

STUDENT-PARENT HANDBOOK



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<https://www.nisd.net/tomlinson>

2024-2025 NORTHSIDE ISD Academic Calendar



'24 August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug 12-16 Teacher Work Day/Staff Dev.

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept 2 Holiday

October

S	M	T	W	T	F	S	
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

Oct 14 Student Holiday/Teacher Planning Day

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov 5 Student Holiday/Staff Dev.
Nov 25-26 Student Holiday/Teacher Choice
Nov 27-29 Thanksgiving Break

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec 23-Jan 3 Winter Break

'25 January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 6 Student Holiday/Teacher Planning Day
Jan 20 Holiday

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Feb 17 Student Holiday/Staff Dev.
/Bad Weather Makeup Day

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mar 10-14 Spring Break

April

S	M	T	W	T	F	S	
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

Apr 18 Holiday
Apr 21 Student Holiday/Teacher Planning Day

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2, May 26 Holiday
May 30 Teacher Work Day/Staff Development

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June 19 Holiday

July

S	M	T	W	T	F	S	
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

July 4 Holiday

Calendar Key

- Holiday
- Teacher Work Day/Staff Development
- Student Holiday/Staff Development
- Student Holiday/Teacher Planning Day
- Student Holiday/Teacher Choice
- First & Last Days of School
- Grading Period Start/End
- Bad Weather Makeup Day

Grading Periods

- 1ST GRADING PERIOD**
Aug 19 - Oct 11
- 2ND GRADING PERIOD**
Oct 14 - Dec 20
- 3RD GRADING PERIOD**
Jan 7 - Mar 7
- 4TH GRADING PERIOD**
Mar 17 - May 29

FIRST DAY OF SCHOOL August 19, 2024
LAST DAY OF SCHOOL May 29, 2025

FIRST SEMESTER Aug 19 - Dec 20
SECOND SEMESTER Jan 6 - May 29

Dear Parents,

Welcome to the 2024-2025 school year!

Attached to this letter is a supplement to the [NISD Elementary Handbook](#). This supplement will provide clarification on specific policies and procedures in regards to Tomlinson Elementary. Please review both carefully and discuss the information with your child.

The staff at Tomlinson ES look forward to another successful partnership and school year. Please let us know if we can be of any assistance to you.

Sincerely,

Rene Esquivel

Rene Esquivel
Principal

Hannah Jackson

Hannah Jackson
Associate Principal

Attendance Information (Compulsory Attendance Law - NISD Handbook)

Tomlinson Elementary values the time that children spend at school. We believe that the first step toward academic excellence and student growth is great attendance. As a team, we can work together to encourage our students to attend school and to be prompt. The State of Texas has compulsory attendance laws that we are required to follow. Consistent tardiness and chronic absences from school may result in students not being promoted to the next grade level or an Attendance Court action.

School begins at 7:45 a.m. and ends at 3:00 p.m.

Absences

- Please send a written note to your child's teacher each time he/she is absent. In the note, state the reason your child missed school and the date(s) he/she missed school. We will accept 10 parent notes per school year. Thereafter, all parent notes will be reviewed by school administration on an individual basis to determine if they will be accepted as an excused student absence.
- If your child misses school and they visit the doctor, please send a doctor's excuse to school.
- If you need to take your child out of school during the school day, please come into the office to sign your child out of school
- Students arriving after 9:00 are considered absent for the school day unless they bring a health/doctor excuse.
- We highly encourage you to make any appointments on our scheduled Early Release Days or after school hours.
- Excessive absences will be addressed by the NISD Attendance Liaison and may result in the issuing of an Attendance Warning Notice or court action.

Tardies

- If your child arrives after 7:45 am, please escort your child into the office and sign them in. Students arriving after 7:45am are considered tardy.
- Excessive tardies are also addressed by the NISD Attendance Officer and may result in court action.
- Students with three or more tardies or early outs are not eligible for Perfect Attendance Recognition.

Arrival (Student Supervision - NISD Handbook)

Students may be dropped off at the front drive and will enter the building through the front entrance. The doors will open at 7:00 am. For the safety of our students, please do not leave students unattended before our doors open.

