neisc
NEAR EASTSIDE INNOVATION SCHOOL CORPORATION

THOMAS GREGG NEIGHBORHOOD SCHOOL

2026-2027

STUDENT HANDBOOK

2302 E. MICHIGAN ST. INDIANAPOLIS, IN 46201

Dear Thomas Gregg Families,

As Co-Principals of Thomas Gregg Neighborhood School, it is our pleasure to welcome our students and families 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 teachers or school staff members if there is anything we can do for you.

Warmly,

Mrs. Anuja Petruniw
Co-Principal

Mrs. Dana Larson
Co-Principal

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TGNS Vision Statement

Thomas Gregg Neighborhood School strives to prepare students to positively contribute to the quality of life of their community.

TGNS Mission Statement

Thomas Gregg Neighborhood School prepares students through a whole child approach that encompasses two-generational supports, social/emotional development and personalized learning.

TGNS Core Values

Take Care of Yourself

Take Care of Each Other

Take Care of This Place

TGNS School Administration

Ross Pippin, CEO
Anuja Petruniw, Co-Principal
Dana Larson, Co-Principal
Sabbath Reef, Assistant Principal

NEISC Board of Directors

Ashley Acuff (Board Chair)
Susan Vogt (Vice Chair/Secretary)
Beth Uselmann (Treasurer)
Dr. Susan Adams
Valerie Davis
Mike Bowling
Chris Cesnik
James Taylor
Josh Bowling
Ranisha Martin
Tracy Guerrero
Will Pritchard

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@neisc.org

School Calendar

Near Eastside Innovation School Corporation
Thomas Gregg Neighborhood School / Washington Irving Neighborhood School
2026-2027 Calendar/Calendario 2026-2027

FINAL 1.21.2026

NEAR EASTSIDE INNOVATION SCHOOL CORPORATION

THOMAS GREGG NEIGHBORHOOD SCHOOL

WASHINGTON IRVING NEIGHBORHOOD SCHOOL

July/Julio 2026

Su	Mo	Tu	We	Th	Fr	Sa
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August/Agosto 2026

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September/Septiembre 2026

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October/Octubre 2026

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November/Noviembre 2026

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December/Diciembre 2026

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January/Enero 2027

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February/Febrero 2027

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March/Marzo 2027

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April/Abril 2027

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May/Mayo 2027

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June/Junio 2027

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27	28	29	30			

First/Last Day of School
No School (Breaks & Holidays)
Staff Institute (No Student Attendance)
Staff Professional Development (No Student Attendance or Asynchronous)
End of Grading Period
Parent/Teacher Conferences (PIT Day)
Inclement Weather Make Up Days (if needed)

Primer Dia de Clases/Último Dia de Clases
No hay Escuela (Vacaciones & Dia Festivo)
Instituto de Verano para el Personal (No Asisten Estudiantes)
Capacitacion del Personal (No Asisten Estudiantes o Asincrónico)
Final de un Período de Calificacion
Conferencia de Padres y Maestros (Dia de PIT)
Días de recuperación por mal tiempo (si es necesario)

Doors Open for Students/Puertas Abren @ **7:10am**
Tardy Bell Rings/Llegada Tarde @ **7:30am**
Dismissal Begins/Salida @ **2:30pm**

Important Dates

7/30-8/7	Staff Institute (No Student Attendance)
8/10/2026	First Day of School
9/7/2026	Labor Day (No School)
10/2/2026	End of Quarter 1
10/8/2026	Parent/Teacher Conferences (No Student Attendance)
10/9/2026	Staff Professional Development (No Student Attendance)
10/12-10/16	Fall Break (No School)
11/25-11/27	Thanksgiving Break (No School)
12/18/2026	End of Quarter 2
12/21-1/1	Winter Break (No School)
1/4/2027	Staff Professional Development (Asynchronous Day for Students)
1/18/2027	MLK Jr. Day (No School)
2/15/2027	President's Day (No School)
3/5/2027	End of Quarter 3
3/11/2027	Parent/Teacher Conferences (No Student Attendance)
3/12/2027	Staff Professional Development (No Student Attendance)
3/15-3/19	Spring Break (No School)
5/28/2027	Last Day of School for Students
5/31/2027	Memorial Day (No School)
6/1/2027	Staff Work Day (No Student Attendance)
6/18/2027	Juneteenth (Building Closed)

Dias Importantes

7/30-8/7	Instituto del personal (No Asisten Estudiantes)
8/10/2026	Primer dia de Clases
9/7/2026	Dia del Trabajo (No hay Escuela)
10/2/2026	Fin del primer trimestre
10/8/2026	Conferencia de Padres y Maestros (No Asisten Estudiantes)
10/9/2026	Capacitacion del Personal (No Asisten Estudiantes)
10/12-10/16	Vacaciones de Otoño (No hay Escuela)
11/25-11/27	Descaso del Dia de Gracias (No hay Escuela)
12/18/2026	Fin del segundo trimestre
12/21-1/1	Vacaciones de Invierno (No hay Escuela)
1/4/2027	Capacitacion del Personal (Jornada de aprendizaje asincrónico)
1/18/2027	Dia de Martin Luther King (No hay Escuela)
2/15/2027	Dia de los Presidentes (No hay Escuela)
3/5/2027	Fin del tercer trimestre
3/11/2027	Conferencia de Padres y Maestros (No Asisten Estudiantes)
3/12/2027	Capacitacion del Personal (No Asisten Estudiantes)
3/15-3/19	Vacaciones de Primavera (No hay Escuela)
5/28/2027	Último dia de Clases para Estudiantes
5/31/2027	Día de los Caídos (No hay clases)
6/1/2027	Jornada de Trabajo del Personal (No Asisten Estudiantes)
6/18/2027	Juneteenth (Edificio cerrado)

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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 #2 on Keystone Ave. PARENTS MUST DROP STUDENTS OFF GOING **SOUTH** ON KEYSTONE AVE. so our students are not crossing through traffic.

