

**Welcome to  
Thompson Crossing Elementary**



**Address**

7525 E. Thompson Rd.  
Indianapolis, IN 46239

**School Phone Numbers**

Attendance Line: 317 860-4678  
School Office: 317 860-4600  
School Fax: 317 860-4610  
Principal: 317 860-4600

**School Hours**

Office Hours: 8:30 AM – 4:30 PM

School Hours: 8:50 AM – 3:50 PM  
(M, T, TR, F)  
8:50 AM – 3:20PM (W)

**Grade Levels**

Grade K – Grade 5

**School Mascot:**

Eagle



**Message from the Principal**

Welcome to Thompson Crossing Elementary for the 2018-2019 school year! This handbook has been prepared for the parents of students attending Thompson Crossing Elementary School to provide useful information about our school. It is a resource which you can refer to during the school year. It outlines basic school policies and procedures.

It is our educational mission to assist all students in advancing through the Indiana Academic Standards while

developing important life skills. By working together as a community, we will help students maximize their potential and become successful productive citizens.

We believe that parents and staff share an important role in the lives of our children by providing many opportunities to achieve successful academic and social growth. Thompson Crossing welcomes parent involvement. We know that our students will have a greater chance for success if their parents are actively involved in the educational process. It is vital that the school and home work cooperatively for our students.

School/home partnerships begin with good communication. This handbook is a start in establishing our responsibility towards effectively providing you with necessary information. Please review and keep it in a place where you might refer to it as needed. A school calendar and monthly school newsletter will be sent to you so that you are informed of school and student activities.

Sincerely,  
Jeffrey J. Murphy,  
Principal



**Vision Statement**

Thompson Crossing Elementary School is a place of continual growth, enriching lives in literacy, personal achievement, leadership, and compassion for others.

We believe...

- Parents and community volunteers are valuable to school improvements.
- Staff and students are a part of a community of learners.

- Improvement is fueled by cooperation and collaboration.
- Service learning connects learning and the community.
- Students thrive in a culture of high literacy.
- Technology is an instructional tool that enhances student learning and school culture.
- School should be clean, safe, caring, and comfortable.
- Students should think for themselves and learn through their curiosity.
- School should be a place of respect for each other and property.

The staff at Thompson Crossing is a T.E.A.M. We believe that **Together Everyone Achieves More.**



### Attendance Line

If your child is going to be absent, please call our attendance line at **860-4678** by **9:15 AM**. Our data clerk will check the line daily to record absences. Follow the steps below:

1. Date of phone call
2. Name of parents/ guardians
3. Name of student
4. Reason for absence
5. Number of days for the absence

If you need to leave a personal message for your child's teacher and/or request homework, please call the teacher's voice mail number.

### School Newsletter

A semi- monthly school newsletter called, *Thompson Crossing News*, will be emailed home to all parents each month via a website called Smore.com. It will include important dates, events, and activities related to school. We hope you will find it to be a useful resource.

### Arrival Procedures

#### **AM Unloading Time:**

8:40- 8:50 AM

**Students are not to arrive at school before 8:40 AM**

**Adult supervision is not available until after 8:40 AM**

### Departure Procedures

#### **PM Dismissal Time:**

3:50 PM (3:20PM-Wed)

**Pick-Up: 3:50-4:00 (3:20-3:30-Wed)**



**All students that are car riders at least 1 day per week will be given parent pick up tags that has a designated number per family. This tags must hang from the rearview mirror and be visible to the car duty staff at all times. ALL transportation changes MUST be made by sending a note into the front office to process the request. This includes normal bus rider to car or YMCA, or normal car rider to YMCA or bus. If you are picking up your child for an early dismissal they must be picked up by 3:15pm on a normal dismissal day and 2:50pm on a PLC/Wednesday dismissal day. Request for early pick-ups by parents for appointments, etc. will be made through the front office and *must be in writing* also. These policies will help ensure a safe dismissal for all students. Dismissal procedures will be**

posted on the school's website for review in detail.

### **Delayed School Schedule**

If Thompson Crossing is a two-hour delay, school will start at 10:50 AM. If a two-hour delay is called on a Wednesday, students will still be released early and will follow the normal dismissal time of 3:20.

