

Thurgood Marshall Elementary

Family Handbook



Together We Can 2017-2018

Main Office/Attendance
206-252-2800

Fax
206-252-2801

2401 South Irving Street
Seattle, WA 98144

www.marshalles.seattleschools.org

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Dear Thurgood Marshall Families,

Welcome to the 2017-2018 school year! We are happy to have you and your child/ren participating in our community of learners this year. Please take the time to read through our handbook and review student expectations with your child.

At Thurgood Marshall, we are keeping it REAL! Our students and staff are:

Resilient

Empathetic

Accountable

Lifelong Learners!

Office Staff:

Ms. Katie May, Principal 252-2800

Ms. Kovacs-Storlie, Assistant Principal, 252-2800

Ms. Hazel Patu, Administrative Secretary, 252-2800

Ms. Brenda Dickey, Attendance Secretary, 252-2800

Nurse Kimberly Cooksey 252-2807 (Nurse works daily)

Ms. Meghan Kaloper, Counselor, 252-2808 (Ms. Kaloper works Tuesdays, Wednesdays, and Thursdays only)

Daily Schedule

8:40 -- Playground opens

Students must enter through the gate at the east side of the building. PEACE Academy students and those who must see the nurse are allowed to come in after 8:40 through the front doors. Playground supervision begins at 8:40.

8:40-8:55 - Breakfast is served

Only students who are eating breakfast or are involved in a before-school activity are permitted in the building.

8:55—School begins

2:10—Wednesday dismissal

2:20 – Wednesday busses depart

3:25 – M/T/Th/F Dismissal

3:35 – M/T/Th/F busses depart

Lunch and Recess Schedule

11:25-11:45 – Kinder and 1st grade lunch

11:45-12:05 – Kinder and 1st grade recess

11:50-12:10 – 2nd, 3rd, ¾ and C-101 lunch

12:10-12:30 -- 2nd, 3rd, ¾ and C-101 recess

12:15-12:35 – 4th and 5th grades lunch

12:35-12:55 – 4th and 5th grades recess

1:55-2:10 – K-3rd grades recess

2:15-2:30 – ¾, 4th and 5th grades recess

****Morning recess schedule is teacher-driven****

Adult Visitors

Parents are always welcome to visit their child's room. However, for any time period longer than 30 minutes, prior arrangements need to be made with the teacher. All volunteers must sign in at the office and wear a visitor's badge while in the building.

All adult visitors are required to use adult restrooms located in the staff room between the office and room 114. No adult visitors are ever allowed to enter the student restrooms.

Anti-Bullying Policy

Everyone at Thurgood Marshall Elementary is committed to making our school a safe and caring place for all students. The Thurgood Marshall Elementary definition of bullying is as follows:

Bullying is unfair and one-sided. It happens when someone repeatedly hurts, frightens, threatens or leaves someone out on purpose.

Bullying behaviors include the following:

- Hurting someone physically by hitting, kicking, tripping or pushing.
- Stealing or damaging another person's things
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's physical characteristics, or making fun of someone due to their skill in a game
- Touching or showing private body parts.
- Spreading rumors or untruths about someone.
- Leaving someone out on purpose or trying to get other children not to play with someone.
- Using the internet/technology to harass another person.

To prevent bullying, **students** at Thurgood Marshall are expected to:

- Treat each other respectfully.
- Refuse to let others be bullied.
- Refuse to bully others.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

Teachers and staff at Thurgood Marshall will do the following:

- Supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports.
- Investigate reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.
- Teach the children who are "victims" how to stop the bullying.
- Work closely with the children who bully others to teach them other ways to exert their leadership and power in a positive direction.
- Ask for parental support in hopes that you will work with us to help all the children.

We expect **parents** to:

- Report bullying behavior to the classroom teacher, counselor, or principal.
- Not confront/talk to alleged bully, but rather refer the issue to a staff member.

Harassment

Malicious and intentional intimidation, unwelcome conduct or harassing another person because of that person's race, color, sex, sexual orientation, ancestry or national origin is strictly prohibited. Any such acts will be dealt with according to School District Policies.

