

# **Tuloso-Midway Independent School District**



## **Tuloso-Midway Primary School**



## **Student/ Parent Handbook 2020-2021**

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# Tuloso-Midway ISD

Tuloso-Midway Primary School  
3125 Deer Run  
Corpus Christi, Texas 78410  
361-903-6500

## **Administrators**

Laura Y. Davila	Principal	<a href="mailto:ldavila@tmisd.us">ldavila@tmisd.us</a>
Nidia De La Cerda	Assistant Principal	<a href="mailto:ndelacerda@tmisd.us">ndelacerda@tmisd.us</a>
Lupe Chapa	Assistant Principal	<a href="mailto:gchapa@tmisd.us">gchapa@tmisd.us</a>

## **Assessment**

Every grade level will administer state approved assessments to measure student growth. Pre-kinder students will be administered the CIRCLE Progress Monitoring Assessment. Kindergarten students will be administered the Texas Kindergarten Entry Assessment. TPRI is the approved state assessment First & Second Grades. All of the above 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.

## **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.

Please visit our TM Primary website for the most up to date school master schedule.

## **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 at the End of the Year.

## **Early Release Days**

Students will be dismissed at 12:00pm on early release days.

## **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. A student or parent with questions about these programs should contact the main office for details.

# Faculty & Staff

TM PRIMARY

2020-2021

ADMINISTRATORS	RM #	DIAGNOSTICIAN	RM #	LIBRARY	RM #
DAVILA, LAURA	104	CRUZ, SAMANTHA	125	TREVINO, FELICIA	113
DE LA CERDA, NIDIA	107	SPEECH	RM #	GARCIA, NORA	113
CHAPA, LUPE	101	AGUILAR, AMANDA	405	CAMPUS TECH	RM #
PRINCIPAL ADMIN. ASST.	RM #	SANDOVAL, AMANDA	119	BLANCO, RUDY	123
GARZA, MARISSA	105	AGUIRRE, VANESSA	120	PRE-KINDER	RM #
REGISTRAR	RM #	MARTINEZ, DENISE	404	CANTU, LORENA	509
NORSKOW, SAMANTHA	118	DYSLEXIA	RM #	LOPEZ, ROCIO	511
ATTENDANCE CLERK	RM #	DAVIS, GLORIA	121	MOSELEY, MICHELLE	514
GALAVIZ, ELIVRA	100	SHIRLEY, VALERIE	302	SANCHEZ, TAMARA	515
FRONT OFFICE	RM #	GT & STEM LAB	RM #	QUINTANILLA, ASHLEY	512
HUNGERFORD, DIANA	100	PRICHARD, ANDREA	508	PRE-KINDER PARAS	RM #
NURSE	RM #	READING LAB	RM #	GONZALEZ, ANGELA	515
PAIZ, MICHELLE	111	READING LAB	411	HAYEN, BERTHA	509
ACUNA, VALERIE	111	SECOND GRADE	RM #	NORSKOW, KAREN	514
COUNSELOR	RM #	ALVAREZ, CASSILDA	308	PEREZ, YESENIA	511
DIAZ, DR. EDITH	122	BARRERA, DELIA	314	TORRES, NARCEDALIA	512
RODRIGUEZ, AMANDA	124	CROW, KATHY	304	ECSE	RM #
KINDERGARTEN	RM #	GALVAN, ADABEL	315	CHAPA, DELMA	504
ALVARADO, MIRA	216	GARCIA, HANNAH (L)	306	ECSE PARAS	RM #
CASTRO, CELINDA	206	GARZA, MARY ANN	313	ALVES, SIERRA	504
DELUNA, KAITLYN	205	GONZALES, EMILY	305	RIOS, AIDA	504
DULEA, CAREY	211	GUZMAN, EMILY	312	STURGES, SHERA	504
EVERETT, KATHERINE	215	LONGORIA, DORA	309	INSTRUCTIONAL PARAS	RM #
GEIS, BARBARA (L)	202	MONSIBAIZ, ARGELIA	310	FLORES, ASHLEY (Bil.)	501
GONZALES, ELIZABETH	208	PEREZ, ELINA	311	GARZA, ESMERALDA (1st)	501
GONZALEZ, JACKIE	210	PERSELS, DANA	307	NEW PARA (K)	501
GUEVARA, JENNIFER	204	TREVINO, NANCY	316	RODRIGUEZ, REBECCA (2nd)	501
HUDLER, JESSICA	213	VELASQUEZ, LATICIA	303	INSTRUCTIONAL COACHES	
LOPEZ, VERONIKA	212	SPECIAL EDUCATION	RM #	BLAIR, CANDI	510
LUNA, MARKIE	209	BROCK, KERI	506	FRANCO, MONICA	510
MORALES, PATRICIA	214	MARTINEZ, ROXANNA (L)	402	IMPORTANT AREAS	
PEREZ, SABINA	207	SANCHEZ, NELDA	503	CAFETERIA (Mary Lou)	CAF
FIRST GRADE	RM #	SPECIAL EDUCATION PARAS	RM #	FOOD SERVICE OFFICE	
EICHER-HERNANDEZ, ERICA	414	CIRILO, LORALEE	402	FRONT OFFICE CONFR RM	103
EVERETT, KRISTY	407	DEANDA, CRYSTAL	503	LOUNGE	
GARCIA-WALSH, ALLISON	419	HUGHES, DIANNE	402	NURSE	6518
GUERRERO, SAMANTHA	418	SRYGLEY, DIANNA	503	PROF. DEVELOPMENT RM	501
LONGORIA, SARAH	409	ZUNDT, ANNETTE	503	SENSORY	502
MATA, MELISSA (L)	408	ABC - BEHAVIOR	RM #	WORKROOM	201
MORENO, TIFFANY	416	RAMON, RAMONA	505	ADIMISTRATION OFFICE	
RILEY, HOLLY	412	SANCHEZ, CRISTINA	505	ADMIN	
RUIZ, DEBBY	406	MUSIC	RM #	CENTRAL RECEIVING	
SKORUPPA, LISA	401	KELLOGG, MARK	203	EMP. BENEFITS/INSUR	
THANPHO, VERONICA	413	TECHNOLOGY	RM #	FINANCE	
TREJO, CRYSTAL	403	YAKLIN, TRISH (L)	410	INSTRUCTIONAL SVCS	
VAN METER, JESSICA	417	PE	RM #	PAYROLL	
VELA GARZA, KATIE	415	KINNEY, STEPHAN	500	PERSONNEL	
		ARZOLA, TATUM	500	TRANSPORTATION	

