

Tuloso-Midway Independent School District



T-M Primary School



Student/Parent Handbook 2016-2017

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Tuloso-Midway Primary Mission Statement:

Tuloso Midway Primary nurturing minds towards success!

Campus Goals:

- *TMISD will exceed increasing academic standards by addressing the needs of each student and enable students to develop and pursue their vision for success in education, life, and career.*
- *TMISD will recruit, retain, and develop highly qualified employees with a sense of responsibility for the success of a new generation of students*
- *TMISD parents and community members will commit to supporting the success of all students*
- *TMISD will aggressively obtain and allocate resources to facilitate optimal student achievement*
- *TMISD will incorporate innovative technologies to optimize teaching, learning, and working*
- *TMISD will demonstrate effective planning of maintenance, operations, and facilities.*

SCHOOL HOURS

Monday, Tuesday, Thursday, Friday

| | | |
|-----------|-------------------|---|
| 7:00 A.M. | <u>Drop Off.</u> | |
| 7:30 A.M. | <u>Bell Rings</u> | Breakfast is served in the classroom |
| 7:45 A.M. | <u>Tardy Bell</u> | Instruction begins/Students arriving after 7:45 need report to the office for a tardy pass. |
| 3:15 P.M. | <u>Dismissal</u> | |

Collaborative Planning Day (Wednesdays)

| | | |
|-----------|-------------------|--|
| 7:00 A.M. | <u>Drop Off.</u> | |
| 7:30 A.M. | <u>Bell Rings</u> | Breakfast is served in the classroom |
| 7:45 A.M. | <u>Tardy Bell</u> | Instruction begins/Students arriving after 7:45 need to report to the office for a tardy pass. |
| 2:45 P.M. | <u>Dismissal</u> | |

Early Release Days

| | | |
|------------|-------------------|---|
| 7:00 A.M. | <u>Drop Off.</u> | |
| 7:30 A.M. | <u>Bell Rings</u> | Breakfast is served in the classroom |
| 7:45 A.M. | <u>Tardy Bell</u> | Instruction begins/Students arriving after 7:45 need report to the office for a tardy pass. |
| 12:00 P.M. | <u>Dismissal</u> | |

