.
Electronics (Cell Phones, Headphones, Video Games, etc.)	Electronics such as cell phones, handheld video games, iPods, headphones, and any such equipment should not be brought to school. If they are in sight during class or found to disturb the learning environment, school staff may confiscate the item, notify the parent or guardian and will need to be picked up at the school by a parent or guardian. If a parent or guardian wants their child to have a cell phone at school, the student must turn it in to their teacher every day. The teacher will keep the phone in a locked and safe place and return it to your child at the end of the day.
Toys:	Please do not bring toys or games to school as they can be a disruption to the learning environment. This includes items such as video games, fidget spinners, trading cards, laser pointers, etc. If such items are allowed for a project or recess, your student's teacher will specifically request particular items via a note home to parents.
Bicycles:	IPS offers bus transportation to most students. If you ride a bike to school, please be sure to secure your bike to the racks located near Door #3.

Note: Thomas Gregg Neighborhood School is not responsible for lost or stolen items described on this page.

School Bus Conduct and Safety

The Bus Conduct and Safety guidelines are designed to promote safety on the school bus at all times. The safety of all students is our top priority. Therefore, each student is to cooperate with the bus guidelines.

The bus driver and monitor are the adults entrusted with the job of transporting our students to and from school safely and efficiently. They must be recognized and supported by all. For everyone's safety, the bus driver must be heard, be able to hear traffic sounds such as sirens, and students should adhere to directions given by the driver and monitor.

Students should demonstrate the **Thomas Gregg Neighborhood School Core Values** while on the bus:

Take Care of Yourself
Take Care of Each Other
Take Care of This Place

Bus Conduct and Safety Guidelines:

- Arrive at the bus stop 10 minutes before pick-up time. The driver is NOT permitted to wait for students.
- When the bus arrives, stand well back from the curb or stopping point and wait until the bus comes to a full stop.
- Never reach through the window to take an item from anyone or to dispose of an item.
- Keep your head, arms and feet inside the bus at all times.
- Students should remain in their seat at all times while the bus is in motion and should not move from seat to seat.
- Do not eat or drink on the bus. (This includes candy and snacks.)
- Students are expected to be courteous, respectful and follow the instructions of the driver and monitor.
- Tobacco, drugs, and alcohol are prohibited.
- Weapons, explosives, or any other dangerous articles are prohibited.
- The ignition of matches, lighters, etc. is prohibited.
- No object is to be thrown into, out of, or inside the bus.
- Students must not use obscene language, gestures or gang signs.
- Fighting, hitting, and yelling are not permitted.
- Harassment or intimidation of others is not permitted.
- Students will never use the rear emergency exit except upon the direction of the driver or other competent authority.
- Willful destruction or defacing of school bus or private property surrounding school bus stops is prohibited.

School transportation provided by IPS is a privilege, not a right. If a student chooses not to follow bus procedures, the privilege of riding the bus may be taken away in order to ensure the safety of everyone. If transportation privileges are denied, the parents or guardians are responsible for getting their children to and from school. School staff will work with the student, parent and bus staff to ensure that revoking riding privileges is the last resort.

Illness, Injuries and Medication at School

Thomas Gregg is fortunate to have a health clinic on site through Shalom Health Care Centers with a full-time Nurse Practitioner (NP). **In order for your child to be seen at the Shalom Health Clinic, we must have a completed consent form on file.**

Illness:

Children often ask to go to the office to see the NP because they do not feel well. The usual guidelines that are followed are to ask the child what seems to be the problem and take the child's temperature. If the child is not running a fever and shows no other evident signs of illness, it is customary to send him/her back to class. Sometimes they may be allowed to rest for a few minutes.

If the child has a fever, a parent is contacted to pick the child up from school. If a parent is not available, we will begin to call emergency numbers and see if someone is available to pick the child up.

It is important that children who are ill to not be at school to avoid the spread of illnesses to other students.