Dismissal

Bus Riders will be dismissed first through Door #3 on Beville Ave. beginning at 2:25pm. Daycare students will be dismissed through Door #3 on Beville Ave. at 2:30pm. Car Riders will be dismissed through Door #2 on Keystone Ave. starting at 2:35pm. Walkers will be dismissed out Door #3 on Michigan Ave at 2:40pm. Staff on Car Rider duty will come to each vehicle and dismiss students individually. PARENTS MUST WAIT IN THEIR CARS HEADING **SOUTH** ON KEYSTONE 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 #3 for Walkers and Door #2 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 20-33-2-4 to 17)*. 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 Attendance Team.

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 Policy continued

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.

In accordance with Indiana law (SEA 282), if a student in grades K–5 accumulates five unexcused absences within a 10-week period, the school will schedule a meeting with the family to create a formal attendance plan.

A habitual truant is defined as a student with 10 or more unexcused absences in a school year. In such cases, the school may be required to notify the prosecuting attorney or local child welfare authorities, as per Indiana Code and SEA 282.

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.

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. 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. **All visitors must sign in on the Visitor's Log in the office and will receive a Visitor's Lanyard that MUST be worn at all times while in the building.**

- 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 Unified Operations Communication (KiNVO) 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.

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.

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 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 counseling services, domestic violence resources, substance abuse resources, crisis response 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 Children and Youth Center to operate one Preschool classroom in the building. East 10th Street at TGNS serves up to 20 students ages 4-5.
- 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 4-5 year old into preschool, please call **East 10th at 317-637-0841**.

Living Our Core Values

At Thomas Gregg Neighborhood School, every expectation is built around three simple **Core Values** that apply everywhere—classrooms, hallways, cafeteria, playground, restrooms, buses, field trips, and school events. Staff members teach, model, and reinforce these expectations every day through positive recognition, restorative practices, and consistent support.

Take Care of Yourself

Students are expected to:

- Follow directions that are given.
- Come to school ready to learn.
- Make safe and healthy choices.
- Take responsibility for their actions.

Take Care of Each Other

Students are expected to:

- Treat everyone with kindness and respect.
- Use appropriate language.
- Solve problems peacefully.
- Include others and work cooperatively.

Take Care of This Place

Students are expected to:

- Respect school property.
- Keep classrooms and common areas clean.
- Use equipment appropriately.
- Help maintain a safe learning environment.



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Student Discipline and Code of Conduct

At Thomas Gregg Neighborhood School, our goal is to teach, encourage, and reinforce positive behavior while also ensuring fair and consistent responses to behavior that interferes with the learning environment or the safety of others.

To support this commitment, Thomas Gregg Neighborhood School follows the Indianapolis Public Schools (IPS) Student Code of Conduct, which establishes expectations for student behavior, outlines student rights and responsibilities, and identifies appropriate responses to misconduct.

The Student Code of Conduct applies during the school day, on school property (including before- and after-school programs), while traveling to and from school (including bus stops), at school-sponsored activities, and when students use district electronic network services.

Classroom Reinforcement Strategies

Teachers use a variety of strategies to help students make positive choices, including:

- Teaching and practicing expectations
- Redirection and reminders
- Restorative conversations
- Reflection activities
- Parent communication
- Classroom consequences

Additional Supports

When behaviors become repeated or more serious, our Dean of Culture, Administrators or other school staff may provide additional supports such as:

- Behavior intervention plans
- Social-emotional supports such as structured breaks, success trackers
- Tiered and escalated consequences aligned with the behavior
- Assigned time in the Recovery Room with access to interventions and classwork
- Meetings with parents
- School-based Mental Health or Social Work services

Serious Misconduct

Behaviors that threaten the safety of students or staff or substantially disrupt the learning environment may result in immediate administrative action. Depending on the severity of the behavior, consequences may include in-school suspension, out-of-school suspension, expulsion proceedings, involvement of law enforcement when required by law, or other interventions consistent with Indiana law and IPS and NEISC policies.

We encourage all students and families to become familiar with the IPS Student Code of Conduct and to partner with us in maintaining a safe, respectful, and productive learning environment for all.

Anti-Bullying Policy

The administration of Thomas Gregg Neighborhood School is committed to providing all students a learning environment free from bullying and harassment based upon race, color, religion, national origin, disability/handicap, sexual orientation, ancestry, gender, and appearance. We expect all students and staff to treat each other with civility and respect. We will not tolerate acts of bullying and harassment.

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile environment.

Students may not engage in bullying on school grounds, or while traveling to or from a school or a school activity, function or event. Further, bullying is prohibited off school grounds while using property or equipment provided by the school or while attending a school activity, function, or event.

Parents or students who suspect that bullying is taking place can report the matter to a staff member or anonymously. Parents may call the school directly and ask for the Social Worker or they may send an email to gjulian@neisc.org.