Breakfast will not be served on the delayed schedule.

### **Field Trips**

Study trips are designed to compliment and extend our students' learning. Teachers will send home information on field trips, permission slips, and costs. Students must show appropriate conduct on field trips. Poor student conduct may result in an alternative learning experience at school or parents accompanying their children on future field trips.

For the benefit of our students, younger siblings are not permitted to attend field trips. Students without permission slips will not be allowed to attend the trip.



### **Homework**

Homework will be assigned on a regular basis. All homework will be meaningful and should be an extension of the classroom instruction. It will practice a skill or concept that has been introduced in the classroom. All homework is due the following day or upon the day of return in the event of school cancellation, personal illness, or any other excused absence. Homework will be used to guide instruction and will be reviewed by the teacher, but not entered into the gradebook as a grade. It is FT's

belief that parents will help and/or check a child's homework.

Students will not be permitted to call home for homework which they forgot to bring to school. Students not returning homework will stay inside for recess to complete it. Kindergarteners will have homework once or twice a week for about 10 minutes per night. First and second graders will have homework Monday thru Thursday for approximately 20 minutes each night. Third graders will have approximately 30 minutes of homework on Monday through Thursday. Fourth and fifth graders will have approximately 45 minutes of homework on Monday through Thursday.



### **Book Bags**

Please do not bring book bags on wheels to school. They are unsafe in our busy hallways. Book bags should be carried in and out of the building as well as in the hallways and classrooms.

### **Student Conduct**

The purpose of Thompson Crossing's procedures and rules is to create an atmosphere and attitude of consideration, respect, and care for one another. All of the school-wide rules are formulated toward this goal. It takes students, parents, teachers, and administrators working together to maintain a positive educational environment. All students are expected to understand and comply with school procedures and guidelines. When it becomes necessary to use corrective measures, the actions will be based on

the understanding of the student and sound guiding principles developed by our school.

Discipline is directed toward maintaining an environment conducive to teaching and learning.

### **Our School Code**

I am here to learn. My job is to come to school each day and be the best that I can be. I will listen to my teachers and respect my parents and teachers, since they are the ones who care about me. I will try each day to do better than the day before and to help my fellow students at Thompson Crossing to do the same. I am very proud of my school and I will do my best to take care of my school. I am the only one responsible for my behavior and I will strive to be the best that I can be.

### **Student Council**

Student Council is an organization aimed at developing leadership among our students. Two student council representatives are elected from each classroom in Grades 4 and 5. Student Council meets once or twice a month after school. During the meetings, the students plan community service projects, create school spirit days, and organize their services to help the school.

### **Teacher Availability**

Teachers are available from 8:15-8:40 AM and from 3:50-4:10 PM for parents to call on the phone. If you need to contact a teacher during that time, you may call the classroom directly. Conferences can be arranged by calling or writing your classroom teacher to set-

up a scheduled meeting. Email is the best way to communicate. Please allow teachers 24 hours to respond to an email.

### **Items Not Permitted in School:**

**Electric Equipment & Toys**  
Students should not bring toys, trading cards or electronic devices to school, such as: iPads, game boys, iPods, video games, or recess toys, unless a teacher specifically requests the students to bring them. **If a student needs to bring a cell phone for safety purposes, the phone must be turned off on school property (building AND bus) and cannot be turned on during the school day or on the bus.** The school will not be responsible for lost items. Laser lights and electronic-trick items are forbidden at school or on the bus.

### **Parent-Teacher Organization**

The parents of Thompson Crossing Elementary have organized a parent-teacher organization to support the educational mission of the school. The organization is called the Parent-Teacher Connection (PTC). The PTC holds monthly meetings, handles class parties, hosts school skates, and sells the school's spirit wear. Parent, teacher, and community membership is appreciated.



### **Birthday Treats**

In all Franklin Township elementary schools, NO FOOD MAY BE BROUGHT IN FOR BIRTHDAY CELEBRATIONS. This is for the safety of all students due to unknown allergies for kids this young, and to keep the focus on school. Birthdays will still be acknowledged, but no food treats are allowed. Students can bring in the following for a birthday celebration if they choose: pencils, stickers, bookmarks, a signed book to donate to the classroom, or other non-edible items that are approved by the teacher.