Tuloso-Midway Primary Contact Information

TM PRIMARY

STAFF PHONE LIST/ROOM NUMBERS

2016-2017

| ADMINISTRATORS | | | DIAGNOSTICIAN | | | TEAM | | |
|----------------|------|-------------------------|---------------|------|----------------------|------|------|----------------------|
| EXT | RM # | | EXT | RM # | | EXT | RM # | |
| 6501 | 103 | CANALES, MARGARET | 6526 | 121 | COBOS, KARLA | 6531 | 500 | DELEON, SALLY |
| 6502 | 107 | CHAPA, RICARDO | | | NURSE | 6515 | 113 | HUNGERFORD, DIANA |
| 6503 | 101 | TREVINO, CHRISTINA | 6518 | 111 | ACUNA, VALERIE | 3604 | 203 | LOPEZ, VERONICA |
| | | ADMINISTRATIVE ASST. | 6510 | 111 | PAIZ, MICHELLE | 3612 | 410 | NORSKOW, KAREN |
| 6504 | 105 | RUSSELL, TERESA | | | DYSLEXIA | 6531 | 500 | RAMIREZ, CORINA |
| | | REGISTRAR | 3611 | 302 | DE LUCA, ANNA MARIA | 3649 | 503 | SRYGLEY, DIANNA |
| 6525 | 106 | NORSKOW, SAMANTHA | | | INTERVENTIONISTS | 6531 | 500 | WHEATFALL, KERRY |
| | | ATTENDANCE CLERK | 3602 | 411 | BOYD, SALLY | | | YAKLIN, TRISH (L) |
| 6507 | 100 | GARCIA, NORA | 3634 | 405 | DYER, NELDA | | | LIBRARY |
| | | FRONT OFFICE | 6506 | 124 | MARQUEZ, KAREN | 6516 | 113 | ATKINSON, KIMBERLY |
| 6500 | 100 | HUNGERFORD, DIANA | 3633 | 404 | VELA GARZA, KATIE | | | CAMPUS TECH |
| | | SPEECH | | | SECOND GRADE | 6530 | 113 | BLANCO, RUDY (TECH) |
| 3651 | 505 | AGUILAR, AMANDA | 3668 | 308 | ALVAREZ, CASSILDA | | | PRE - K/HS ADMIN |
| 6509 | 125 | GONZALES, ADINA | 3613 | 314 | BARRERA, DELIA (L) | | | MORALES, AYMÉ |
| 3651 | 505 | MARTINEZ, DENISE | 3660 | 304 | CROW, KATHY | 3659 | 515 | ADMIN ASSISTANT |
| | | COUNSELOR | 3615 | 316 | DE LA CERDA, NIDIA | | | SILVAS, AMANDA |
| 6527 | 120 | RODRIGUEZ, AMANDA | 3605 | 306 | GARCIA, HANNAH | 6511 | 118 | PRE-KINDER |
| | | KINDERGARTEN | 3617 | 315 | GARZA, MARY ANN | | | CASTRO, MARIA |
| 3619 | 207 | ALANIZ, MARKIE | 3608 | 312 | GUZMAN, EMILY | 3655 | 511 | GREEN, TERRY |
| 3623 | 216 | ALVARADO, MIRA | 3614 | 313 | HERNANDEZ, CASSANDRA | 3657 | 513 | PPCD |
| 3622 | 206 | CASTRO, CELINDA | 3607 | 310 | KERR, MARIA | | | SAN PEDRO, JESSICA |
| | | GEIS, BARBARA (L) | 3609 | 309 | LONGORIA, DORA | 3653 | 509 | GONZALEZ, ANGELA |
| 3627 | 204 | GONZALEZ, JACKIE | 3610 | 311 | PEREZ, ELINA | 3655 | 509 | LARA, ARACELY |
| 3629 | 205 | GUEVARA, JENNIFER | 3663 | 307 | PERSELS, DANA | | | HEAD START |
| 3620 | 211 | LOPEZ, ROSIE | 3606 | 305 | PRICHARD, ANDREA | 6512 | 506 | GARCIA, NORMA |
| 3626 | 213 | MARTINEZ, ROXANA | 3601 | 303 | SANCHEZ, TAMARA | | | IMPORTANT AREAS |
| 3624 | 214 | MORALES, PATRICIA | | | SPECIAL EDUCATION | 6520 | 6521 | CAFETERIA |
| 3618 | 209 | RIVERA, CRISTINA | 3632 | 402 | ALANIZ, BRENDA | 6529 | | CONSELOR CONF RM 122 |
| 3662 | 208 | ROLLINS, SHELBY | 3650 | 504 | BROCK, KERI | 6517 | | FR OFFICE CONF RM |
| 3628 | 215 | SHIRLEY, VALERIE | 3616 | 301 | CIRILO, LORALEE | 6516 | | LIBRARY |
| 3621 | 212 | TREBATUSKI, JENESSA | 3616 | 301 | CLUBB, SHANNON | 6532 | | LOUNGE |
| | | FIRST GRADE | 3632 | 402 | GALLIMORE, VICTORIA | 6510 | 6518 | NURSE |
| 3635 | 406 | BARRERA, ROEL | 3632 | 402 | HUGHES, DIANNE | 3648 | | SENSORY |
| 3661 | 403 | DULEA, CAREY | 3632 | 402 | LOPEZ, VERONIKA | 3665 | | WORKROOM |
| 3636 | 407 | HERRERA, JENNIFER | 3603 | 202 | MERIWETHER, PAIGE | | | DISTRICT CONTACTS |
| 3638 | 409 | LANKFORD, SAMANTHA | 3603 | 202 | RAMON, RAMONA | 6400 | | CENTRAL OFFICE |
| 3637 | 408 | MATA, MELISSA | 3647 | 501 | RICH, MELINDA | 6428 | | CENTRAL RECEIVING |
| 3645 | 418 | MOORE, GINA | 3650 | 504 | SANCHEZ, CRISTINA | 6410 | | EMP. BENEFITS/INSUR |
| 3646 | 419 | MOSELEY, MICHELLE | 3647 | 501 | SANCHEZ, NELDA | 6407 | | FINANCE |
| 3642 | 415 | NORVELL, SHAWNA | 3603 | 202 | STURGES, SHERA | 6420 | | INSTRUCTIONAL SVCS |
| 3639 | 412 | RILEY, HOLLY | 3647 | 501 | YARBROUGH, IMELDA | 6425 | | MAINTENANCE |
| 3643 | 416 | ROLLINS, TAMMY | | | ABC - BEHAVIOR | 6413 | | PAYROLL |
| | | SCHWIRTLICH, SHERRY (L) | 3630 | 401 | STEPHENS, CHRIS | 6405 | | PERSONNEL |
| 3644 | 417 | SKORUPPA, LISA | 3630 | 401 | VILLARREAL, ROEL | 6445 | | TRANSPORTATION |
| 3640 | 413 | TREJO, CRYSTAL | | | | | | |

Tuloso-Midway Primary

| | |
|-----------------|----------|
| Office..... | 903-6500 |
| Fax Number..... | 241-5617 |
| Registrar..... | 903-6525 |
| Nurse..... | 903-6510 |
| Counselor..... | 903-6529 |
| Cafeteria..... | 903-6520 |