In the event that no one is available to pick a child up, the school will make the decision as to whether the illness appears serious enough to transport the child to the hospital or call an ambulance. We realize that this could be costly to a parent, but we must put the safety of our children first. The way to avoid this cost is to be sure that we have the update telephone numbers of parents/guardians as well as emergency contacts that could transport the child if needed.

Injuries:

In case of an injury, students should immediately report to the teacher in charge. The teacher will notify the nurse practitioner to come or send the student to the nurse with a pass. The teacher and NP will complete an accident report. Parents will be contacted in the event of an injury or illness. Parents may not always be contacted for minor injuries such as cuts and scrapes.

Medications:

Indiana state law requires that the following procedures be followed for medicines to be administered at school:

- Signed written permission from the parent or guardian including the date, dosage, and times to be administered.
- Medication must be kept in the original pharmacy container bearing the pharmacy label with:
 - the student's name
 - clock time of administration
 - name of the medication, including quantity of dose
 - name of the prescribing physician(s), as copied onto the label by the pharmacist
- Non-prescription medications also require signed written permission from the parent or guardian including the date, dosage, and times to be administered, and must be in their original container.
- The school may not exceed physician prescribed or recommended label dosages.
- All medications must be kept in the school clinic and be administered by the nurse practitioner.
- For students with completed consent forms, the clinic stocks a small selection of over the counter (Tylenol, ibuprofen etc.), and commonly used Rx medications to be used at the NP's discretion for students. Parent/guardians reserve the right to opt out of this service and must state so in writing on the consent form.
- Controlled substances must be transported to and/or from school by a designated adult, and should not be put in a child's backpack (mainly ADHD medications).

Lunch Procedures and Cafeteria Guidelines

School Lunch: All students at Thomas Gregg Neighborhood School are able to receive a complete breakfast, lunch and snack free of charge under the USDA's Community Eligibility Provision (CEP). However, all families must complete a food service application for eligibility. The form will be sent home with students at the beginning of the year. Please see **Mrs. Felipe** in the Front Office with any questions or you may call **IPS Food Services** at 317- 226-4951.

Students are also permitted to bring their lunches. We emphasize good nutritional habits at school. **Students should not bring fast food, candy, gum, chips or soda (or other carbonated beverages) to school.** An exception is if a small piece of candy or snack-size bag of chips/crackers are brought along with a complete meal from home.

Behavior:

Students are seated with others in their classroom. Classrooms of students have assigned seats in the cafeteria. Students should cooperate and follow all lunch procedures and rules:

- Students should enter and exit the cafeteria in an orderly and quiet manner.
- Students should sit quietly at their table until dismissed to get their lunch.
- Students should remain quiet in the line while getting food.
- Indoor-voice conversation with students sitting near one another is permitted once their table has their lunch.
- Students are to remain seated at their assigned table while eating and should raise their hand when they need assistance.
- The cafeteria offers several flavors of milk and some juices to drink. **Please do not bring carbonated beverages or chips/snacks to school.**
- For health and sanitation reasons, sharing food and trading food is not advised.
- Students should dispose of trays as directed by the adults in charge.
- Students are asked to be quiet prior to being dismissed from the cafeteria.
- Students should always follow the cafeteria procedures and follow staff directions. The TGNS School-wide Guiding Principles are always in effect during lunch.

Parents Eating with Students:

Parents that want to have lunch with their children are invited to do so at any time. You must first sign in at the Front Office to receive a Visitor's Pass. An adult lunch is available for \$3.75.

Parents are asked to eat with their child in our **Parent Center (Room 102)**. In order to avoid hurt feelings, parents are not to bring in lunch for students other than their own children. **Fast food lunches brought in by a parent are permitted only if the parent is eating with their child.**

UNDERSTANDING THE ELEMENTARY MENU: A PARENT'S GUIDE

Each day, your student is offered a lunch containing the following:

MEAT or **MEAT ALTERNATE**,

GRAIN,

VEGETABLES, **FRUIT**

and of course, **MILK!**

While the most nutritious lunch contains all of these options, our students do not like some of the items we serve. To make our student customers happy, we like to give them the option to decline items they do not want to eat.