The protocol and timetable for the reporting and investigation of alleged bullying incidents is as follows:

1. Employees are required to make a report (verbally or by completed report form) within the same day that they have observed or become aware of an alleged incident of bullying. If the incident was verbally reported, the verbal report should be followed up with a completed bullying incident report form, completed by the same employee within one school day.
2. Once a referral has been received from an employee or through anonymous reporting protocols, the Social Worker or Dean will initiate an investigation of the alleged bullying incident within one school day from when the initial written report was first received.
3. Once the incident is determined to be a bullying incident and investigation is completed, appropriate disciplinary response and follow up services for both the targeted student and the bully are determined. The nature of the incident, disciplinary response and proposed follow up services are to be communicated to the parent/guardian of targeted student(s) and perpetrator(s) as allowed by law, no later than two school days from the initiation of the investigation.
4. Law enforcement will be contacted if the nature of the bullying incident rises to the level of a criminal offense.
5. The investigating staff member will complete the necessary bully incident report form and maintain a record of the incident for mandated state reporting.
6. The reporting staff member should be notified of the results of the investigation once it is closed.

Upon receiving the report, the Social Worker or Dean will investigate the matter at the building level and consequences will be assessed as appropriate, consistent with Levels 4 and 5 of our School Discipline Plan. *Behaviors determined to be possible violations of Title IX sexual harassment or gender based discrimination must be handled by the IPS Title IX office and not be adjudicated under our School Discipline Plan.

Student Universal Dress Code

NEISC schools are part of the Indianapolis Public Schools network of schools and as such, NEISC schools will follow the IPS Universal Dress Code Policy as outlined below and can also be found at https://myips.org/students-families/uniforms/.

Students and their parents/guardians hold the primary responsibility in determining a student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags). Schools are responsible for ensuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

Universal Dress Code

Students must wear:

- **Tops** (shirts with sleeves that fully cover the midriff (e.g., T-shirts, blouses, sweaters, sweatshirts, hoodies, etc.)
- **Bottoms** (pants, shorts, skirt, dress, etc. must be free of tears or holes and should be fingertip length when arms are resting at the sides)
- **Footwear** (closed toe shoes only that are appropriate for active movement such as PE and recess)

Students can wear:

- Head coverings for religious purposes
    - The exceptions are bonnets, durags, hats/hoods inside the building, wave caps, and similar items. **These items are not allowable.**

Restrictions

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical education). Attire worn in observance of a student's religion is not subject to this policy.

Students MAY NOT wear the following clothing, jewelry, shoes or personal items:

- No bonnets, durags, hats/hoods inside the building, wave caps, and similar items
- No attire that is pornographic, contains threats, or that promote illegal or violent conduct such as the use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- No pajamas, sleepwear, robes, or slippers;
- No attire that demonstrate gang association/affiliation or hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- No attire that intentionally shows private parts (nipples, genitals, buttocks). Clothing **must cover** private parts in opaque (not able to be seen-through) material; ensure that all undergarments are hidden from view. No skin-tight leggings or biker shorts without coverage over it.
- No attire that is considered costume masks, capes, animal ears, or tails
- No attire that covers the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose); or

- Personal technology devices, including headphones, earbuds, smartwatches, and cell phones, must remain powered off and put away during the school day unless authorized by a teacher or administrator for an educational purpose in accordance with the NEISC Personal Technology Devices Policy.

Enforcement

School administrators are required to ensure that all staff are aware of and understand the guidelines of this policy.

Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying. Further, no student shall be suspended from school due to their appearance or attire.

Typical consequences for a violation of this policy include:

- Dress code violations are not Out of School Suspension offenses.
- **1st offense**: parent/guardian contact and the directive to cover, change, or remove the non-complying attire.
- **2nd offense**: parent phone call and directive to change.
- **3rd offense**: required parent/student restorative conference

Examples





Cell Phones & Personal Technology Devices Policy

To promote a safe, focused, and distraction-free learning environment, Thomas Gregg Neighborhood School follows the NEISC and IPS policies regarding Cell Phones and other Personal Technology Devices in accordance with Indiana law (Indiana SEA 78) governing student personal technology devices during the school day.

The purpose of this policy is to maximize instructional time, reduce distractions, and promote student safety while allowing reasonable accommodations and exceptions as required by law.

Definition of a Personal Technology Device

A personal technology device is any personal electronic device capable of connecting to a cellular network or the internet, including but not limited to:

- Cell phones and smartphones
- Tablet computers
- Laptop computers
- Gaming devices
- Smartwatches connected to a cellular phone, cell tower, or the internet
- Other similar personal wireless communication devices

School-issued instructional devices, including Chromebooks and other educational technology, are governed by the school's **Student Technology and Responsible Use** policies.

Storage Requirements (Bell-to-Bell)

Students may bring a personal technology device to school; however, from the beginning of the school day until dismissal ("bell-to-bell"), all personal technology devices must remain powered off, securely stored, and inaccessible to students unless an exception outlined in this policy applies. The school day includes instructional time, passing periods, lunch, recess, and all other times students are under school supervision. This policy does not apply to after-school activities.

Students who bring a personal technology device to school must turn it in to their classroom teacher immediately upon arrival. Devices will be stored in a secure classroom location throughout the school day and returned to students at dismissal.