Tuloso-Midway Transportation 903-6445

Tuloso-Midway ISD Central Office 903-6400

Tuloso-Midway Intermediate 903-6550

Tuloso-Midway Middle School 903-6600

Tuloso-Midway High School 903-6700

TM Primary Information

Assessing Fines for Damaged Textbooks

| DAMAGES | % OF COST OF BOOK |
|---|-------------------|
| 1. Torn pages | 25% |
| 2. Damaged Cover | 25% |
| 3. Ink or pencil marks | |
| Minor | \$1.00/page |
| Major | 25% |
| 4. Loose bindings – due to apparent abuse | 50% |
| 5. Minor water damage (no mildew) | 50% |
| 6. Missing pages | 100% |
| 7. Obscenities – drawn or written | 100% |
| 8. Damages that prevent re-issuing book (including ANY mold or mildew) | 100% |
| 9. Missing bar codes | 100% |

Assessment

Every grade level will administer state approved assessments to measure student growth. Istation is the approved state assessment for grades Kindergarten through 2nd. Istation Assessments are given each school year at the beginning of the year (BOY), middle of the year (MOY) and at the end of the year (EOY). Checkpoints will be given at the end of each grading period to grade 2nd. All Kinder and 1st Grade students will take a Checkpoint Test at the end of each semester.

Attendance (See Student Code of Conduct)

When a student must be absent from school, the student, upon returning to school, must bring a note, signed by the parent, that describes the reason for the absence. This note must reach the attendance clerk within 5 days of returning to school. Teachers will not handle excuse notes. Students should be instructed by their parents to bring the excuse note to the office in the morning before they go to their classroom. All medical excuses need to be signed by a physician and will be marked as a medical excuse. Failure to submit the note to the office will result in the absence being marked as unexcused.

Awards and Honors

Students will have the opportunity to be recognized at the end of each grading period for outstanding achievement. An End-of-Year General Assembly for each grade level will be held in May. All students at Tuloso-Midway Primary will have the opportunity to receive awards for various achievements, including:

| | |
|--------------------|----------------------|
| All A's Honor Roll | A & B Honor Roll |
| Citizenship | Perfect Attendance |
| A.R. Award | Tech. Award |
| Music Award | P.E. Award |
| Wise Warrior | Student of Character |

Campus Schedule

The instructional day begins every day at 7:45. Campus dismissal time is at 3:15 every Monday, Tuesday, Thursday, and Friday (See below for Wednesday times). Breakfast will begin every day in your child's classroom at 7:30.

If you are picking up your child, please make sure that you follow the campus pick-up procedure given the first day of school. Contact the front office or your child's classroom teacher for pick-up information and locations.

Child Abuse and Neglect

Anyone who suspect that a child has been or may be abused or neglected has a legal responsibility, under State Law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS)

Any District employee, agent, or contractor has an additional legal obligation to submit the oral or written report within 48 hours of learning of the facts giving rise to the suspicion.

Class Parties

Each grade level is permitted to have three class parties per year. Class parties will take place for Christmas, Valentine's Day, and the End of the Year Celebration.

Conferences

Parents are encouraged to schedule conferences with teachers, counselors, or administrators. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or request that the teacher call the parent during a conference period or at another mutually convenient time. Email communication is also an effective method of communication and may help facilitate communication especially when the teacher and the parent are on very busy schedules.

Counseling

The goal of the Counseling Program is to help students develop skill that enable them to feel positive about themselves and to lead to the development of responsible behavior. The goal is accomplished by classroom guidance sessions, small group activities, and individual sessions. The counselor coordinates the RTI Process, special education referrals, assists with the gifted and talented testing, assists with the Title I Programs, and prepares academic plans for the students. The counseling program is comprehensive in that is involved in virtually every aspect of student life.

The School counselor is available to assist students with a wide range of personal concerns, including such areas as social, educational, and emotional issues. The counselors may also make available information about community resources to address these concerns. A student who wishes to meet with their counselor should schedule an appointment with the counselor or the counselor's secretary.

Credit by Examination

The Primary School may accelerate a student in grades 1-2 one grade level if the student meets the following requirements:

1. The student scores 80 percent on the campuses criterion referenced test for the grade level to be skipped in each of the following areas: Language Arts, Mathematics, Science, and Social Studies:
2. The campus principal recommends that the student be accelerated: and

3. The student's parents or guardian gives written approval of the acceleration.

Registration deadline:

- August 29
- January 3
- February 27
- April 17

Testing Dates:

- October 24-28
- February 20-24
- April 10-14
- June 5-9

Early Release Days

Students will be dismissed at 12:00pm on early release days. The scheduled early release days for TMISD for the 2016-2017 school year are listed below.

May 19, 2017

Extracurricular Activities

In addition to our regular school programs, TM Primary also has many additional clubs that students may also qualify to take part in. Participation, however, is a privilege, not a right. Student participation in extracurricular activities is limited based on grades, citizenship, teacher recommendation, parent recommendation, and scheduling. A student or parent with questions about these programs should contact the school office for details.

