

Tuloso-Midway Independent School District



T-M Primary School



Student/Parent Handbook 2017-2018

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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	EXT	RM #	DIAGNOSTICIAN	EXT	RM #	TEAM	EXT	RM #
CANALES, MARGARET	6501	103	COBOS, KARLA	6526	121	DELEON, SALLY	6531	500
CHAPA, RICARDO	6502	107	NURSE	EXT	RM #	HUNGERFORD, DIANA	6515	113
TREVINO, CHRISTINA	6503	101	ACUNA, VALERIE	6518	111	LOPEZ, VERONICA	3604	203
ADMINISTRATIVE ASST.	EXT	RM #	PAIZ, MICHELLE	6510	111	NORSKOW, KAREN	3612	410
RUSSELL, TERESA	6504	105	DYSLEXIA	EXT	RM #	RAMIREZ, CORINA	6531	500
REGISTRAR	EXT	RM #	DE LUCA, ANNA MARIA	3611	302	SRYGLEY, DIANNA	3649	503
NORSKOW, SAMANTHA	6525	106	INTERVENTIONISTS	EXT	RM #	WHEATFALL, KERRY	6531	500
ATTENDANCE CLERK	EXT	RM #	BOYD, SALLY	3602	411	YAKLIN, TRISH (L)	3612	410
GARCIA, NORA	6507	100	DYER, NELDA	3634	405	LIBRARY	EXT	RM #
FRONT OFFICE	EXT	RM #	MARQUEZ, KAREN	6506	124	ATKINSON, KIMBERLY	6516	113
HUNGERFORD, DIANA	6500	100	VELA GARZA, KATIE	3633	404	CAMPUS TECH	EXT	RM #
SPEECH	EXT	RM #	SECOND GRADE	EXT	RM #	BLANCO, RUDY (TECH)	6530	113
AGUILAR, AMANDA	3651	505	ALVAREZ, CASSILDA	3668	308	PRE - K/HS ADMIN	EXT	RM #
GONZALES, ADINA	6509	125	BARRERA, DELIA (L)	3613	314	MORALES, AYME	3659	515
MARTINEZ, DENISE	3651	505	CROW, KATHY	3660	304	ADMIN ASSISTANT	EXT	RM #
COUNSELOR	EXT	RM #	DE LA CERDA, NIDIA	3615	316	SILVAS, AMANDA	6511	118
RODRIGUEZ, AMANDA	6527	120	GARCIA, HANNAH	3605	306	PRE-KINDER	EXT	RM #
KINDERGARTEN	EXT	RM #	GARZA, MARY ANN	3617	315	CASTRO, MARIA	3655	511
ALANIZ, MARKIE	3619	207	GUZMAN, EMILY	3608	312	GREEN, TERRY	3657	513
ALVARADO, MIRA	3623	216	HERNANDEZ, CASSANDRA	3614	313	PPCD	EXT	RM #
CASTRO, CELINDA	3622	206	KERR, MARIA	3607	310	SAN PEDRO, JESSICA	3653	509
GEIS, BARBARA (L)	3625	210	LONGORIA, DORA	3609	309	GONZALEZ, ANGELA	3653	509
GONZALEZ, JACKIE	3627	204	PEREZ, ELINA	3610	311	LARA, ARACELY	3655	509
GUEVARA, JENNIFER	3629	205	PERSELS, DANA	3663	307	HEAD START	EXT	RM #
LOPEZ, ROSIE	3620	211	PRICHARD, ANDREA	3606	305	GARCIA, NORMA	6512	506
MARTINEZ, ROXANA	3626	213	SANCHEZ, TAMARA	3601	303	IMPORTANT AREAS	EXT	
MORALES, PATRICIA	3624	214	SPECIAL EDUCATION	EXT	RM #	CAFETERIA	6520	6521
RIVERA, CRISTINA	3618	209	ALANIZ, BRENDA	3632	402	CONSELOR CONF RM 122	6529	
ROLLINS, SHELBY	3662	208	BROCK, KERI	3650	504	FR OFFICE CONF RM	6517	
SHIRLEY, VALERIE	3628	215	CIRILO, LORALEE	3616	301	LIBRARY	6516	
TREBATUSKI, JENESSA	3621	212	CLUBB, SHANNON	3616	301	LOUNGE	6532	
FIRST GRADE	EXT	RM #	GALLIMORE, VICTORIA	3632	402	NURSE	6510	6518
BARRERA, ROEL	3635	406	HUGHES, DIANNE	3632	402	SENSORY	3648	
DULEA, CAREY	3661	403	LOPEZ, VERONIKA	3632	402	WORKROOM	3665	
HERRERA, JENNIFER	3636	407	MERIWETHER, PAIGE	3603	202	DISTRICT CONTACTS	EXT	
LANKFORD, SAMANTHA	3638	409	RAMON, RAMONA	3603	202	CENTRAL OFFICE	6400	
MATA, MELISSA	3637	408	RICH, MELINDA	3647	501	CENTRAL RECEIVING	6428	
MOORE, GINA	3645	418	SANCHEZ, CRISTINA	3650	504	EMP. BENEFITS/INSUR	6410	
MOSELEY, MICHELLE	3646	419	SANCHEZ, NELDA	3647	501	FINANCE	6407	
NORVELL, SHAWNA	3642	415	STURGES, SHERA	3603	202	INSTRUCTIONAL SVCS	6420	
RILEY, HOLLY	3639	412	YARBROUGH, IMELDA	3647	501	MAINTENANCE	6425	
ROLLINS, TAMMY	3643	416	ABC - BEHAVIOR	EXT	RM #	PAYROLL	6413	
SCHWIRTLICH, SHERRY (L)	3641	414	STEPHENS, CHRIS	3630	401	PERSONNEL	6405	
SKORUPPA, LISA	3644	417	VILLARREAL, ROEL	3630	401	TRANSPORTATION	6445	
TREJO, CRYSTAL	3640	413						