Out of the 5 food groups your student is offered, he or she must choose at least 3 food groups for his or her meal. One of the food groups must be a **FRUIT** or a **VEGETABLE**. Some of the menu choices may count as two food groups such as pizza, burrito, hamburger or a chef salad.

Here's a sample menu:

CHEESEBURGER on a **BUN**

$\frac{1}{2}$ cup of **CARROTS**

$\frac{1}{2}$ cup **ROASTED POTATOES**

$\frac{1}{2}$ cup **PEACHES**

8 oz. carton of **MILK**

Your student could choose:

CHEESEBURGER on a **BUN** & **CARROTS**

or

ROASTED POTATOES, **PEACHES** & **MILK**

or

CHEESEBURGER on a **BUN**, **PEACHES** & **MILK**

Of course, your student can take other combinations or **ALL 5 FOOD GROUPS!**
The choice is up to the student!

If your student comes home and says "I didn't get enough to eat at lunch!" ask the student if he or she is taking all of the **FRUIT** and **VEGETABLE CHOICES!**

DON'T FORGET ABOUT BREAKFAST!

Join us each morning, **BREAKFAST** is a great way to kick-off your student's day!

BREAKFAST choices are a little different.

Your student must take at least 3 of the 5 items offered at **BREAKFAST** and one must be a **FRUIT** or **VEGETABLE**.

Modified Meal Requests

In order to better serve our students with specialized dietary needs, an *Annual Modified Meal Request* form must be completed each school year. The completed *Annual Modified Meal Request* form will not be carried over from year to year. The parent or guardian is required to submit a new form signed by the student's physician or medical authority. *Recognized medical authorities include physicians, physician assistants, nurse practitioners, or registered dietitians.* **If the student does not eat or follow the modified meal for five school days, the modified meal(s) will be cancelled.** Modified meals cannot be provided to accommodate religious preferences, personal diet modifications or food dislikes.

Textbook and Other Educational Benefits

- All IPS students must pay textbook rental fees, unless you have been notified in writing that your child has been approved for textbook assistance for the current school year. You will be notified IN WRITING when your application is approved or denied. If you do not receive notification within ten days, call 226-4951.
- Parents who wish to apply for textbook assistance and other educational benefits must submit an Application for Educational Benefits each school year.
- One application per household is required. Applications are confidential and the information provided will not be shared with others.
- Applications for Educational Benefits are available at TGNS in the Front Office, by calling 317.226.4951, or on the IPS website at www.myips.org/menus.

Family Supports and Assistance

- Sometimes a family may need assistance to support their child's success at both school and home.
- Thomas Gregg Neighborhood School is fortunate to have a close partner in the **John Boner Neighborhood Centers (Boner Center)**.
- We have a robust Family Supports Team from the Boner Center permanently housed in the Parent Center (Room 102) at Thomas Gregg.
- This team can help families connect to a variety of resources and community services such as food, uniforms, utilities, housing, financial, vocational training, English language classes, etc.
- Please stop by and visit the Parent Center any time during the school day to speak with one of our Family Supports team members.
- Thomas Gregg also has a full time Social Worker on staff. The Social Worker can also help refer your child or family to a variety of resources and supports such as mental health services, domestic violence resources, substance abuse resources, and other basic needs assistance, . If you would like to speak with the Social Worker, please see the Front Office staff to schedule an appointment.

Preschool

- TGNS has partnered with East 10th United Methodist Children and Youth Center to operate one Preschool classroom in the building. East 10th Street at TGNS serves up to 20 students ages 3-5.
- This unique partnership allows for strong continuity between the early childhood years and elementary years. We are able to ensure a smoother transition between preschool and Kindergarten because the preschool is already housed within the elementary school.
- If you are interested in enrolling your 3-5 year old into preschool, please call East 10th at **317-637-0841**.

Fire, Tornado & Emergency Drills

- To promote safety and preparedness there will be at least one fire drill per month, one tornado drill per semester, one earthquake drill per school year and three man-made hazard drills per year.
- The man-made hazard drills are essentially “lockdown” drills that practice what students and staff should do if an outside influence presents a danger to the safety of our students.
- When we have a “lockdown” drill, staff members will be monitoring all school entrances and no one will be allowed to enter or exit the building until the lockdown is complete. We thank you in advance for your cooperation.