Attendance Policy

If your child is absent from school, it is your responsibility to inform the school by emailing Brenda Dickey at bjdickey@seattleschools.org or by calling the office at 206-252-2800 by 9:00. If you are leaving a message, please let us know the name of your child, the teacher's name, your name, and the reason for the absence. If a call or email is not received, the office will confirm your child's absence by calling you.

Attending school every day on time is an important part of your child's success in school and sets the tone for their attendance habits in school and work later in life. As school attendance is legally required for children, the following guidelines will be set for the 2016-2017 school year.

- **Excused** absences include when your child's personal illness or injury or the illness, injury or death of a family member prevents your child from attending school. Doctor, dentist, and therapy appointments and religious observances are also excused.
- All other absences are considered **unexcused** including: student or parent oversleeping, student missing the bus, student needed for babysitting, etc. If the school determines that absences are excessive or interfering with learning, a parent conference will be scheduled.
- Students arriving to their classrooms after 9:35 am are marked **tardy** unless a medical reason or family emergency caused the late arrival.
- If you know ahead of time that your child will be absent two or more days please communicate with Ms. Dickey about the dates and the reason for the absence.

Please note that family vacations are no longer considered unexcused absences, they will be marked as an unexcused vacation. The teaching schedule is tightly planned with little room for accommodating absences. Classroom teachers are not required to supply make-up work.

Before and After School Clubs

With the exception of choir, before and after school clubs are run by private vendors through our PTA. As such, any questions regarding fees, student expectations, or general questions need to be directed to the leader/teacher of the activity. The school's administration does not handle discipline matters or financial issues regarding these clubs. There are a limited number of scholarships available for enrichment tuition. Application information is always included in the enrichment catalog and registration forms.

Birthdays

Birthday invitations are not to be passed out at school unless all students in the classroom receive the invitation. Please use the PTA family directory for student mailing information. If you are planning on sending a birthday treat for the students, please contact the classroom teacher ahead of time to inquire if any other child in the classroom has food allergies. *Please consider choosing a treat that is healthy, as we try to model healthy choices in all areas of our school day.*

Bus Information

Expectations

Following these paragraphs you will find expectations of students who ride the bus to/from Thurgood Marshall. Please go over the bus expectations with your child. They are important to follow because they involve the safety and well-being of your child and others. In the event your child receives a bus conduct notice (write-up) for violating bus expectations, these are the procedures which will be followed:

First Notice – The student will talk with an administrator about the incident. Bus expectations will be discussed. The write-up will be sent home.

Second Notice – The student will talk with an administrator about the incident. The write-up will be sent home.

Third Notice – The student will talk with an administrator about the incident. The parent/guardian will be contacted. The student will be suspended from the bus for 1 day.

Fourth Notice- The student will be suspended from the bus for 1 to 5 days.

Fighting – Students engaging in fighting on the bus will automatically be suspended from the bus for 1 to 5 days.

***If the student engages in exceptional misconduct, child will be suspended from the bus.

Green Cards--Students are able to travel with friends and to different stops via a green card. In order to secure a green card for your child for a temporary ride, email or send a note to the office including your child's name, the exact stop you would like your child to get off at, and the date the green card is needed. If you send this message to the office staff via email, please call before noon to make sure that they have received your email.

Loading/Unloading--The area in front of the school along Irving St. is restricted for buses and emergency vehicles between 7:00 am and 5:00 pm. **Please do not park there or drop off students, as parking enforcement will ticket you.** Cars should unload students in front of the adjacent building in the parking lot.

Cell Phones and Electronic Devices

We recognize that many students carry cell phones to communicate with parents to/from school. Students are not allowed to use cell phones during school hours. If a student has an emergency call to make, he/she must first obtain permission from an adult to use a phone. The first time an adult takes away a cell phone, the phone goes to the office and the child picks it up from the principal there at the end of the day. When this happens a second time, the principal keeps the cell phone until the parent is able to collect it. The school is not responsible for any lost or stolen cell phones or other electronic items, and therefore will not investigate. Other electronic devices should not be brought to school unless they are a part of a child's 504 or IEP. The one exception to this is when some classroom teachers may arrange for students to have e-readers.

Colors

Our school colors are purple and white. We encourage school staff, students, and parents to wear school colors on Fridays.