Fund Raising

The school, student clubs, and the Parent-Teacher Association (PTA) occasionally may be permitted to conduct fund-raising drives for approved school purposes. The school works to ensure that the fundraising does not interfere with the academic endeavor of the school. All fundraising efforts are used to provide for the students of the Primary campus. All fundraising must be approved by the administration. Non-campus based groups are not permitted to fundraise on the campus.

Gifted and Talented

The campus GT Coordinator is the school counselor. Each year the campus will accept nominations for GT and conduct screenings to determine eligibility. Students who qualify for GT services will receive GT instruction through our GT Pull-Out Program.

Grading Guidelines

Grading of student work shall be authentic. Grades will reflect a student's relative mastery of the assigned material. Students in Kindergarten and First grades will receive developmental grades. Students in grade 2nd may earn from 0-100 points per grade and no minimum grade shall be assigned. Conversely, no maximum grade shall be limited to less than 100 possible points.

Kinder and First grade achievement is reported to parents as developmental designations.

3 = Meeting Expectations

2 = Making Progress Toward Mastery

1 = Experiencing Difficulty

NA = Not Assessed

NI = Not Introduced
I = Introduced Skill
W = Working on Skill

2nd, Grade Achievement is reported to parents as number grades.

A=90-100
B=80-89
C=70-79
F= 0-69
I= Incomplete

Student Conduct Grades

E-Exceeds expectations
S-Satisfactory
N-Needs Improvement
U-Unsatisfactory

Teachers should notify parents/legal guardians at any time during the grading period that their student's performance is unsatisfactory/in danger of failing (BA-LOCAL)

Grading Period Averages

Teachers should provide a sufficient number of major and minor grades to allow multiple opportunities for students to demonstrate mastery of the TEKS. These grades may include, but are not limited to class work, quizzes, major tests, and class projects. Each grade level department will decide on a minimum number of grades to be taken each grading period as well as how averages will be computed. This information should be communicated to parents.

Grading Policy

TM Primary follows the TMISD Grading Policy.

Harassment/ Sexual Harassment

Harassment is not tolerated on this campus. Incidents of harassment should be reported to an administrator or counselor for assistance.

(See Code of Conduct)

Homework

Homework will be utilized to support the instructional program and to evaluate student progress. Homework will also include assignments meant to meet the needs of individual students or groups of students. Homework assignments will not necessarily be formally evaluated and given a grade but students should receive some feedback on all homework assignments.

Campus grade level departments will develop guidelines that address the frequency and duration of homework assignments to ensure that all students are benefiting from the positive effects of homework and to give parents an understanding of the instruction that is going on in the classroom. Parents are asked to create a home environment that facilitates home study.

Intersession

Our year-round calendar provides an Intersession after each six-weeks grading period to provide instructional interventions for specific students.

Library

The Library Media Center at Tuloso-Midway Primary is an integral part of the instructional program in each grade level. Our professional certified librarian works closely with teachers to provide materials and activities that are appropriate for the various learning styles of individual students. Books, videos, DVDs, audiocassettes, audio CDs and Internet databases and magazines are part of the collection. If any library materials are lost or damaged, the student is expected to pay for them. Technology is an integral part of the library. Students are taught to use computers to locate information. Our media center has multiple computers that are used to access databases and internet resources. The library provides a wide variety of materials for varying ages, ability levels, and interests of students.

Listing of services and guidelines will be posted in the library, or made available through teachers.

Lost and Found

If students find anything of value on the grounds or in the building, they should turn it in to the Principals' office. Office personnel will make an attempt to find the rightful owner. Clothing is placed in a box located in the main entryway of the school building. Items such as jewelry, wallets, purses, etc. are placed in the vault and returned upon owner identification. Found textbooks should be brought to the Principals' office.

Monday Folders

Folders will be sent home with your child every Monday. It may contain class work, homework, notes, reminders, flyers, etc. Please review the contents carefully with your child and return any notes, forms, lunch money, etc. that may need to be returned back to school.

Parent Involvement

TM Primary prides itself on providing for our parents the opportunity to take an active role in the academic process. Research shows that there is a strong correlation between a student's educational success and the involvement of their family in the educational process. There are different ways in which you can be involved in your child's school life at Tuloso-Midway Primary.

- Tuloso-Midway Primary has a Parent-Teacher Association (PTA)
- Watch D.O.G.S.
- School volunteers, this includes classroom, hall monitors, lunch room duty, work room, front office, library, chaperoning school events, etc.
- Ensure that your child all homework assignments and special projects.
- Parents are encouraged to set up teacher conferences regularly.
- Volunteer to serve as a parent representative on the campus-level planning committee that develops educational goals to improve student achievement.