Students can also be dropped off at the back bus loop until 7:40 a.m. Please do not park in the bus loop. Staff on duty will assist your child in entering the building.

The Galm side parking lot is a Staff parking lot only. Please do not park and/or drop your child off in this area as this is not a designated drop off area.

Please drive safely at all times and observe the 10 mph posted speed limit.

- 7:00 am – Students will report to the cafeteria to eat breakfast or proceed to the gym if not eating breakfast.
- 7:15 am – Teachers will pick up students from the gym that are not having breakfast. - Students will wait in their grade level hallway by their classroom.

- 7:40 am – Bell rings and students begin instruction. Visitors exit the building.
- 7:45 am – Tardy bell rings. Students arriving past this time will be given a tardy slip.

A child who is not present at 9:00 a.m. is counted absent for the day. A child who arrives after 9:00 a.m. must be accompanied by the parent and the school should be provided with a written note explaining the reason for the absence. The school shall determine whether or not the absence is excused according to the guidelines in Section D.

Dismissal (Student Supervision - NISD Handbook)

School is dismissed at 3:00 p.m. If your child must leave school before 3:00 p.m., please send a note with him/her on the day he/she must leave early. The parent must go to the school office, show a picture ID and sign the child out. Parents may not go directly to the classroom. For the welfare of our students, teachers cannot release students to anyone without office authorization. Office authorization will be given only to parents and other adults listed as an emergency contact on the student registration. It is the parents' responsibility to update the emergency information as changes occur.

Parents who transport their children after school should arrive promptly at dismissal time. Teachers and other staff members have other responsibilities and/or assigned duties and cannot be expected to supervise students until parents call for them. Certainly, if an emergency occurs, the child will be allowed to wait in the office until someone can come for him/her. The school office should be notified if there is an emergency. The office closes by 3:45 p.m.

Early Departures

We do not sign out students after 2:30pm. At this time, teachers are preparing students for the end of the school day. Any time that a student leaves prior to 2:55 pm, it is noted as partial absence. Please note that in order to receive perfect attendance recognition, students may not have more than 1 tardy or early out in a nine week period. If your child has an appointment, please send an excuse within three days. Early departures with a doctor's note will not be considered partial day absences.

Traffic

School buses & daycare vans are the only vehicles allowed in the bus loop. The parking lot located beside the school is for staff only (Galm Rd. side). The parking lot in the front of the building is for parents and visitors.

Student pick-up will occur in the front of the school from the Swayback Ranch entrance as well as the Galm side lot. The front driveway is divided into two lanes: one for student drop off/pick up and one that leads to the front parking lot for families wishing to park and enter the school. Pickup through the Galm side lot flows in one lane. At all times, please follow the directions of the staff on duty.

In order to keep all children safe, we ask that no children be allowed to walk across any street or parking lot without an adult escort. Also, be aware that cars parked on the red curbs need to have a licensed driver behind the wheel at all times. City laws require this and drivers found in violation of this policy can be issued a ticket. This rule is designed to allow the quick removal of vehicles in case an emergency vehicle (ambulance, fire truck) is needed to help assist in a crisis.

All individuals riding skateboards, scooters, or bikes to school should get off their skateboard, scooter or bike and walk when they are on school property.

Safety Drills ([Drills - NISD Handbook](#))

We conduct safety drills in order to prepare for emergency situations. Drills include Hold, Secure, Lockdown, Evacuate, and Shelter. If you visit our campus during one of these drills, please follow the staff lead and participate appropriately.

Visitors ([Visitors - NISD Elementary Handbook](#))

Parents/Guardians are welcomed to visit their child's classroom with advanced approval by the school administration as long as their duration or frequency does not interfere with delivery of instruction or disrupt the normal school environment.

Visitors must follow the school procedures regarding proper identification and check-in.

Because the safety of all students is a top priority, the District has implemented a district-wide visitor and volunteer badge system.

All parents/guardians, visitors, or volunteers who come to a campus will be asked to present a valid government or state-issued identification, such as a driver's license or military I.D. The I.D. will be scanned and a badge will be printed. All visitors will then wear the badge while on campus and return it at the end of the visit.

All visitors must comply with the school's visitation procedures and are expected to demonstrate the highest standards of courtesy and conduct.