School Closings and Delays

- **If school closing is necessary, look for THOMAS GREGG NEIGHBORHOOD SCHOOL.**
- **While we try to closely follow the IPS Calendar, our calendar is slightly different. Please look for our school for closings or delays.**
- Therefore, please follow local TV news and radio stations for information regarding closings and delays.
- The decision to delay or close school is usually made before 6:00am. In addition to the local TV news and radio stations, TGNS will initiate automated calling to contact all households to inform you of a closing or delay.
- Please make sure the school ALWAYS has a good working phone number for your family so we can make sure you receive critical information.

School Property

- It is extremely important that students always practice the Core Value of “take care of this place” meaning that students take care of our school property and outside grounds.
- This is particularly important for before and after school hours. The school usually does not have supervision for students on school grounds outside of school hours with the exception of after school clubs and activities.
- It is essential that parents/guardians ensure that children are supervised at all times while on school property and follow the same expectations as if they were here during the school day.
- The school playground is available for students and families after school hours and during the weekend. However, in order to keep this available, it is important to ensure the playground is well taken care of. Students and families can help this by making sure to close the gates upon leaving and to disposing of trash appropriately.
- The Learning Garden is a new addition to TGNS during this school year. It is part of the school’s science curriculum and therefore should be treated with exceptional care so that ALL students may enjoy the fruits (and veggies) of their labor.
- **Please DO NOT deface the garden containers, dig up and destroy plants, or take any garden equipment.**
- Students are expected to pick up after themselves throughout the school and respecting the displayed work of their fellow students. Students should keep their hands off the walls and bulletin boards.

Recess

- We will have outdoor recess throughout the year whenever possible unless weather becomes inclement.
- Please be sure your child is dress appropriately for the elements. In extremely cold weather, or during rain or snow, recess will be held indoors.
- All children will participate in outdoor recess unless a doctor advises otherwise and a note is on file with the Front Office.
- In the event of severe injuries or illness, where a physician advises the child against outdoor play for a period of time, parents/guardians should send a doctor's note or explanation along with the anticipated time period your child should stay indoors.

Wind Chill Factor Chart (in Fahrenheit)										
Wind Speed in mph										
Air Temperature		Calm	5	10	15	20	25	30	35	40
	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	-1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43
	-20	-20	-34	-41	-45	-48	-51	-53	-55	-57
-30	-30	-46	-53	-58	-61	-64	-67	-69	-71	

Heat Index Chart (in Fahrenheit)														
Relative Humidity (Percent)														
Temperature (F)		40	45	50	55	60	65	70	75	80	85	90	95	100
	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	106	109	113	117	122	127	132
	94	97	100	102	106	110	114	119	124	129	135			
	100	109	114	118	124	129	136							
	104	119	124	131	137									
	110	136												

- Comfortable for Outdoor Play**
Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen and beverages for all child age groups.
- Caution**
Use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen and beverages are important. Shorten the length of outdoor time.
- Danger**
Most children should not play outdoors due to the health risk.

Source: Child Care Weather Watch, Iowa Department of Public Health, Healthy Child Care Iowa. Produced through federal grant (MCJ19T029 & MCJ19K0C7) funds from the U.S. Department of Health & Human Services, Health Resources & Services Administration, Maternal & Child Health Bureau. Wind chill and heat index information is from the National Weather Service.