If you are interested in any volunteer opportunities, please contact the school at 361-903-6500.

PLC Schedule (Wednesday)

Tuloso-Midway has been given permission by TEA to modify the seven hour school day to give additional time for staff development and collaboration. Students will follow a modified Wednesday Schedule unless otherwise notified by the district.

- **Wednesday Dismissal Time:** 2:45pm

Report Cards

Report Cards will be sent home at the end of each grading period. Please refer to the District Calendar for specific dates.

Request for Teachers

We pride ourselves on the quality of our teachers. Teachers, Counselors, and Administrators place students in classrooms each year to ensure equal opportunity for all. Students are placed in classrooms using a process that includes teacher recommendations, as well as recommendations from administration and counselors. Parents are asked to not make teacher requests. Instead, parents are encouraged to send a letter to the counselor stating teacher qualities that they feel may be beneficial for their child's success. Class sizes in kindergarten through 3rd grade are mandated by the state to be at a 22:1 student/teacher ratio. This state mandate makes moving children from one classroom to another extremely difficult. It is not the policy of Tuloso-Midway Primary to move students to another class once the school year begins unless it is determined to be in the student's best interest. This causes a disruption in the learning process.

School Visitors

Parents and guests are welcome to visit our school. For the safety of those within the school and to avoid disruption of instructional time all visitors must report to the front office. Visits to individual classrooms during instructional time are permitted only with the approval of the Principal and the Teacher, and as long as the duration and frequency does not disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct, disruptive behavior is not permitted.

Student Messages/Dismissal Passes

Classroom instructional time will not be interrupted for student messages. If a child needs to follow an alternate dismissal routine, a parent may call the front office and request a "Pick-Up Pass" which can change a student from car pick-up, bus or TPM. **Pick-Up Passes will not be issued after 1:30 pm.** Please be sure to call the front office before 1:30 if there is need to change a dismissal location. Bus passes can only be made to the student's regular bus stop.

Special Programs

Tuloso-Midway Primary provides special programs such as: Gifted and Talented, Bilingual or ESL, Dyslexia, Special Education and Tier 3 Intervention. The coordinator of each program can answer questions about eligibility requirements. A student or parent with questions about these programs should contact the campus counselor.

- The students that meet the criteria for **Gifted and Talented** services will receive additional enrichment activities provided by our pull-out G.T. specialist.

- The students that meet the criteria for **Bilingual Education** will be assigned to classrooms with a certified bilingual instructor.
- The **dyslexia program** involves learning strategies to enable students to compensate for their dyslexia or overcome their learning problems. It is a pull-out program and interventions are taught by a trained dyslexia specialist. For more information on identification and services, contact a campus administrator.
- **Tier 3 Intervention program** involves learning strategies for students performing on the lowest tier of our general education program. It is a pull-out program and interventions are taught by a trained ReadWell specialists.

Our special education interventions focus on the least restrictive environment where special education students spend as much time as possible in the regular classroom with non-disabled students. To be eligible to receive special education services, a student must have been determined to have one or more of the disabilities listed in federal regulations or state law or both. If your child is experiencing problems in school, a conference with your child's teacher should be requested.

TMPM

After school care is available for a fee for grades K-2. Call 903-6500 for more information.

Reteach/ Retest

All students will have the opportunity to show mastery of any major assessment that is not mastered. Each grade level department will decide how students will be given the opportunity to demonstrate mastery of all objectives. The original grade and the re-test grade will be included in the student's grade book.

Transfer Students

TMISD welcomes transfer students from the surrounding area. Application for transfer can be made through the District office. Students who are accepted as transfers are expected to abide by all rules in the Code of Conduct, have good attendance, and give their best effort academically.

- Transfers should NOT have discipline problems.
- Transfers should NOT have poor attendance, including tardies.
- Transfers should NOT fail classes or State Assessments.

Transfer students who fail to meet the criteria for continued enrollment may be unenrolled and the transfer revoked.

Any student that moves out of the district during the course of the school year is subject to a transfer review by the campus principal before that students transfer will be accepted.

Volunteer Program

TM Primary offers a volunteer program in accordance to Education Code 22.053(b). Any person who would like to become a TM Primary volunteer must complete an application, and successfully complete a background check obtained by Tulosso-Midway ISD. Volunteer Badges are required to be worn each time any person volunteers on campus. The badge will be given after successful completion of the above mentioned activities. Please contact the campus front desk for further information on becoming a volunteer at TM Primary.