Counseling Program (A message from Ms. Kaloper)

The school counselor is a great resource to be aware of for students, families, and teachers. The school counselor assists the school as a whole by meeting individually with students, conducting small group counseling, teaching guidance lessons in classrooms, consulting with teachers, and consulting with families. In addition, the counselor is available to provide resources to families about community agencies, resources, and classes on various topics. Through interactions with your children, the counselor helps students build positive peer relationships, study skills, decision-making skills, self-esteem, safety habits, and more. Students may self-refer to the counselor, teachers/administrators may ask students to visit with the counselor, or families can request their child meet with the counselor. Should you have concerns about your child due to: classroom performance, family changes, home stress, testing, parenting, behavior, responsibility, or

peer relationships, please feel free to contact the counselor, Meghan Kaloper, (available Tuesday, Wednesday, & Thursday) by phone (206) 252-2808 or email, mrharris@seattleschools.org.

Contacting your child during the day

Please limit the number of times you call the office to leave a message for your child. Office staff will take a message rather than transferring you to the classroom. If your child's afternoon transportation plans change throughout the day, please contact the office as soon as possible. When many parents call the office right before dismissal, it can be challenging to get messages to students before they depart.

Dress Code

Our students do not wear a uniform. We ask that students come to school wearing clothes that are appropriate to an educational setting. Students are expected to dress in a manner that is safe and appropriate to weather and class activities (such as P.E.). Clothing should not be revealing. Students should wear non-slippery, closed-toe shoes. In particular, short shorts, crop tops, spaghetti straps and any clothing that reveals undergarments is not allowed.

Early Pick-up

If your child needs to leave school early for any reason, the teacher must be notified by either a written note or email. Please come into the office to sign your child out and we will call them to the office. We will not send children out of the building to meet a parent waiting outside or in their car. Only adults listed on your emergency form will be allowed to take your child out of school. All students leave before dismissal time will be marked UNEXCUSED LEFT EARLY unless they have a note from their doctor, dentist, or other medical professional.

Early Dismissal

All students in SPS have early dismissal every Wednesday (with the exception of the first day of school on 9/16/17). Students will be dismissed at 2:10.

Emergency Lock-Down

Thurgood Marshall's building lock-down plan assists in maintaining order and safety within the school building. In the event of an intruder or some other issue that requires a lockdown to maintain safety, students and adults are expected to go to a pre-designated safe area, remain quiet and try not to be easily seen from windows and the street. In a lock-down, parents and visitors will not be allowed to enter the building. "**Lock-down**" means all inner and outer doors are locked, including classroom doors. No one may come in or out. "**Shelter in Place**" means that the outer doors are locked but staff and students may move within the building.

Emergency Procedures

Notice of a school closure will be communicated through the Seattle School District website at www.seattleschools.org, local TV and radio channels, and voice mail recording to your home from the district. School closures takes place only during extraordinary circumstances (e.g. bad weather). When school is cancelled during the day, Thurgood Marshall staff will make sure all students have satisfactory transportation and supervision at home before dismissing them from school.

We practice to prepare our students in the event of an emergency. Each month we conduct either a fire, earthquake, lock-down, or shelter-in-place drill. Escape routes are posted in the building.

End of the Day Student Pickup

If using the lot, follow the markings in the lot. If you are picking up a child, please meet your child at the flagpole. We ask that you not wait for your child outside the classroom but wait at the flagpole to help us avoid congestion in our hallways at dismissal times.

Family Information

It is the family's responsibility to inform the school office of any changes in address, home or work telephone numbers, or emergency contacts during the school year.

Field Trips

Several times throughout the school year, your child's teachers may take his/her class on field trips. Field Trip Permission Forms will be sent home for parent/guardian's signature and will indicate any fees needed for each field trip. When sending checks to school, please make them payable to *Thurgood Marshall Elementary* unless otherwise specified.

If your child has not returned the Field Trip Permission Form to school, your child will not be permitted to participate on the field trip. If your child is unable to attend a field trip, he/she will be placed in another classroom until his/her class returns.

If you plan to chaperone a field trip, a criminal check must be completed by Tuesday, October 31st. Every volunteer and chaperone needs to sign the Volunteer Agreement form, complete the SPS screening form, and the Volunteer Application. You must also complete the Adult Sexual Misconduct Prevention Training located at <http://tiny.cc/asmsps>.