Northside Independent School District is a Drug-Free, Smoke-Free and Gun-Free District. Visitors must refrain from smoking anywhere on district grounds.

Parent Notification Of Custody Documentation

By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child UNLESS a parent has a court order indicating which parent has custody of the child. Sometimes the court order will also state certain conditions regarding the child that the school should be aware of. **The school MUST HAVE A COPY of the COURT ORDER on file**, otherwise either parent may have access to educational information and/or check the child out with proper identification.

Cafeteria Procedures ([Cafeteria Operations - NISD Handbook](#))

Breakfast and lunch are served daily. Meals may be paid for in advance. Simply send any amount of money you wish, at any time, to the school cafeteria or manage your child's account online. Milk or juice is provided with breakfast, and milk is provided with lunch. ***If there is a medical reason a student is unable to have milk or milk products, parents must provide a written note from the child's physician and juice will be substituted for no additional cost.***

Breakfast is served between 7:00 a.m. and 7:35 a.m. See your child's teacher for information regarding the lunch schedule. Parents/visitors are welcome to join their child for any meal. At no time will any parent/visitor be allowed to use a student account to purchase a lunch. No purchased food is allowed to leave the cafeteria. Please stop by the school office to sign in and pick up a visitor sticker before joining your child in the cafeteria.

Outside Food To School

Elementary Schools are required to follow nutrition rules established by the Texas Department of Agriculture. Parents may choose the type of food they send to school for their own child, but may not send food or purchase food for other students. The exceptions to the nutrition policy are two school parties and a third special day event as designated by the campus principal.

Classroom Parties

Students will have three parties and one event each year. A Winter Party will be held in December, a Valentine's Day Party in February, and an End of Year party in May. Party refreshments are only allowed on these three days. Your child's teacher will be in touch with you regarding school parties.

Birthdays

Parents are welcome to send store-bought cupcakes or packaged small treats for student birthdays. These will be handed out during the last 15 minutes of school. Please consider that there may be students in the classroom with peanut/nut or other allergies. Balloons and/or flowers are not allowed to be delivered to classrooms. Let your child's teacher know if you do not want your child to participate in birthday recognitions.

Dress Code ([Dress And Grooming - NISD Handbook](#))

1. Shorts of mid-thigh length may be worn. Suggestive and/or indecent shorts will be prohibited..
2. Mid-thigh length skirts, skorts, and dresses may be worn.
3. Appropriate footwear must be worn; footwear which has toes reinforced with steel, hard plastics or similar materials are specifically prohibited.
4. Hair must be neat and clean. Unconventional hairstyles that distract from teaching and learning will be prohibited.
5. Any clothes that are suggestive or indecent or which cause a distraction will be prohibited. Specifically, oversized clothing, tank tops, muscle shirts, halter/crop tops, spaghetti straps, exposed backs or midriffs, and see-through garments are prohibited.
6. Indecent/inappropriate patches, writings, or drawings on clothing are prohibited.
7. All pants are to be worn at the waist (no "sagging"). Frays or holes above the knees are prohibited.
8. Rings, studs or other traditional jewelry. Any piercing that distracts the teaching and learning environment will be prohibited.

Because fads in dress and grooming are subject to sudden, and sometimes radical change, a basic rule to remember is that student dress and grooming should not be suggestive or indecent, or so bizarre and unusual as to detract from the classroom environment.

Every **Monday** is Spirit Day. Students may wear jeans or appropriate jean shorts with a Joey Tomlinson shirt or they may wear a blue or black shirt. Every **Friday** is College Spirit Day. Students can wear their college gear to show their spirit.

Academic Policies and Procedures ([Section B - NISD Handbook](#))

Students in grades K-5 will have four grading periods. Report cards must be signed by the parent or guardian and returned to the school, except for the final report card of the year. Work samples will be sent home regularly throughout the school year to keep parents informed about the child's progress.

Parents can view daily grades, attendance, Progress Reports and Report Cards through the Home Access Center (HAC), a web portal for parents. Parents of Pre-Kindergarten and Kindergarten

students can view attendance via the Home Access Center. Information on the Home Access Center can be found at NISD.net/Parents.

More information can be found under Section B - Academic Policies & Procedures of the NISD Handbook.