Kindergarten

Daily Schedule

Breakfast: 7:30 – 7:45

Lunch: 11:10 – 11:40

Dismissal: 3:15

Wednesday Schedule

Breakfast: 7:30-7:45

Lunch: 11:00-11:30

Dismissal: 2:45

Teacher Conference Times/Contact

| Rm. | Teacher | Ext. | Conference | E-mail |
|-----|---------------------|------|------------|--|
| 212 | Trebatoski, Janessa | 3621 | 1:10-1:55 | jtreatoski@tmisd.us |
| 210 | Geis, Barbara | 3625 | 1:10-1:55 | bgeis@tmisd.us |
| 209 | Guevara, Jennifer | 3629 | 1:10-1:55 | jguevara@tmisd.us |
| 213 | Martinez, Roxanna | 3626 | 1:10-1:55 | rmartinez@tmisd.us |
| 208 | Rollins, Shelby | 3662 | 1:10-1:55 | srollins@tmisd.us |
| 214 | Morales, Patricia | 3624 | 2:00-2:45 | pmorales@tmisd.us |
| 204 | Gonzalez, Jackie | 3627 | 2:00-2:45 | jgonzalez@tmisd.us |
| 206 | Lopez, Rosie | 3620 | 2:00-2:45 | rolopez@tmisd.us |
| 215 | Shirley, Valerie | 3628 | 1:10-1:55 | vshirley@tmisd.us |
| 211 | Rivera, Cristina | 3618 | 2:00-2:45 | crivera@tmisd.us |
| 216 | Alvarado, Mira | 3623 | 1:10-1:55 | malvarado@tmisd.us |
| 207 | Alaniz, Markie | 3619 | 1:10-1:55 | malaniz@tmisd.us |
| 206 | Castro, Celinda | 3622 | 2:00-2:45 | ccastro@tmisd.us |

1st Grade

Daily Schedule

Breakfast: 7:30 – 7:45
Lunch: 11:50-12:20
Dismissal: 3:15

Wednesday Schedule

Breakfast 7:30-7:45
Lunch: 11:40-12:10
Dismissal: 2:45

Teacher Conference Times/Contact Information

| Rm. | Teacher | Ext. | Conference | E-mail |
|-----|---------------------|------|-------------|-----------------------|
| 409 | Lankford, Samantha | 3638 | 10:15-11:00 | slankford@tmisd.us |
| 408 | Mata, Melissa | 3637 | 9:25-10:10 | mmata@tmisd.us |
| 418 | Moore, Gina | 3645 | 9:25-10:10 | gmoore@tmisd.us |
| 415 | Norvell, Shawna | 3642 | 10:15-11:00 | snorvell@tmisd.us |
| 413 | Trejo, Crystal | 3640 | 10:15-11:00 | ctrejo@tmisd.us |
| 406 | Barrera, Roel | 3635 | 9:25-10:10 | rbarrera@tmisd.us |
| 416 | Rollins, Tammy | 3643 | 9:25-10:10 | trollins@tmisd.us |
| 419 | Moseley, Michelle | 3646 | 10:15-11:00 | mreeves@tmisd.us |
| 407 | Herrera, Jennifer | 3636 | 10:15-11:00 | jherrera@tmisd.us |
| 412 | Riley, Holly | 3639 | 9:25-10:10 | hriley@tmisd.us |
| 414 | Schwirtlich, Sherry | 3641 | 9:25-10:10 | sschwirtlich@tmisd.us |
| 403 | Dulea, Carey | 6511 | 10:15-11:00 | cdulea@tmisd.us |
| 417 | Skoruppa, Lisa | 3644 | 10:15-11:00 | lskoruppa@tmisd.us |

2nd Grade

Daily Schedule

Breakfast: 7:30 – 7:45

Lunch: 12:30-1:00

Dismissal: 3:15

Wednesday Schedule

Breakfast: 7:30-7:45

Lunch: 12:20-12:50

Dismissal: 2:45

Teacher Conference Times/Contact Information

| Rm. | Teacher | Ext. | Conference | E-mail |
|------------|-----------------------------|-------------|-------------------|---------------------|
| 314 | Barrera, Delia | 3613 | 7:45-8:30 | dbarrera@tmisd.us |
| 304 | Crow, Kathy | 3660 | 8:35-9:20 | kcrow@tmisd.us |
| 305 | Prichard, Andrea | 3606 | 8:35-9:20 | aprichard@tmisd.us |
| 308 | Alvarez, Cassilda | 3668 | 7:45-8:30 | calvarez@tmisd.us |
| 315 | Garza, Mary Ann | 3617 | 7:45-8:30 | mgarza@tmisd.us |
| 309 | Longoria, Dora | 3609 | 7:45-8:30 | dlongoria@tmisd.us |
| 310 | Kerr, Maria | 3607 | 8:35-9:20 | mkerr@tmisd.us |
| 311 | Perez, Elina | 3610 | 7:45-8:30 | eperez@tmisd.us |
| 307 | Persels, Dana | 3663 | 7:45-8:30 | dpersels@tmisd.us |
| 316 | De La Cerda, Nidia | 3615 | 7:45-8:30 | ndelacerda@tmisd.us |
| 303 | Sanchez, Tamara | 3601 | 8:35-9:20 | tsanches@tmisd.us |
| 306 | Garcia, Hanna | 3605 | 8:35-9:20 | hgarcia@tmisd.us |
| 312 | Guzman, Emily | 3608 | 8:35-9:20 | eguzman@tmisd.us |
| 313 | Hernandez, Cassandra | 3614 | 7:45-8:30 | chernandez@tmisd.us |

Important Health Information: Please Keep for Future Reference.