If you plan to drive on a field trip or chaperone, the following documentation must be completed, prior to the day of the field trip.

- Criminal history background form
- Application form
- Agreement form
- ASM completion certificate
- Copy of WA state driver's license

Free and Reduced Lunch

Your child may qualify for free or reduced-price meals. All students who qualify receive breakfast and lunch free or at a reduced price. If you believe your child will qualify, it is important to return the paperwork right away so you are not charged for meals. To learn more and apply for free and reduced price benefits, go to :

<http://www.paypams.com/onlineapp>

Gender Neutral Restroom

Two single-stall gender neutral restrooms are available at our school for students who need more privacy. Please speak to you child's teacher if this is a need for your child.

Gum, Candy and Pop

Students are *not allowed* to bring gum, candy, or pop to school. This policy helps to keep our school equipment and carpets clean, and your child healthy. A small single-serving candy snack in your child's lunch is discouraged and we ask you to send healthful snacks rather than candy.

Homework Policy **See Pages 11-12**

Immunizations

The Washington Administrative Code on Immunizations can be found at:

<http://app.leg.wa.gov/wac/default.aspx?cite=170-297>

Late Arrivals

Any student arriving after 9:00am must stop by the office to check in and get a tardy slip before going to class. All late students will be marked UNEXCUSED LATE unless they have a note from a doctor, dentist, or other medical professional.

Library (from Ms. Hudson)

- Your child will have a scheduled half hour each week with their classroom in the library.
- Children receive a short lesson in the library relating to information skills and the use of the library. They might also have a short book talk when they come each week. Look for trimester reports about our curriculum with each report card.
- My goal is to help your child find the right book for their reading level. Please talk with me if you need help finding great books for your child.
- Children may check out books and bring them home with them. We want to encourage your children to be reading at least 20 minutes a night.
- Children may keep their books for a week, an overdue note will be sent to the classroom at the end of each month. Please feel free to call me or email me at mhudson@seattleschools.org if you have a problem with an overdue book.
- My policy is that a lost book should be replaced with a similar book. It does not have to be new but in gently used or good condition.
- Parents and siblings may check out books too!
- We are dependent on parents as volunteers in our library. If you would like to volunteer you can email me at mhudson@seattleschools.org.

Lost and Found

To reduce the amount of goods that are deposited on the lost and found racks, we ask that parents put first names and last initials on the label of all coats, sweatshirts, jackets, lunchboxes, and any other items your child is likely to leave sitting around on the playground or hallways. This helps to ensure the items are returned to the owners. Names should be marked on all lunchboxes notebooks, jackets, and other personal items brought from home. Lost and found items can be found in the hallway between the playground and lunchroom. **Items left in the lost and found will be donated at the end of each trimester.**

Lunchroom

Breakfast and lunch are served daily. Free or reduced price breakfasts or lunches are available for those who qualify. A new application form must be submitted each year for free and /or reduced price meals. Our cafeteria is fully automated and each child has a PIN number. Your child will be charged for breakfast/lunch only on the day he/she buys, not when a meal is brought from home. You may prepay your child's meals with a check, cash or through the online service Paypams. Please make checks payable to Child Nutrition Services or CNS. Money can be taken directly to the lunchroom manager. Visit the following website for monthly menus or other Nutrition Services information:

<http://sps.ss8.sharpschool.com/cms/One.aspx?pageId=18528>

No bottles are allowed in the lunchroom due to concerns over broken glass. Students should not bring pop or large bags of "junk food" to the cafeteria. Any snacks that are in the "junk food" category should be single serving size only. Due to allergy concerns, students are expected to eat their own lunch.

Lunchroom Expectations:

- Eat only your food
- Remain seated except for getting lunch or throwing away trash
- Use an inside voice
- Listen to adult directions

Classes will have assigned tables at lunch at the beginning of the year. As soon as school staff feel that students have mastered the expectations of the lunchroom, classes will have permission to sit with peers of their choice.

Lunch Visitors

Parents and adults are always welcome to join their children for lunch and recess. No prior notice is required. Just sign in and get a visitor badge when you enter the school and come directly to the lunchroom.