Permitted Uses and Exceptions

Students may access or use a personal technology device during the school day only when:

- The device is required by the student's Individualized Education Program (IEP);
- The device is required by the student's Section 504 Plan;
- The device is necessary to manage a documented medical condition pursuant to an order from a licensed health care provider;
- The Superintendent, CEO, Principal, or their designee authorizes its use during an emergency;
- The device is necessary for language translation for a multilingual learner; or

- A teacher or administrator authorizes the use of a school-sanctioned personal technology device for an approved educational purpose.

Communication During the School Day

If a student needs to contact a parent or guardian during the school day, the student should request permission to use the school office phone.

Likewise, parents or guardians who need to contact their child during the school day should call the Thomas Gregg Neighborhood School Front Office at **317-226-4215**. Students may not use personal technology devices to communicate with parents or guardians during the school day except as permitted under this policy.

Prohibited Uses

Students may not use a personal technology device to:

- Access or use the device without authorization during the school day.
- Disrupt instruction or interfere with the educational environment.
- Record, photograph, or video students or staff without authorization.
- Record, possess, view, send, or share violent, sexually explicit, or otherwise inappropriate images, videos, or messages while on school property, on school buses, or at school-sponsored activities.
- Engage in cyberbullying, harassment, intimidation, academic dishonesty, or any other violation of the Student Code of Conduct.
- Violate another person's privacy, safety, or rights.

Consequences for Violations

Possession and use of a personal technology device at school is a privilege. Students who violate this policy may be subject to one or more of the following:

- Confiscation of the device;
- Parent or guardian notification;
- Return of the device only to a parent or guardian when appropriate;
- Loss of the privilege to possess or use a personal technology device at school; and/or
- Additional disciplinary action consistent with the NEISC/IPS Student Code of Conduct.

Responsibility for Personal Devices

Students and families assume all responsibility for personal technology devices brought onto school property. Thomas Gregg Neighborhood School and the Near Eastside Innovation School Corp. are not responsible for theft, loss, damage, misuse, or unauthorized use of any personal technology device brought to school.

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/Drugs/Alcohol/ Illegal Items:	Any article which is potentially dangerous or interferes with the educational process is **prohibited** in school. This includes, but is **not limited to**: cigarettes, vapes, marijuana, pocket knives or sharp objects, hunting knives, lighters/matches, pepper spray/mace, scissors, nail clippers, handcuffs, fireworks, explosives, ammunition 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 should not, under any circumstances, be carried around by a child or left in a desk or cubby.
Personal Care Items	Students should not bring cosmetics, perfume, cologne, nail polish, hair dye, or other personal grooming products to school unless medically necessary.
Gum/Candy/Chips/Soda/ Energy Drinks:	Students should not bring **gum, candy, chips, soda, or energy drinks** 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.
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 toy weapons, items that look like weapons, 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. If seen during class or causing a disruption, staff may confiscate the item, notify the parent or guardian, and require that it be picked up by an adult.

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. Student conduct on school buses is governed by the IPS Student Code of Conduct as well as these bus safety expectations.

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.

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 seated 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 are expected to follow the school's Personal Technology Device policy while riding the school bus. Misuse of electronic devices may result in disciplinary action.
- 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.
- Parents or guardians with questions regarding bus behavior, routing, or transportation concerns should contact the school or IPS Transportation. For the safety of students, parents and guardians should not board a school bus or address disciplinary concerns directly with the bus driver.

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.

Click here to review the IPS Transportation Guide for Families

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" or "active threat" 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" or "active threat" 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.
- In the event of a true emergency, TGNS staff will activate our safety procedures outlined in our Safety-Crisis Plan. Parents will be notified via Kinvo, phone call and/or letter.
- In a situation where students are evacuated off school grounds, they will be evacuated to **Oasis of Hope Baptist Church at 1701 E 25th St, Indianapolis, IN 46218**. Upon reaching the evacuation location, staff will enact reunification procedures including taking attendance, identifying missing/injured students, setting up check-in/verification area, and then releasing students to their parents.

Photographing/Videotaping Students

Throughout the school year, TGNS captures and shares memorable moments through photos and videos, which may be used for bulletin boards, newsletters, school plays, professional development, or shared on school-approved platforms like Facebook, Twitter, and the TGNS website. These images highlight student achievements and help keep families connected. **If you do not want your child photographed or videotaped, please complete the Opt-Out form at the beginning of the year or contact the Front Office.**

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 disposing of trash appropriately.
- Students are expected to pick up after themselves throughout the school and respect the displayed work of their fellow students. Students should keep their hands off the walls and bulletin boards.

Lost and Found

- The Lost and Found is located in the Parent Center; students may check the box for missing items with their teacher's permission and should turn in any found items there as well.
- Unclaimed items—including hats, gloves, jackets, scarves, and backpacks—are donated to charity at the end of each month.
- To reduce lost items, students should inform their teacher if they lose something and ask to visit the Lost and Found.
- **Labeling personal belongings with your child's full name using a marker greatly increases the chance of items being returned.**

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 new completed consent form on file every school year.**

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 updated 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.
- **All medications (prescribed and over-the counter) as well as controlled substances must be transported to and from school by a designated adult, and should not be put in a child's backpack.**

Lunch Procedures, Cafeteria Guidelines & Modified Meals

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 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 and 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 Core Values 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**. 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.**

Modified Meals: Modified meals may be requested for students with food allergies, intolerances or other medically-necessary dietary needs such as texture modifications related to swallowing or chewing difficulties.