Student Activities

TGNS aims to offer a wide variety of after school activities throughout the year for students. Such examples include:

- **Sports:** Basketball, football, soccer, futsal, volleyball and cheerleading are offered to students during the school year. Different sports are offered at different seasons throughout the school year. Students wishing to be on a TGNS sports team must try out and earn a spot on the team in order to play. *Some sports may require a participation fee to cover sports uniforms, snacks, equipment and travel. Cost of participation will be shared with parents based on each particular sport.*
- **Clubs & Activities:** Boy Scouts, Running Club, Tutoring, Art Club, and other such opportunities are available at varying times throughout the school year for interested students. Information about each club is typically sent home with students in applicable grade levels. Parents may simply fill out a permission slip for students to participate. *Depending on the activity, there may be an associated club or activity fee to cover the cost of materials.*
- **After School Care:** The EDGE After School Program is available through the Boner Center for up to 40 students. There is a registration process and associated fee for this aftercare program. Transportation is available for some students. More information on EDGE is available in the Front Office or at the Boner Center. Additional after care provider information for Daystar, Westminster and East 10th are available upon request in the office.
- **Dinner:** Dinner is provided for students in the EDGE After School Program through our wonderful partners at **The Patachou Foundation**.
- **Transportation:** Student pick up is generally the responsibility of the parent/guardian. On occasion, we are able to provide a bus to and from the activity. Examples would be for away games or for weekend tournament travel. We will notify parents of the transportation arrangements for each activity.
- **Student Pick Up:** Our staff and coaches are providing a service to the school and students outside of their normal workday. Their time is very valuable to us and therefore, we need parents/guardians to be on time to pick up children from after school activities. We appreciate your cooperation with this!

Photographing/Videotaping Students

Over the course of the school year, there are many exciting things happening at school that we will want to document with photos, videos and social media. There will be times where your child might be photographed or videotaped at school. These photos/videos will be used within the school and/or posted on school-approved social media. TGNS operates a school Facebook, Twitter and website (housed within Indianapolis Public Schools' website).

Keeping up with our social media accounts is a great way to stay informed about the amazing achievements of our students and school! Other ways photos or videos may be used are for bulletin board displays, school newsletters, teacher professional development or for view by other students (such as a school play).

If you DO NOT want your child photographed or videotaped, please fill out the "Opt Out" form that is sent home with students at the beginning of the year or please see the Front Office Staff.

Lost and Found

- Each year we give box-loads of hats, gloves, jackets, scarves, backpacks, etc. to charity. These are items that go unclaimed in our Lost and Found.
- The Lost and Found is located in the Parent Center (Room 102) and students are welcome to look for lost items in the box.
- Students should tell their teacher what they lost and ask for permission to visit the Lost and Found.
- Students who find lost items should take them to the Parent Center when their teacher gives them permission.
- At the end of each month, any items that have not been reclaimed may be donated to charity.
- To help keep the Lost and Found volume low, we encourage parents/guardians to LABEL their children's items with their full name with a marker.

Special Area Classes

TGNS is proud to offer a variety of special area classes to ALL students on a regular basis! These classes include **Art, Music, Physical Education, Media/Technology, and Social/Emotional**.

- All classrooms attend one special area class per day. Special area classes are an important part of our elementary curriculum and should be treated with the same respect as all other subject areas.
- Your student receives a grade in each of their special area classes and grades are based on both participation and proficiency with content area.
- Special area teacher sometimes involve students in special programs and performances after school hours. You are encouraged to have your child participate in these events.
- **Physical Education:** Students must have a note from parent if they are unable to participate in P.E. class due to any medical condition that would be aggravated by participating. A doctor's note will be required if an extended illness or injury will cause a student to miss more than two consecutive days of P.E. Appropriate gym shoes must be worn during P.E. class.

Service Learning and Science/Social Studies

Two of the most unique pieces of the Thomas Gregg Neighborhood School instructional model are Service Learning and our Science and Social Studies Labs!

- At TGNS, we believe that all students are an integral part of their community. It is important for children to develop their civic engagement skills at an early age. By working alongside community members, students can enhance their cooperative, organizational and interpersonal skills. They also learn how to apply the skills they learn in the classroom to real-life scenarios and are able to be part of the problem solving process!
- Each grade level will work on 1-2 signature projects throughout the school year aimed at giving back to the community and neighborhood. The projects will look different at each age level and will be something that students have decision-making control with the guidance and facilitation of their teacher.
- Science and Social Studies learning is very important at Thomas Gregg. This instruction is presented to students in a hands-on, laboratory-style 3-hour block. This allows for a deeper dive into the material and more opportunities for students to apply skills through project-based learning.