Main Entrance on Irving

Unless your child is in our PEACE Academy, our program for students with autism, we ask that children not use our main front doors between 8:40-8:55 and 3:25-3:35 unless accompanied by an adult. Students with autism need consistency and structure when loading and unloading from the bus. Unnecessary foot traffic can cause many of our students with autism to become uncomfortable. Please use the door near 109 for entering and exiting during these times.

Medications at school: If your child must take prescription or non-prescription medication during school hours, a written permission slip for the school to administer the medication must be signed by the parent/guardian and doctor, and the medication kept in the nurse's office as a safeguard for all. Medication permission forms are available in the front office. Nonprescription medication must be in original sealed container. **All medications must be checked in at the nurse's office.**

The Seattle School District "authorization for medication" form must be completed by both the parent and prescribing health care professional with prescriptive authority. A separate container with your student's name and prescription needs to be provided by the family. Most pharmacies will supply this upon parental request. Keep the school informed of all changes in contact phone numbers at home, work or emergency contacts so we can reach you if needed.

Nursing Services

The main emphasis of health services at Thurgood Marshall is to detect, manage and prevent acute and chronic health problems that interfere with the academic process. We are lucky enough to get this accomplished with our full-time nurse, Mrs. Chin. With your help, we can keep Thurgood Marshall safe and healthy by:

- Making sure your child gets adequate rest, good nutrition and wears appropriate clothing for the weather
- If your child is sick, keep them home to rest
- Children should not be at school if any of the following are present:
 - An oral temperature of 100 degrees F or more – or if such a temperature was present in the last 24 hours
 - More than one episode of vomiting or diarrhea
 - Any rash accompanied by sore throat or fever
 - Large amounts of nasal discharge that your child cannot cope with in a sanitary manner

Pets

Animals are not allowed on school grounds at any time. Please keep your pet in your car during pick up and drop off times as many children have a fear of dogs.

Playground Expectations

Although these rules certainly do not include all expectations, these are the playground rules:

1. Follow the directions of the duty person.
2. Use the equipment in a safe manner. Play safely in all areas.
3. Keep your hands and feet to yourself.
4. Use appropriate language at all times.
5. Show respect to your fellow students and adults.
6. Take turns.
7. Cooperate and use words to solve problems. Ask an adult for help.
8. Return to your classrooms quickly after the whistle blows.
9. Eat food only in the cafeteria.
10. Kick balls only as part of soccer and kickball.
11. Return equipment to the cart at the end of recess.
12. Stay off of all fences.

Play Structures and Field:

1. Balls are not permitted in the Big Toy area.
2. Make lines.
3. Take turns.
4. Keep hands and feet to yourself.
5. Wait! Make sure the slide and pole are clear before taking your turn.
6. If a ball goes over the fence, notify an adult and stay on our side of the fence.

Play Dates

Play dates must be arranged before students arrive to school. If your child is going home with another family, your child must have a signed note from you indicating the arrangement when they come to school. It is very confusing and potentially upsetting when last minute change of plans take place.

Progress Reports (Report Cards)

Progress reports are sent home at the conclusion of each trimester. A formal conference with your child's teacher will be scheduled in November.

Pup Press

The Pup Press is our weekly newsletter that goes home every Thursday. All important PTA and school information is contained in this newsletter. Please be sure to check your child's take home folder each Thursday for this newsletter.

Rainy Days

On mornings where it is raining hard, students will go directly to their classrooms instead of out to the playground.

Recess

With the exception of major downpours, we go outside for recess. Students should have proper raingear including coats and head coverings. If there is a medical reason you feel your student should be exempted from recess, please contact our school nurse, at 206-252-0750.

Reporting an Absence

Please call the office and report that your child will not be attending school due to illness or medical appointment. We are legally required to make contact with all parents regarding all absences. All unreported absences are marked as unexcused until we hear from the parent. The school has a message machine so absences can be left during all hours.

Spirit Days

Friday is our all school assembly day. All parents are welcome to join us at our Friday morning assemblies at 9:00. School t-shirts and/or purple clothing are worn by staff and students. School t-shirts may be purchased through our PTSA.

Toys

Toys, including playing or trading cards, electronic games, Legos, dolls, etc. should not be brought to school. Teachers may make an exception to this rule for special classroom events.