In order to best serve our students with specialized dietary needs, an Annual Modified Meal Request Form must be completed each school year. Please review the Instructions for Completing the Modified Meal Form. 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, or nurse practitioners. Completed forms should be faxed to 317-226-4677 and will be processed in the order in which they are received. Once processed, the IPS Foodservice Dietitian will contact the parent or guardian with the details of the student's accommodations, as well as the date those accommodations will begin.

Modified meals cannot be provided to accommodate religious preferences, personal diet modifications or food dislikes; however, our menu variety allows students to select items that meet their dietary preferences. Parents or guardians are encouraged to plan ahead with their students using the IPS Foodservice menus.

Understanding the Elementary Menu

Build a Healthy Breakfast

All breakfasts MUST include a fruit and/ or fruit juice

What sounds delicious today?

Choose One:

Daily Hot Option
Breakfast Pack

Choose any Two:

Cereal
Lemon Berry Crackers
Graham Crackers



Your Choice of Fruit and/ or Fruit Juice:

You may select 2 Fruits OR 1 Fruit + 1 Juice

Dried Fruit, Fruit Cup, Banana
Apple or Orange Juice

Your Choice of Milk:

1% White or Fat-free Chocolate

myIPS FoodService

Build a Balanced Tray

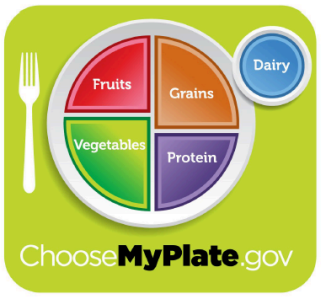
A COMPLETE LUNCH has at least THREE FOOD GROUPS

All lunches MUST include a fruit or vegetable

Your Choice of Entrée:

You may select 1 Entrée

- Featured Entrées
- Power Pack



Your Choice of Fruits & Vegetables:

You may select 2 Different Fruits + 2 Vegetables

- Fresh Fruit, Fruit Cup
- Fresh and Hot Vegetables

Your Choice of Milk:

You may select 1 Milk

- 1% White or Fat-free Chocolate

There are a total of FIVE food groups!

Additional Grain:

You may select 1 Additional Grain with entrees

- Sometimes there is a bread/breadstick or tortilla chips to pair with your Entrée

myIPS FoodService

Classroom Assignment Policy

Purpose

The purpose of this policy is to outline the process for assigning students to instructional teams at Thomas Gregg Neighborhood School and to ensure that student groupings across subjects are thoughtfully constructed to provide the best possible educational experience.

Policy

Thomas Gregg Neighborhood School uses a departmentalized instructional model in which each student is taught by two teachers: one for Reading and one for Math. Classroom assignments are managed centrally, and parents will not have the option to request specific teachers for their children. This policy is designed to promote equitable, balanced learning environments and support strong academic growth in both content areas.

Reasoning

1. **Balanced Learning Groups:** Student groupings are created to support balance across a variety of factors, including academic readiness, learning styles, social-emotional needs, behavior supports, and peer interactions. Assignments are made with attention to how students will function in both Reading and Math classrooms, ensuring a positive and productive learning environment across subjects.
2. **Instructional Excellence:** All teachers at Thomas Gregg Neighborhood School are highly qualified professionals who bring expertise and passion to their content areas. The departmentalized model allows teachers to specialize and focus on delivering high-quality instruction in Reading or Math. Our policy reflects confidence in the excellence of every teacher on our team.
3. **Centralized Planning and Cohesion:** Classroom and instructional team assignments are determined through a collaborative, centralized process that allows administrators and instructional leads to consider the whole child. Assignments ensure alignment with support services, intervention needs, and classroom capacity, creating a consistent and equitable experience across grade levels and subject areas.

Commitment to Families

While families are not able to request specific teachers, we remain deeply committed to collaboration with parents and caregivers. Parent input regarding learning needs, social-emotional concerns, or special circumstances is always welcome and considered. We value your partnership and strive to maintain open communication to support every child's success.

Departmentalized Instruction at TGNS

At Thomas Gregg Neighborhood School, use a **departmentalized teaching model** in all grades K–5. This means students have two teachers each day—one who focuses on Reading and one who focuses on Math.

Why We Use Departmentalization

This model is designed with student success in mind. By allowing teachers to specialize in specific subjects, we ensure that students receive the highest quality instruction in both reading and math. Teachers are able to:

- **Deepen their expertise** in one content area,
- **Use data more effectively** to target student needs, and
- **Collaborate closely** with their teaching partner to support student growth.

What This Looks Like for Your Child

Each student is part of a classroom team with two teachers. They begin their day with one teacher and then transition to the other halfway through the day. Transitions are built into the daily schedule and supervised carefully.

This approach allows us to maintain a **consistent experience** across all classrooms and ensure each child is getting the best instruction possible in both reading and math.

Communication and Grades

Because your child works with two teachers each day, you may receive messages, newsletters, or updates from both of them. You are encouraged to reach out to either teacher with questions related to their subject area. Report cards will include grades from both teachers, and both will be involved in conferences, progress updates, and student support as needed.

12-Day Instructional Cycle

At Thomas Gregg Neighborhood School, we follow a **12-Day Instructional Cycle** designed to give students a well-balanced, engaging, and personalized education while allowing teachers time to plan and collaborate effectively.