Field Trips

Student Attendance Expectations

- Students at TGNS have opportunities for field trips in and around the community throughout the school year. These learning experiences support skills learned in the classroom. Teachers provide instructional activities to prepare students for their field trip experience and follow up with additional activities upon return. **We do not allow overnight field trips.**
- The school appreciates parental support for field trips by ensuring that your child is aware of the behavioral and academic expectations of the trip and by signing and returning any permission slips and associated fees.
- Field trips are not a guarantee for all students. Going on a field trip means that students are representing TGNS out in the community and therefore, the expectation is that students are to be on their best behavior at all times and follow all directions of staff members.
- Parents/guardians will be notified in advance of the field trip if their child is not able to attend a field trip.
- Teachers are expected to submit a completed list of all students attending the trip and all money, along with detailed contact information for each child to Administration no later than **2 days** prior the trip. This ensures that both the school leadership and the destination is well aware of the number of students to expect and enough transportation and lunches can be ordered.
- We aim to give families plenty of notice to return permission slips and money. **Unfortunately, we are not able to make exceptions to the 2-day policy and children will not be able to attend if their permission slip and field trip money has not been turned in by this timeline.**

Chaperones and Volunteers

- When appropriate, we may ask additional adults to be chaperones to accompany us on a field trip. **Any adult, including parents/guardians wishing to assist with a field trip must pass a background check and sign a chaperone agreement prior to going on any excursion.** Should there be a cost for adults, the volunteer will need to pay his or her own way.
- Each field trip is different so the number of volunteers needed varies and classroom teachers will let parents/guardians know when additional support is needed. Many destinations have restrictions or requirements as to the number of participants and our arrangements are made well in advance of the trip.
- A school staff member will always be the primary person to supervise a group of children and may have the support of additional volunteers. Parent/guardian volunteers will not be allowed to chaperone a group of children on their own.
- We aim to keep the ratio of students to chaperone as small as possible while also following any ratio guidelines required by the field trip destination. When possible, ratios will be kept to 15:1 or less.

Report Cards, Grading, Homework, Promotion/Retention

We have high expectations of ALL our students at Thomas Gregg Neighborhood School! Our curriculum is rigorous at all grade levels and our teachers are highly trained at delivering instruction that is appropriate for each child. The personalized learning components of our instructional model include daily small group instruction in Reading and blended learning.

Report Cards

- Report cards are issued four times per year, once per nine-week grading period. Midterm reports are sent home halfway through each grading period and should give parents a good idea of how their child is progressing.
- The TGNS Grading Policy defines letter grades as the following:
 - **A:** The student is doing superior work.
 - **B:** The student is doing above average work.
 - **C:** The student is doing average work.
 - **D:** The lowest passing grade, which suggests that the student is below acceptable levels.
 - **F:** The student’s work is failing and below acceptable minimum standards.

Grading Scale

- For Grades 1 through 6, the following Grading Scale will be used:

GRADING SCALE	
A	90—100
B	80—89
C	70—79
D	60—69
F	50—59
Lowest F	50

- For Kindergarten, students are graded on mastery of individual skills. The Kindergarten scale is:

O	Outstanding Progress
S	Satisfactory Progress
I	Improving
U	Unsatisfactory Progress