Homework ([Homework - NISD Handbook](#))

Homework is an excellent way of developing responsibility and self-discipline, but should not become a burden to your child or you. Homework is intended to be completed independently, and to reinforce and review what has been learned in class. We encourage homework and believe it provides an opportunity for you to participate in your child's education. Please go over homework with your child to see that it is carefully done. Your support and interest will show your child that education is important.

Lost And Found

Please label all of your children's jackets, backpacks, lunch boxes and other items with their first and last name. Anything found around the campus will be placed in the lost and found box located at the end of the hallway leading to the gym. Each year we have many items not claimed. Those items are donated to a local charity at intervals throughout the year.

Student Health ([Student Health - NISD Handbook](#))

A school nurse (RN or LVN) is assigned on a full time basis to each school in NISD. The nurse's primary goal is to help students reach their maximum potential by keeping them healthy and ready to learn. The school nurse does not diagnose illnesses but takes notes of the symptoms and notifies the parent/guardian of the observations. If a child becomes ill or injured at school, the student will be assessed and given first aid, and the parent/guardian will be notified if the severity of the injury or illness warrants such action.

Children should be kept at home when ill and are expected to be free of fever (temperature less than 100.0° F) and free of communicable diseases in order to attend school. In accordance with the Texas Administrative Code, students are required to be excluded from school until fever free for 24 hours, without the use of fever-reducing medications. The Texas Department of State Health Services defines fever as a temperature of 100.0 ° or greater.

Parents/Guardians are required to pick their child up from school as soon as possible if they are exhibiting signs or symptoms of a communicable condition and are to be excluded until proper treatment has been administered and the condition has improved. The judgment of the nurse will prevail in these circumstances. A note from a medical provider may be required before the child may return to school.

Technology ([Administrative Regulation for Technology Resources](#))

Northside ISD recognizes that mobile phones and other digital devices are an integral part of our culture and way of life and can provide considerable value, particularly in relation to individual safety. It is also recognized that such technology will play a significant part in the education of the 21st century student, but this use should follow agreed rules and guidelines to prevent classroom disruption, student misuse and teacher difficulties. Northside will allow students and staff to bring personally owned mobile technology devices to school to support educational or district related goals.

Responsibility of Staff, Students and Parents

- Anyone bringing a personally owned mobile device to a campus or department must abide by the guidelines outlined in this regulation. Failure to follow these guidelines may subject the owner of the device to the District's Code of Conduct or loss of use of the device.
- It is the parent's decision to allow their children to bring a mobile device to school and they need to be aware when their child has the mobile device with them.
- Responsibility for the mobile device rests with the owner of the device and the District accepts no financial responsibility for damage, loss or theft. The mobile device should be kept secure when not in use. Mobile devices should not be left in any open area unattended.
- Understand that mobile devices with data or Internet access plans have the capability of accessing unfiltered Internet content through the data plan.
- All costs for data plans and fees associated with mobile devices are the responsibility of the mobile device owner.

Acceptable Use of BYOD Devices

- Specific acceptable use of a mobile device will be determined by each campus. These guidelines will be stated in the campus' portion of the Student Handbook
- Each teacher has the right to allow or disallow the use of devices that support student achievement during instructional time as appropriate.
- Devices with Internet access capabilities will access the Internet only through the school's filtered network while on school property during school hours.
- Devices should not be used in any manner or place that is disruptive to the normal routine of class/school.

Unacceptable Use of BYOD Devices

Any use of a device that interferes with or disrupts the normal procedures of the school or classroom is prohibited. This prohibition extends to activities that occur off school property and outside of school hours if the result of that activity causes a disruption to the educational environment.

Using unauthorized proxy software or tweaking a mobile device to bypass the District filter or firewall is strictly prohibited.

- Using devices to bully and/or threaten other students or staff members is unacceptable and will not be tolerated.
- Pictures and videos must not be taken of students, teachers or other individuals without their permission.
- Any use of a device that is deemed a criminal offense, will be dealt with as such by the District.