School Psychologist, Speech & Language Pathologist, Occupation & Physical Therapist

These specialists work at Thurgood Marshall part-time. They are available to assess student needs and to provide limited therapy. They also work with the Student Support Team (SST) and share their skills and resources with staff and parents. They can be reached through the school office or at the numbers and e-mail listed at the front of this handbook.

Student Support Team (SST)

Staff members, or parents, who have a concern regarding a child's academic, social or emotional growth, may refer their concerns to the school's Student Support Team. This team is made up of the classroom teachers, the principal, the school psychologist, and other specialists. A meeting is held at school to determine what we can do to better help the child. Our aim is to work together as a staff, with parents, to help the children learn and grow to their greatest abilities. Parents may request a Student Support Team meeting by contacting the School Counselor or their child's teacher. The SST typically meets weekly.

Volunteering/Visiting School

1. Sign in and wear a visitors badge at all times when you are in the school building.
2. Be mindful that all adults are modeling behavior for our children; use a respectful tone in all exchanges, whether speaking with office staff, teachers, administration or other parents. We will always do our best to help you and your child at our school. Misunderstandings can happen and an angry tone or harsh words do not help us achieve our goal of working together.
3. No weapons of any kind are permitted on school grounds. This includes pen knives, mace, and firearms - even if you have a permit to carry the weapon.
4. Respect the students and staff. Teachers are unable to discuss issues/concerns with parents when students are present, as their full attention must be on their class. Please schedule a time to speak to the teacher when students are not present.
5. All adults need to use the restrooms in the staff room hall on the 1st floor or the gender neutral restroom at the west end of the school on the 2nd floor.
6. Cell phones should be neither seen nor heard. Please turn your phone off or set to silent while in the building and do not use it in public locations in the school building.
7. All volunteers must complete the background check form prior to volunteering or attending a field trip. This form allows us to do a background check to ensure that volunteers do not have a criminal history. Forms can be obtained in the office.

8. If you are unsure or uncomfortable about any student's behavior, consult with a staff member. No adults should have any contact with children other than their own child unless a teacher has asked for him/her to do so.

9. Maintain the privacy of students. Don't discuss academic or discipline issues that you may have observed while volunteering in the school.

Weapons at School

Common sense and district policy says that students should not bring guns, play guns, pocket knives, throwing stars, laser-light pens or any other device that might injure another person at school. The district penalty for possession of a weapon, toy or real, will be strictly enforced.

Seattle Public Schools, SPS, provides Equal Educational Opportunities and Equal Employment Opportunities and does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; the presence of any sensory, mental or physical disability; honorably discharged veteran or military status; or the use of a trained dog guide or service animal. SPS also provides equal access to the Boy Scouts and other designated youth groups.

Thurgood Marshall Elementary

Homework Policy

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family, and gives families valuable insight into what students are learning at school. Our hope is to partner with our students and their families to make homework a valuable addition to their learning.

Student's Responsibilities:

- To understand all homework assignments by listening to directions, asking questions when something is unclear and reading directions
- To gather all materials necessary to complete assignments before leaving the classroom
- To complete all assignments to the best of his/her ability
- To return assignments on time

Family's Responsibilities:

- To provide a routine and an environment that is conducive to doing homework (i.e. a quiet and consistent place and time, necessary materials, etc.)
- To offer assistance to the child, but not do the actual homework
- To check that your child has done his/her work to the best of his/her ability
- To notify the teacher when the homework presents a problem
- To read school notices and respond in a timely manner. Regular backpack clean-ups can be useful in helping students to organize their materials
- To familiarize yourself with what is expected for completing homework successfully

Teacher's Responsibilities:

- To provide purposeful homework
- To provide clear directions
- To implement a system for routinely checking homework
- To communicate to the student and family what is expected for completing homework successfully
- To communicate with families when students are not consistently completing assignments
- To provide parents with curricular resources that are developed for various content areas

Recommended Time Allotments for Homework

At Thurgood Marshall Elementary, we recognize that the amount of time it takes each student to complete homework assignments will vary. On average, you can expect that your child will have about 10 minutes per night per grade in addition to nightly reading. Some teachers may assign a homework packet for the week so that your family can choose how much homework to complete each night. If your child works diligently for the amount of time appropriate to his/her grade (or the amount of time you feel is appropriate for your child) and is not able to complete it, you may write a note to the teacher to let them know. If you find this is happening frequently, speak to the teacher about your child's experience.

