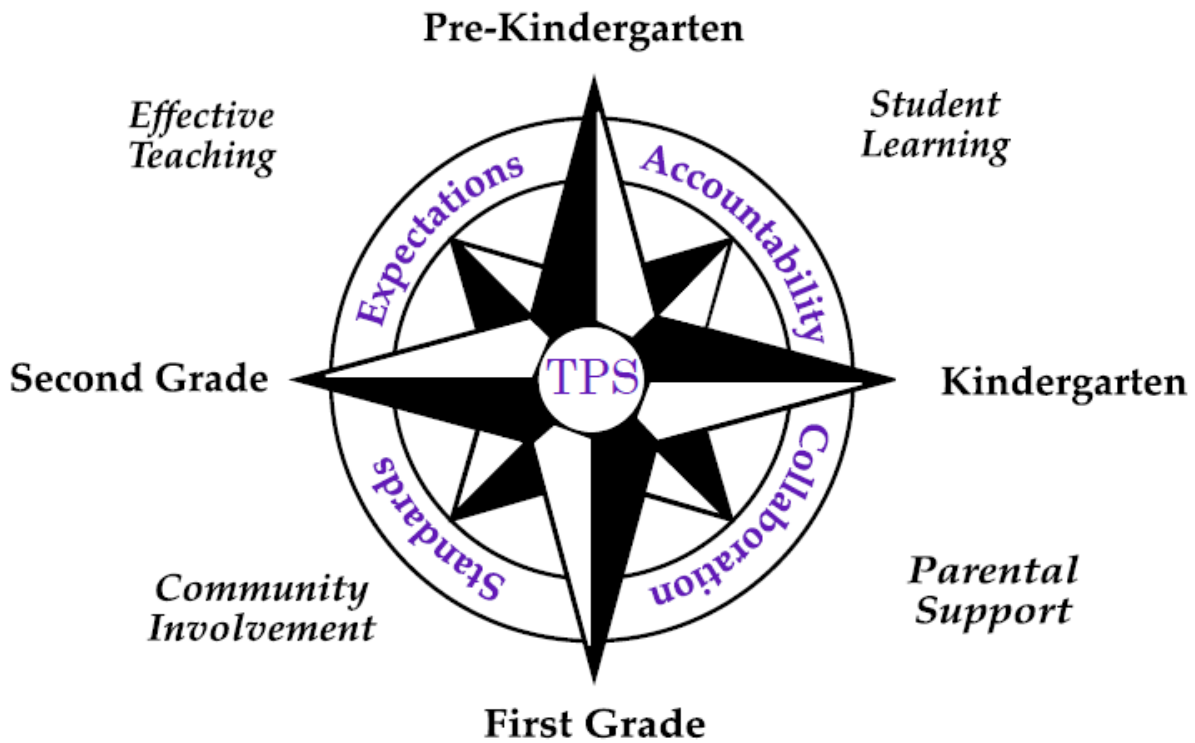

THREADGILL PRIMARY SCHOOL



2022-2023 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.

Nondiscrimination Statement: The Sheffield City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Julie Box, Special Education and 504 Coordinator,
300 West Sixth Street, Sheffield, AL 35660
256-383-0400

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 added 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

The school day at Threadgill ends at 3:00 for students K-2 and 2:30 for students in pre-k.

For safety reasons, student with parents who choose to pick up their child in the car line will be dismissed immediately at 3:00pm.

Students of parents that choose to walk with them will be dismissed at 3:15.

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.

Anyone that is responsible to picking up a student must present the teacher or administrator with the correct designated pick up card.

Anyone without a card will need to go to the office and present identification proving they are on the pick-up list for the student.

Documentation will be recorded for students who remain at school after 3:30. After three (3) such instances of late pick up the Department of Human Resources (DHR) 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 school bell rings indicating the beginning of the school day.

Parents/guardians should make arrangements to make sure their children are not dropped off before 7:20.

Parents should never leave their child unattended before 7:30.

Parents who leave their children unattended may be referred to Colbert County DHR. I

Students are expected to be in classrooms ready to learn at 8am.

Students arriving after this time are considered tardy and are missing valuable instructional time.

Parents must enter the office and sign in a student that is late.

Remember that the third time a student is late will count as an unexcused absence toward early warning as described in the Sheffield City Schools Code of Conduct and below in the attendance section of the student handbook.

ATTENDANCE

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

AWARDS

Awards Night also known as Student Honors 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 soon.*

AWESOME ATTENDANCE AWARD

Each grading period 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 the 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 and textbooks.

BREAKFAST PROGRAM

A **free** balanced breakfast will be available each morning between 7:30 and 7:50.

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.

BULLYING/INTIMIDATION

Sheffield City Schools has adopted a rigorous policy opposing bullying, intimidation, and threats against students. Details of the policy can be found in the Sheffield City Schools Code of Conduct.

Bullying will not be tolerated at Threadgill Primary School.

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 (7:00-7:15am) and drop-off (3:15-3:30pm): (1) Corner of Saywell and Atlanta, (2) Sheffield Head Start Center on 17th 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 or the child will be returned to the school.

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.

To prevent confusion during student dismissal, check-outs will not be allowed after 2:45.

Remember: every third unexcused check-out will count as an unexcused absence toward early warning.

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.

There be no after school activities if the school is dismissed early.

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 four and a half weeks and report cards will be sent home at the end of each nine week grading 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. 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 showcase 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 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 75 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 lunch.

Cafeteria rules state that no carbonated drinks or meals in bags with business logos are allowed in the cafeteria.

Chocolate, strawberry, skim and 1% milk are available. Extra milk may be purchased.

We encourage parents to eat lunch with their children after they have had the opportunity to get acclimated to school routines and procedures. Adult meals may be paid for at the end of the serving line. Due to the limited amount of time for teachers and students to eat lunch, teachers will not be able to use a microwave to warm student lunches.

MEDICATION

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

PARENTS AND VISITORS

At this time, parents and visitors will only be allowed to enter the building under certain circumstances. Parents and visitors must proceed to the office to identify themselves using a photo id to gain admission to other areas of the school.

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. Any additional non-compliance may result in the visitor being given a non-trespass order by the police.

PARTIES

Each classroom may have three parties per year, including one before Christmas break, Valentine's Day, and one at the end of the school year.

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 doctors' 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.

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.

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.

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
4. 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, behavior interventions, 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

Classroom supply requests are posted on the school website and paper copies are available in the office.

TARDINESS

Students are expected to be in classrooms ready to learn when the morning bell rings. Students arriving after this time are considered tardy and are missing valuable instructional time. Parents must enter the office and sign in a student that is late. **Remember that the third time a student is late will count as an unexcused absence toward early warning as described in the Sheffield City Schools Code of Conduct and above in the attendance section of the student handbook.**

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 their classrooms after entering the school.

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. Students of parents in the car pick-up line will be dismissed first at 3pm. All others will dismiss at 3:15.

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 should 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 child's identification name tag, it will be necessary for you to park your car 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.

TRUANCY

Please refer to the attendance section of the handbook for information regarding truancy.

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