What is a 12-Day Cycle?

Instead of a traditional weekly schedule, we use a repeating 12-day structure. This model helps us give focused attention to core instruction, while also building in time for enrichment, hands-on learning, and teacher collaboration.

What Your Child Experiences During Each 12-Day Cycle

10 Core Days: These are regular instructional days where students experience:

- Two reading blocks and one math block each day.
- **Small group instruction** and personalized learning tools like **Exact Path**.
- **Daily recess** to support physical activity and social development.
- A rotation through our regular **Special Area classes**, including:
    - **Art**
    - **Music**
    - **Physical Education (PE)**
    - **Social-Emotional Learning (SEL)**

2 Flexible Days (Day 11 and Day 12): These special days are designed to support both students and teachers by offering:

- **Extended time for Science and Social Studies Labs**
- **Service Learning Projects**, where students work on real-world projects that give back to the community
- A dedicated block where students rotate through **four special area classes in a row**, giving them access to a wide variety of enriching experiences while teachers collaborate.

These special rotation classes include the typical Art, Music, PE and SEL as well as the following additional classes: **Technology, Media/Library, Enrichment with Arts for Learning** and **Indoor/Outdoor Recess**. This variety ensures that all students have the opportunity to explore their interests, build new skills, and enjoy a rich educational experience.

Why It Helps

- Students benefit from **longer, focused instructional blocks** and **hands-on learning opportunities**.
- Teachers use flexible days to **collaborate in teams**, **analyze student data**, and **plan meaningful instruction** for the next cycle.
- Students enjoy a balance of academics, creativity, movement, and exploration every week.

Sample Schedule for 12-Day Instructional Cycle

	Day 1/Day 6	Day 2/Day 7	Day 3/Day 8	Day 4/Day 9	Day 5/Day 10	Day 11	Day 12
7:10	Students Enter						
7:30-7:40	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting		Science/SS
7:40-7:50						6a:Playworks 6b:Arts for Learning	
7:50-8:00	Fundations (Phonics)	Fundations (Phonics)	Fundations (Phonics)	Fundations (Phonics)	Fundations (Phonics)		
8:00-8:10							
8:10-8:20							
8:20-8:30	Reading (Wit & Wisdom)	Reading (Wit & Wisdom)	Reading (Wit & Wisdom)	Reading (Wit & Wisdom)	Reading (Wit & Wisdom)	6a:SEL 6b:Art	
8:30-8:40							
8:40-8:50							
8:50-9:00							
9:00-9;10						6a:Library/Media 6b:Music	
9:10-9:20							
9:20-9:30							
9:30-9:40							Morning Meeting
9:40-9:50	Recess	Recess	Recess	Recess	Recess		
9:50-10:00						6a: Technology 6b:P.E.	Fundations or Heggerty/Geodes
10:00-10:10							
10:10-10:20							
10:20-10:30	Grow Time (Intervention or Enrichment)	Grow Time (Intervention or Enrichment)	Grow Time (Intervention or Enrichment)	Grow Time (Intervention or Enrichment)	Grow Time (Intervention or Enrichment)		
10:30-10:40							
10:40-10:50						Science/ SS Review	Recess
10:50-11:00							
11:00-11:10							
11:10-11:20	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
11:20-11:30							
11:30-11:40	Art	SEL	PE	Music	Q1 Art	Science/ SS Review	
11:40-11:50					Q2 SEL		Fundations or Heggerty/Geodes
11:50-12:00					Q3 PE		
12:00-12:10					Q4 Music		
12:10-12:20							Service Learning
12:20-12:30	Pack up/ Transition	Pack up/ Transition	Pack up/ Transition	Pack up/ Transition	Pack up/ Transition	Fundations or Heggerty/Geodes	
12:30-12:40	Whole Group Heggerty/ Geodes	Whole Group Heggerty/ Geodes	Whole Group Heggerty/ Geodes	Whole Group Heggerty/ Geodes	Whole Group Heggerty/ Geodes		
12:40-12:50							
12:50-1:00						Fundations or Heggerty/Geodes	
1:00-1:10	Math (Eureka Squared)	Math (Eureka Squared)	Math (Eureka Squared)	Math (Eureka Squared)	Math (Eureka Squared)		
1:10-1:20							
1:20-1:30							
1:30-1:40						Service Learning	
1:40-1:50							
1:50-2:00							
2:00-2:10							
2:10-2:20							
2:20-2:30	Pack -Up & Dismissal						

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.

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, and Social/Emotional Learning**.

- 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 the content area.
- Special area teachers 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 a parent/guardian 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.

Additional Enrichment Classes

On **Days 11 and 12**, students rotate through four enrichment classes that support our whole-child approach, offering meaningful experiences that promote academic, social, creative, and physical growth. These classes are **non-graded** and designed to give students a chance to explore and enjoy new skills and interests.

- **Technology**: Builds digital skills through safe, purposeful use of devices.
- **Media/Library**: Encourages a love of reading and allows students to **check out books** to take home.
- **Arts for Learning**: Hands-on creative activities led by professional teaching artists.
- **Indoor/Outdoor Recess**: Fun, structured games that build teamwork and problem-solving.