Homework includes reading every night as we help each student develop the habit of being a lifelong reader. Our school expectation is that students will read for at least 30 minutes per night (Kindergarten and 1st Grade students may read for less time at the start of the year, as communicated by their teacher). This can be a combination of reading to an adult, having an adult read to the child, or reading independently as students get older. *In addition to nightly reading*, written assignments over the course of a week may include a balance of assignments in other content areas such as spelling, writing, math, social studies or science.

Grade K – an average of 10-15 minutes per day, 4 days per week

Grade 1 – an average of 15 minutes per day, 4 days per week

Grade 2 - an average of 20 minutes per day, 4 days per week

Grade 3 – an average of 30 minutes per day, 4 days per week

Grade 4 – an average of 40 minutes per day, 4 days per week

Grade 5 - an average of 50 minutes per day, 4 days per week

Differentiation

If your child completes their homework very quickly, thoroughly and neatly and you believe your child needs additional homework, consider extra reading time, writing in a Writers Notebook, or additional practice with math skills. You may want to be in touch with your child's teacher if you are noticing this on a regular basis. In addition, you may want to consider other types of activities that foster growth and responsibility such as:

- Family chores – setting the table, doing the dishes, caring for pets, writing shopping lists
- Activities outside of school such as sports teams, dancing, martial arts, musical instrument practice
- After school academic, science, arts, chess, etc. through Thurgood Marshall or another community organization
- Free/imaginative play time alone, with siblings or with friends
- Volunteering for a neighbor or community organization
- Reading/discussing current events with an adult at home
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There are resources on the Thurgood Marshall website that families can use to supplement assignments as needed, including links to websites for academic practice.

Students who qualify for Individualized Education Plans (IEPs) may also have customized homework. Your child's IEP Team can help determine what is appropriate for him/her.

We recognize that families may vary in their feelings about homework. Homework is assigned to help students practice skills that are taught during the day. This practice will increase a child's fluency and help them progress academically. In addition, gradually increasing homework demands over time helps prepare students for Middle School. Our school uses a standard-based grading system, so homework completion does not factor into their academic grades. If you have questions or concerns about homework, please speak to your child's teacher.

TM Admin Roles and Responsibilities

Principal—Katie May	Assistant Principal—Sabrina Kovacs-Storlie
K, 1, 3 rd , and 4 th grade administrator- parent issues, teacher issues	2 nd and 5 th grade administrator-Discipline, parent issues, teacher issues; Primary administrator for Discipline - all grades
Pre-K, Focus, K, 1, 3 rd , and 4 th grade teacher evaluations, goal setting, grade level meetings, PLCs	SPED, PEACE, 2 nd and 5 th grade teacher evaluations, goal setting, grade level meetings, PLCs
Share Classified evaluations	Oversee Classified evaluation schedule and PD
Attend SITs and IEPs for grade levels listed above	Attend SITs and IEPs for grade levels listed above
B2B Approval/Supplies	Assessment coordinator
Work with Career Ladder teachers to provide support for teaching staff and PLCs	Work with Recess supervisors, PE specialists, and teachers around structuring recess activities and supervision
Payroll/Budget	Chair Safety committee & update safety documents
CSIP Monitor	CSIP-Write September
Coordinate with PTSA/ School communities	Transportation (BUSES)
Attend PTSA meetings rotate with AP	Attend PTSA meetings rotate with Principal
Attend Evening events rotate with AP	Attend Evening events rotate with Principal
Monday Note	Updating handbooks and schedules
Plan August PD	Plan August PD
Personal Service Contracts	Update Discipline/Referrals in Powerschools
Oversee Interview teams/PCRs/HR	Participate on Interview teams and hiring
Responsible for PCP Schedule	Responsible for Duty Schedule
Oversee Tutoring Program	504 Coordinator
Oversee Kindergarten Jump Start	Coordinate Health Plans with nursing staff and office
Support Bullpup Dads	Field Trip Coordinator
Equity Action Team Leadership	Arts Team Coordinator
Responsible for BLT	Responsible for Attendance Issues
Student Focus Groups	Student Council