✦From the Desk of the School Nurse✦

2016-2017 School Year

Dear Parents,

Greetings from TMISD Health Services! Welcome to all new and returning families. As your school nurse, I enjoy the very special privilege of caring for your child. Please take a few minutes from your busy day to note some very important information that will help me provide the best care and service to your family:

Medication: I am happy to assist students who need medications at school, and request that all medications be brought to school by a parent, guardian or designated adult--not a child for reasons of safety. Medications, both prescription and over-the-counter, will require written consent and dosage instructions by a parent or guardian. Please note that Texas law does not permit public schools to dispense nonprescription drugs such as Tylenol, Advil, or cough syrups, etc. unless they are supplied from home. **Please see the attached sheet for more information about TMISD's Medication Policy.**

First Aid for Illness and Injury: We make every effort to safeguard your child's health at school. In the event of a serious accident or emergency, you will be contacted immediately. When a parent or guardian cannot be reached, the student will be transported by ambulance to an appropriate medical facility and accompanied by a nurse, administrator or designated faculty member. To ensure optimum care, it is important to update us continually with new phone numbers, changes in your child's health, new medications, or anything else that impacts his or her well-being at school.

Health Screening: Vision and hearing screening is performed on all Pre-K, kindergarten, all odd grade levels and new-to-district students in accordance with Texas guidelines. Additionally, students who show signs of vision or hearing difficulty (any grade) may be screened to rule out a problem. Please don't hesitate to contact me if you would like your child screened at any time during the school year. If a problem exists, you will be notified and referred for further medical evaluation if needed.

Control of communicable diseases and illness: Your child's good health is important to me! Hygiene and health are taught and emphasized throughout the year. Please call or see me whenever you are not certain about sending your child to school. Attached is specific illness policy information to guide you. **For example, it is vital that students with fever greater than 100 degrees stay home and rest until fever free for at least 24 hours.** With this packet you will also find attached an information sheet about immunization requirements and about *pediculosis* ("head lice"), a remarkably common childhood condition – a nuisance I'd like to help you avoid!

You are encouraged to share any concerns or problems relevant to your child's health. If you have any questions or would like to meet with your school nurse, please do not hesitate to call us at the number listed below. Clinic hours are from 7:30-3:00 (Primary & Intermediate) 8:00 a.m. to 4:00 p.m. (MS & HS) Monday through Friday.

Best wishes for a fantastic school year,

Michelle Paiz, RN – Primary Nurse 903-6510

**Important Information:
TMISD Health Guidelines Summary**

ATTENDANCE POLICY FOR ILLNESS

Please do not send your child to school if any of the following symptoms or signs is present in the previous twenty four hours:

- ◆ **Elevated temperature (100 degrees or greater)**
- ◆ **Acute cold, sore throat, or persistent cough**
- ◆ **Vomiting, nausea, or severe abdominal pain**
- ◆ **Diarrhea**
- ◆ **Pus-like discharge from the nose or eyes, or ◆ Red or inflamed eyes/lids,**
- ◆ **Suspected and untreated impetigo, scabies, or lice.**

Please contact the school nurse when you are not sure if your child is well enough to attend school. Also, it is wise to contact her when your child is on the “borderline” of being ill. (Be sure to let the school know where you may be contacted in case your child’s condition worsens). SPECIAL NOTE: If your child complains often of headaches or stomachaches or frequently does not feel well, please notify your physician or health care provider.

MEDICATION POLICY

We are happy to assist students who need medication at school, and for safety reasons ask for the utmost compliance and cooperation regarding very specific district and state requirements. *Most medications, even those scheduled for **three** times per day, can usually be given outside of school hours.* Texas state law does not permit public schools to provide Tylenol, Advil or cough preparations or other over-the-counter medications to students unless they are supplied from home (and have written parent consent). **If any medication (prescription & non-prescription) is going to be given longer than 2 weeks we will need a long term medication form signed by your child’s physician.**

Medications must be:

- In the original, properly labeled container (no baggies or envelopes, please!)
- One medication per bottle
- Up to date (check expiration date before bringing it to school)
- Age appropriate in dosage.

Injectable Medications:

- May only be given at school for life-threatening/urgent conditions (for example epinephrine for severe allergic reaction or insulin for diabetes management).
- Must have parent and physician authorization on file. (Long term medication form is available in the school clinic.)
- May only be administered by a nurse (or specially trained school designee).