Student Cell Phone Use

Per the NISD Student Handbook:

- Students are to keep cell phones/devices put away at all times during the school day.
- Devices should not be used in any manner or place that is disruptive to the normal routine of class/school.
- Any use of a device that interferes with or disrupts the normal procedures of the school or classroom is prohibited. This prohibition extends to activities that occur off school property and outside of school hours if the result of that activity causes a disruption to the educational environment.
- Using devices to bully and/or threaten other students or staff members is unacceptable and will not be tolerated.
- Pictures and videos must not be taken of students, teachers or other individuals without their permission.

Volunteers

We love parent volunteers and appreciate it when you can volunteer in the classroom for a special event, party or go on a field trip. All volunteers must complete a Volunteer Background check before participating in an event. You can complete the background check by visiting: <https://www.nisd.net/community/volunteer-mentor>. You can complete it in the library at the parent station or on your own internet accessible devices.

Communication and Parent Conferences

Good communication between home and school is the key to a successful year. Staff members can be reached by email or phone. Staff members check their email and voicemail before and after school and during conference periods, when possible. Teachers are NOT allowed to respond to emails or phone calls during instructional time. Our goal is to respond to all communication within 24 hours.

E-mail and other electronic communication is an extremely useful tool for communication. Used efficiently, it can promote improved home/school communication. However, excessive email may actually inhibit responsive communication and distract from teachers' other responsibilities such as working with children and planning/preparing for diverse student needs.

The following guidelines for staff and families are provided to help ensure e-mail enhances our ability to work together for our children:

- Use email to communicate general information or questions (i.e., attendance, scheduling, special events, deadlines, brief comments/questions).
- In-depth conversations or dialogue regarding a child are best held in person.
- During instructional time, teachers are focused on the children, and therefore cannot read and respond to email as quickly as it arrives in the Inbox.
- Emergency messages requiring immediate attention (such as an emergency change in a child's dismissal plan) should be called into the office to better ensure the information is transferred in a timely manner.

Parent-Teacher Conferences are encouraged throughout the school year and are to be pre-arranged at the request of the parent or the teacher. All parents will be invited to a conference during the first semester. Building a positive partnership between home and school is a priority for our staff. Please trust that our teachers sincerely care about each child and want to work with you to ensure your child's success.

Please note that teachers cannot stop instruction or traveling with the class during arrival or dismissal time to discuss an individual student. Teachers often arrive early to get materials ready and mentally prepare for the day. If there is an immediate need, please call or e-mail to set up a conference at a mutually agreeable time when you can talk in private with no distractions.

Field Trips

Field trips must be based on current curriculum and reflect NISD Standards. Teachers may ask parents to chaperone small groups of students, but the teacher is ultimately responsible for all students and should have his/her own group as well. If a parent is a chaperone, we ask that they commit fully to their duties by not bringing any siblings on the field trip. If you think you may volunteer as a chaperone, please go to www.nisd.net and click on the "Volunteers and Mentors" link. You will find an online volunteer background check form to complete. This must be completed 72 hours in advance of attending any field trips with your child.

Parents that are not acting as chaperones are welcome to attend field trips to public locations, but will not be responsible for supervising any students.

PTA

Please consider joining our Tomlinson PTA. The dues are only \$, which supports fun instructional experiences for our students. Joining does not commit you to volunteer or give a time commitment. However, if you wish to volunteer we welcome your time and services. We have a very friendly and active PTA, and you are invited and encouraged to participate in many ways. PTA sponsors the PAL (Parents Assisting in Learning) program, the Watch D.O.G.S. program for dads. Please consider becoming a PAL or a member of Watch D.O.G.S. Parents are encouraged to volunteer their time at school. There are many ways parents may volunteer including tutoring students, helping teachers make instructional materials, copies, and/or serving as a room parent or field trip chaperone. All parent volunteers must complete a criminal background check and be cleared prior to volunteering. Forms are available at <https://hrvolunteer.nisd.net> or you may come to the school library to complete the form online using one of the school's computers. Each parent volunteer must update their background check annually.

School Messenger

NISD has an automated phone system that allows us to send out phone call reminders and text messages. Parents must sign-up for this service at the NISD Parent Connection page (<https://nisd.net/parent-connection>)

Toys/Games/Gadgets

Toys may not be brought to school unless the teacher sends home a note (For example: show and tell, special events, Game Day, etc.). Please note that the school is not responsible for lost or damaged items.