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 Tulosos-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 Tulosos-Midway Primary.

- Tulosos-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	jtrebatoski@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	<u>vshirley@tmisd.us</u>
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✦

2017-2018 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 temperature 100 degrees or greater 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").

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

Name: _____ Teacher: _____ Grade: _____

Students will be sent home from school and will need to stay home for a **minimum of 24 hours** if any of the following signs or symptoms are present:

- **ELEVATED TEMPERATURE** of 100 degrees or greater Your child has a temperature of: _____
*Student can only return when fever free for 24 hours **without fever reducing medication***
- **VOMITING:** *Two or more episodes in a 24 hour period*
- **DIARRHEA:** *Three or more episodes of loose stools in a 24 hour period*
- **STREP THROAT:** *student will need to be on antibiotics for 24 hours before returning to school*
- **PUS-LIKE DISCHARGE FROM EYES:** *Student must come to school with a Doctor's note or be symptom free.*
- **SUSPECTED IMPETIGO:** *If blisters and/or drainage cannot be contained and maintained in a clean bandage.*
- **SCABIES:** *Student may return one day after treatment has begun.*

Please feel free to contact the school nurse if you are not sure your child is well enough to attend school.

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.

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) are a fairly common problem in school age children. It is most prevalent among preschool and elementary school age children and their household members or caretakers. While head lice is a nuisance it does not pose a significant health hazard and is not known to spread disease. Head lice can be acquired anywhere in the community and may not be identified until weeks to months after exposure. Having head lice is not related to cleanliness of the person or their environment.

The Centers for Disease Control, the American Academy of Pediatrics, and the National Association of School Nurses all recommend that students not be excluded from school for having nits and that the management of head lice should not disrupt a student's education process.

If a case of lice is suspected, the following procedures should be followed:

1. The school nurse should check the child for head lice.
2. The school nurse should call the parent and notify them of the head lice and the procedures to follow.
Immediate removal of the child is unnecessary. Students can be sent home at the end of the day and they should be allowed to ride the bus home.
3. Send the "Head Lice" letter home with the student.
4. The child with suspected head lice should be restricted from activities involving close contact (i.e. hugging) or sharing personal items.
5. All students in the classroom/grade **should not** be checked unless unusual circumstances warrant it. Classroom screenings for head lice may be done anytime during the school year that the nurse believes is appropriate.
6. Student must be treated before returning to school. The morning the child returns to school after being treated he/she must be cleared through the nurses office. If student has not been treated then the school nurse will contact the student's parent to determine whether the child will need to be picked up from school. This will be done on an individual basis at the discretion of the nurse and administration.

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 amongst several students has been discovered in a classroom