“Controlled Medications”: Ritalin, Adderall and all other “controlled” medications **must be brought to the clinic by a parent, guardian or responsible adult.** Please do not send these medications to school with your child because of modern safety concerns. All controlled medications are locked in a secure cabinet.

Asthma Inhalers: “Rescue” inhalers for asthma (such as Albuterol/Ventolin) may be carried by older, responsible students who have both parent *and* **physician consent in writing (form available in the school clinic)**...

Special Reminder: For reasons of safety, parents, guardians or other designated adults will need to bring medications to school. A parent, guardian or other responsible adult will also need to pick these up at the end of the school year.

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| IMMUNIZATION REQUIREMENTS* |
|----------------------------|

In accordance with state law, students must have the following before they may enroll and attend school:

Diphtheria/tetanus (DPT, DT, etc.)— Four doses with at least one given after age 4; then one dose every 10 years thereafter. *All 7th and 8th grade students are required to have a Tdap booster on file prior to school entry* (only if it has been 5 years since last tetanus-containing vaccine).

Polio (OPV, IPV)—Three doses with at least one dose given on or after age 4.

Measles, mumps and rubella (MMR) –Two or more doses with first dose on or after age 1. *All students entering Kindergarten are required to have two doses of MMR vaccine prior to school entry.*

Hepatitis B—three doses.

Varicella (“chicken pox”)—one dose unless vaccine was received after age thirteen then two doses are required. *All Kinder, 7th and 8th grade students will be required 2 doses prior to school entry.* Students who have had chicken pox disease are exempt and need only to provide a note from the parent or doctor stating *month and year* of the illness.

Haemophilus (HibCV--or equivalent doses)—At least one dose for students under age 5.

**For students with religious or medical exemptions, special forms are available at the local health department.

Hepatitis A – All students entering Kindergarten must have 2 doses of Hepatitis A vaccine.

Meningococcal Vaccine – *All students entering 7th and 8th grade are required to have one dose prior to school entry.*

Special Note: By law, records must show “day” as well as month and year of each dose administered and must have the signature or stamp of the physician/health facility that administered these.

***Please note that request for copies of your child’s immunization record from the school nurse requires 24 hour notice by written request.**

TUBERCULOSIS TESTING

All students entering District schools for the first time, in any grade, shall be required to complete the TB questionnaire. The results of the questionnaire will determine if a TB skin test is required. All students entering District schools for the first time in any grade from a foreign country shall provide evidence of having received a tuberculosis test within 12 months prior to enrolling. The results of the skin test shall be submitted to the District at the time of enrollment.

Tuloso-Midway Independent School District
School Health Services
Pediculosis Management Guidelines and Procedures

Pediculosis (head lice) infestation has become a national epidemic, with over 10 million children and adults affected annually. Head lice affects more children than all other communicable childhood diseases combined, excluding the common cold. TMISD nurses are actively involved in the education and surveillance process and will make every effort to prevent and control head lice outbreaks through the following measures:

1. Grades Pre-K – 5 screen for head lice at the time of health screenings and/or any other time during the school year that the nurse believes is appropriate.
2. Minimum criteria: Grades K – 5 when a student in one classroom is known to be infested a classroom screening may be conducted. Grades 6 – 12 when one student is identified, close contacts of that student will be screened.
3. When the nurse discovers lice in a student’s hair, the student will be sent home.

The nurse will:

- a.) Give verbal and written instructions to the parent on appropriate treatment and prevention: i.e.: shampoo student and all family members as soon as possible and repeat per instructions on the over-the-counter or prescription head lice shampoo, or as directed by the physician.
- b.) Teach the parent how to identify and eliminate nits (eggs).
- c.) Re-examine the student upon return to school and note treatment used. Perform Follow-up screening as applicable.

Special Note: Student may return to school immediately after one shampoo treatment has been completed and no live lice are seen.

4. Screen siblings and exposed contacts of infested students as soon as possible. Inform other school nurses of known contact cases for students in other schools.
5. Screening Procedure and Confidentiality: The nurse will use a bright light source and clean sticks (for example, 6 in. “applicator” sticks), tongue blades or gloves to screen each student. Disinfectant such as rubbing alcohol, or soap and water will be used to cleanse hands if hair is inadvertently touched. Review findings with student as promptly as possible, and with confidentiality to protect privacy.
6. Education: Provide classroom, grade level and/or school wide information and instruction about pediculosis prevention. Assist teachers with precautions such as keeping coats and hats separated, head phones clean, and preventing students from sharing combs, brushes, hats, etc. As a courtesy to parents, a notice may be sent home when a case of head lice has been discovered in a classroom.

If a student has been sent home three school days in one month, the child cannot return to school until ALL EGGS (nits) are removed.