Homework

- Homework is not only an opportunity to practice skills and develop concepts, but also a way to learn and practice good study habits. This is a great way parents can be aware of concepts and skills being taught at school.
- The amount of homework assigned will vary by grade level. As a basic guide, the following amount of time spent on homework daily should be expected:
 - Kindergarten: 10 minutes
 - First and Second Grade: 20-30 minutes (with additional 15-20 minutes spent on reading a book for pleasure or with a parent)
 - Third and Fourth Grade: 30-45 minutes (with additional 15-20 minutes spent on reading a book for pleasure)
 - Fifth and Sixth Grade: 45-60 minutes (with additional 15-20 minutes spent on reading a book for pleasure)
- As a general guideline, students will be allowed 1 day per day of absence to complete any make-up work needed.
- Parents seeking homework for a child with an extended absence are asked to notify the school at least 1 day in advance to allow time for the teacher to put together adequate work.
- Students should have daily math homework from the Eureka Math curriculum. This curriculum is rigorous and is taught in a different way than most adults are used to! Parents/guardians are encouraged to visit <https://greatminds.org/math/parents> or <http://eurekamathhelp.piqua.org/> for tips and resources to help your child with their homework.
- **Please note that while we encourage parents/guardians to ensure that their child is supported with their homework, it is NOT ok for parents/guardians to complete homework for their child.** Homework counts for only 10% of a student's overall grade in a subject area and is intended for skill practice.

Promotion/Retention

- Our goal as a school is to do everything we can to make sure students are prepared to move on to the next grade level by the end of the school year.
- Occasionally, we will need to make the difficult decision to retain a student in their current grade for a variety of reasons. We do not take this decision lightly and it is made with the input of parents, teachers and administrators.
- The decision to retain a student is based on academic achievement, work habits, emotional maturity, social adjustment, chronological age, physical development and school attendance.
- Parents will be notified no later than the 3rd grading period that their child is being considered for retention. TGNS holds three Parent/Teacher Conferences throughout the school year so that teachers and parents have several opportunities to discuss each student's progress.
- The final decision will be made with the approval of administration no later than the midterm of the last grading period of the year.
- Parents/guardians are encouraged to have ongoing discussions about your child's progress with their teacher throughout the school year so you are well-prepared to make the best decision possible for your child.

School Discipline Plan

- School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school.
- In accordance with the provisions of I.C. 20-33-8, administrators and staff members will follow the school discipline plan as outlined below

Thomas Gregg Neighborhood School Discipline Plan

**** MUST HAVE **** Established Routines & Clear Expectations Building-Wide **** MUST HAVE ****
Positive Reinforcement, Responsive Classroom Practices & Calm Down Area

Level I
**** Classroom Issue ****

Care of self:

- Speaking Out
- Being off-task
- Neglecting hallway procedures
- Dishonesty

*Teacher Redirection
Classroom Issue*

Level IV
**** Referral ****

Care of Self:

- Yelling and/or being verbally aggressive
- Elopement within the building

Care of others:

- Verbal threats & intimidation
- Insults that are racial, ethnic, or sexual in nature
- Theft (major)

Care of this place:

- Destroying or abusing school property

*Behavior Referral
Parent Contact
Police contact/DCS Contact possible*
In-School/Out of School Suspension***

Level II
**** Classroom Issue ****

Care of Self:

- Continuing Any Level I Behavior after redirection
- Non-compliance; Refusing to comply with expectations

Care of others:

- Speaking in disrespectful tones

Care of this place:

- Inappropriate use of school resources

*Teacher Redirection
Classroom Issue
Parent Contact
Loss of Privileges*
Calm Down Corner**

Level V
**** Referral ****

**** Behavior Referral ****
Crisis Team

Care of self:

- Threatening to physically harm or physically harming oneself
- Elopement outside of the building

*Parent Contact
Supports/Consequences as needed**

Care of others:

- Pushing, shoving, punching, tackling, kicking, spitting, biting, or action causing bodily harm

*Parent Contact
Out of School Suspension***

Care of self, others or place:

- Weapon
- Drugs
- Unlawful Act/Title IX

*Parent Contact
Out of School Suspension**
Police contact/DCS Contact possible*

Level III
**** Referral ****

Care of Self:

- Continuing Level III Behavior after redirection

Care of others:

- Continuing Level II Behavior after redirection
- Theft (minor)
- Insulting or negative to others

Care of this place:

- Continuing Level II Behavior after redirection

*Parent Contact
Loss of Privileges*
Referral for Support Services*
In-School Suspension***

**Possible consequences that may be considered.*

***Subsequent offenses at Levels III, IV and V may result in (additional) days served as In-School or Out of School Suspension.*