School Supplies

At Thomas Gregg Neighborhood School, we believe that every child deserves access to the resources they need to succeed—without placing a financial burden on families. For this reason, our school does not require families to purchase school supplies. We are proud to provide all basic school supplies to our students free of charge, ensuring equity and readiness for all learners.

In the event a classroom has a unique need or a specific item that falls outside the standard supply set provided by the school, individual teachers may contact families directly to request donations. These requests are always optional and are shared only when helpful for particular classroom activities or enhancements.

If families choose to send in additional supplies with their child, please be aware that items sent to school will likely be shared among the entire class. We kindly ask that families not send supplies or materials intended to be used exclusively by one student, as this may not be practical in our learning environment and could lead to unintended hurt feelings.

We appreciate your support in helping us foster a classroom culture rooted in community, sharing, and equity for all.

Student Technology

At TGNS, we believe that technology is a tool for learning. All students may have access to district-issued technology such as Chromebooks or iPads, as well as school internet and digital resources. With this access comes the responsibility to use all devices and accounts safely, respectfully, and for educational purposes only.

Technology Use Guidelines:

- **Use devices for learning**: Students must use school technology only for classroom and learning activities.
- **Be respectful online**: Cyberbullying, inappropriate language, or harmful digital behavior is not allowed.
- **Keep information private**: Students must not share personal details like full names, addresses, or passwords.
- **Take care of equipment**: Students are expected to keep devices clean and avoid damage or loss.
- **Ask for help**: If students encounter inappropriate content or suspicious online activity, they must tell a teacher or trusted adult immediately.

Consequences for Misuse:

Improper use of school technology may lead to disciplinary consequences. These can include:

- Suspension of internet or device privileges
- Loss of access to school-issued accounts
- Payment for repair or replacement of damaged devices
- Additional disciplinary actions according to the Student Code of Conduct

Note: Students will not be disciplined for accidentally receiving inappropriate content, as long as they report it immediately and did not help create or share it.

Parent/Guardian Consent:

Each year, parents/guardians must sign the district's Responsible Use Agreement before students are allowed to use school technology or access the internet through school systems. This agreement outlines expectations for safe and responsible technology use.

Textbook and Other Educational Benefits

At Thomas Gregg Neighborhood School, we believe that every child deserves access to high-quality learning materials without creating a financial burden for families.

In accordance with Indiana law, **we no longer collect textbook fees from families**. This means that required instructional materials—such as student workbooks, curriculum texts, and digital program licenses—**are provided at no cost to familie**s.

In addition to textbooks, students at TGNS benefit from:

- Access to digital platforms as part of classroom instruction.
- Classroom sets of curriculum-aligned books and materials through Wit & Wisdom and Eureka Math.
- Hands-on materials used in science, social studies, and service learning projects.

We are proud to offer an equitable learning experience for all students, and this includes ensuring they have the tools they need to succeed without requiring families to pay fees for basic materials.

If you have questions about what is provided or if your child is in need of additional supplies or resources, please contact the Front Office or your child's teacher.

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 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 5, the following Grading Scale will be used:

GRADING SCALE	
A	**93-100%**
A-	**90-92%**
B+	**87-89%**
B	**83-86%**
B-	**80-82%**
C+	**77-79%**
C	**73-75%**
C-	**70-72%**
D+	**67-69%**
D	**63-66%**
D-	**60-62%**
F	**0-59%**

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

O	Outstanding Progress
S	Satisfactory Progress
I	Improving
N	Needs Improvement
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 to a student will vary depending upon the skill being practiced, whether it is a relatively new skill or a review assignment, the grade level of the student, and the readiness of the student to practice the skill independently. Homework assignments should consider students' learning styles, academic needs, and out-of-school responsibilities.
- 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.
- **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 ensure students are prepared to successfully progress to the next grade level by the end of the school year.
- Occasionally, it may be necessary to retain a student in their current grade for academic or developmental reasons. This decision is not made lightly and is made collaboratively with input from parents/guardians, teachers, intervention staff, and school administrators.
- The decision to retain a student may be based on a variety of factors, including academic achievement, work habits, emotional maturity, social adjustment, chronological age, physical development, school attendance, and the student's response to academic interventions.
- In addition, **Indiana law establishes specific literacy requirements for students in Grade 3.** Students must meet the requirements of Indiana's IREAD-3 legislation, including demonstrating proficiency in foundational reading skills or qualifying for a state-approved Good Cause Exemption, before being promoted to Grade 4. Parents and guardians of students who may be affected by these requirements will be notified and involved throughout the process.
- **For students receiving special education services through an Individualized Education Program (IEP), any decision regarding grade retention will be made by the student's Case Conference Committee (CCC). The committee will consider the student's individual needs, educational progress, IEP goals, applicable state**

promotion requirements, and all relevant evaluation and progress monitoring data when determining whether retention is appropriate.

- Parents will be notified no later than the third grading period if their child is being considered for retention. TGNS holds two Parent/Teacher Conferences throughout the school year so that teachers and parents have multiple opportunities to discuss each student's progress and develop plans for continued growth.
- The final decision regarding retention will be made with the approval of school administration no later than the midterm of the final grading period. **For students with an IEP, the final decision will be made through the Case Conference Committee process in accordance with federal and state special education laws.**
- Parents and guardians are encouraged to maintain ongoing communication with their child's teacher throughout the school year so they are well informed about their child's academic progress and can partner with the school to support student success.

Multi-Tiered System of Supports (MTSS)

At Thomas Gregg Neighborhood School, we are committed to helping every student succeed academically, behaviorally, and socially. To accomplish this, we use a Multi-Tiered System of Supports (MTSS)—a school-wide framework that provides students with the level of support they need to be successful.

How MTSS Works

Most students are successful with high-quality classroom instruction and school-wide supports. When a student needs additional assistance, our staff uses academic and behavioral data to identify concerns early and provide targeted interventions. Student progress is monitored regularly, and supports are adjusted based on individual needs.

Three Levels of Support

Tier 1 – School-Wide Support

Every student receives high-quality classroom instruction, research-based curriculum, social-emotional learning, and positive behavior supports. Teachers regularly monitor student progress and provide small-group instruction as part of daily classroom learning.

Tier 2 – Targeted Support

Students who need additional support beyond the classroom receive targeted interventions. These may include additional small-group instruction, academic intervention programs, tutoring, counseling or social-emotional support groups, behavior intervention plans, and increased progress monitoring. Families will be informed when these supports are recommended.

Tier 3 – Intensive Support

Students with the most significant academic or behavioral needs receive individualized, intensive interventions. These supports may include special education evaluations or services, accommodations through an Individualized Education Program (IEP) or Section 504 Plan, individualized behavior plans, counseling, and other specialized supports. Families are active partners in planning and reviewing these services.

Family Partnership

Parents and guardians play an important role in the MTSS process. If your child requires additional interventions beyond the classroom, school staff will communicate with you about your child's progress, discuss available supports, and work

with you to develop a plan that best meets your child's needs. Our goal is to identify concerns early, provide timely support, and ensure every student has the opportunity to be successful.

Recess

- TGNS will have outdoor recess throughout the year whenever possible unless weather becomes inclement.
- Please be sure your child is dressed 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.

The decision regarding whether recess will be held outdoors or indoors will be made based on the following parameters:

Wind Chill Factor Chart (in Fahrenheit)

Air Temperature \ Wind Speed in mph	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)

Temperature (F) \ Relative Humidity (Percent)	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 & MCJ19KCC7) 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:** A variety of athletics are offered to students during the school year through IPS. Different sports are offered at different seasons throughout the school year. Students wishing to join a TGNS sports team must try out and earn a spot on the team in order to participate. *Please note that there may be a limited number of spots available for each team due to factors such as coaching capacity, facility space, safety, and equipment availability. Some sports may require a participation fee to cover sports uniforms, snacks, equipment and travel. Some sports may only be available to certain grade levels. Cost of participation will be shared with parents based on each particular sport.*
- **Clubs & Activities:** A variety of extracurricular opportunities such as Nature Club, Cooking Club, Robotics, and others are available to interested students at different times throughout the school year. Information about each club will be sent home with students in eligible grade levels. Parents may submit a **permission slip** for their child to participate. *Please be aware that spots for clubs and activities may also be limited due to space, staffing, or material constraints. Some clubs may require an activity fee to cover the cost of materials or supplies.*
- ***For more detailed information, please refer to the TGNS After School Activities Handbook.***
- **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 and East 10th are available upon request in the office.
- **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!

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.**
- **Field Trip Eligibility**
    - 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.
    - **Students are ineligible to attend the field trip if they have more than 1 behavior referral within the 30 days prior to the trip.**
    - Parents/guardians will be notified in advance of the field trip if their child is not able to attend a field trip. If your student becomes ineligible to attend and you have already paid field trip fees, this money will be returned to you.
- 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.
- 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 the NEISC 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.

Volunteering at Thomas Gregg

Thomas Gregg Neighborhood School is proud to partner with parents, guardians, and community members who wish to volunteer and support our school community. Volunteers bring valuable skills and experiences that help enhance the learning environment for all students.

If you are interested in volunteering at TGNS, please email info@neisc.org to express your interest. A member of our team will connect with you to identify potential opportunities and guide you through the next steps.

Please note: Volunteers are responsible for any required application or background check fees. If financial hardship, technical difficulty, or a language barrier prevents you from completing the process, please contact the school. Limited financial assistance may be available.

Volunteer Tiers and Requirements

Volunteer opportunities at TGNS are grouped into three tiers based on the level of student contact and supervision involved:

Tier I – Supervised School Visitors

Definition: Volunteers who are present for short periods of time and are always under staff supervision.

Examples: Guest readers or speakers, Parents attending one-time class events with their own child, Volunteers assisting with materials preparation in non-student areas

Requirements:

- Confirm activity and commitment with school administration
- Present a current, government-issued photo ID at the Front Office
- Sign in and out at the Front Office and wear a visitor lanyard while in the building

Tier II – In-Class Activities and Student Observers

Definition: Volunteers who participate on a regular basis and assist in areas with direct student supervision.

Examples: Assisting in the classroom with the teacher present, Helping with lunchroom supervision or arrival/dismissal procedures

Requirements:

- Criminal and Department of Child Services (DCS) background check through SafeHiring Solutions (in addition to Tier I requirements)

Tier III – Volunteers with Student Contact

Definition: Volunteers who may work independently with students or out of the direct sightline of school staff.

Examples: Field trip chaperones, Mentors or small group leaders, Volunteers in after-school programs or athletic activities

Requirements:

- Criminal and Department of Child Services (DCS) background check through SafeHiring Solutions (in addition to Tier I and Tier II requirements)