## **Grading Policy**

### **Absences**

If a student is absent he/she will be allowed to make up missed assignments. One school day will be given for each day missed. All missed assignments must be completed within the time specified by the teacher.

### **Late Work**

The purpose of setting assignment due dates is to encourage students to plan, organize, prioritize and to work to meet expectations. Students will be responsible for completing late work in a satisfactory manner and within the time specified by the teacher.

### **Grades**

All grades will be recorded equally to make up 100% of the total student average for each course. Grades will consist of tests, projects, daily work, quizzes, etc. During each Six Week grading period, teachers will take a minimum of 8 grades for each of the following subjects: English Language Arts/Reading (ELAR), Math, Science, and Social Studies. The minimum number of grades will be adjusted for grading periods less than six weeks.

### **Failing Assignments**

If a student fails an assignment they will be given the opportunity for re-teach/re-test. The failing grade will remain in the grade book; however, the new grade will be added as an additional grade and averaged toward the students' final grade for that core subject area.

### **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 Information Specialist 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. 5

### **Monday Folders**

Folders will be sent home with your child every Monday. It may contain class work, homework, parent 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.

## **Report Cards**

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

## **Phone Numbers**

### **Schools**

Tuloso-Midway Primary	903-6500
Tuloso-Midway Intermediate	903-6550
Tuloso-Midway Middle School	903-6600
Tuloso-Midway High School	903-6700

### **District Offices**

Tuloso-Midway ISD Central Office	903-6400
Tuloso-Midway ISD Transportation	903-6442
Tuloso-Midway ISD Food Service	903-6520
Tuloso-Midway ISD Special Ed. Dept.	903-6740

## **Special Programs**

Tuloso-Midway Primary provides special programs such as: Gifted and Talented, Bilingual or ESL, Dyslexia, and Special Education. 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.
- 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.

### **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 1:30pm.** 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.

### **Title 1 Program**

To help students meet and maintain grade level skills while enhancing their self-confidence. Title 1 is a federal assistance program designed to meet the needs of ALL students at TM Primary. Every student in our school is a Title 1 student. TM Primary is a school wide Title 1 campus because the funds provided by the federal government help to meet the needs of all of our students. This funding helps improve the educational opportunities for the success of our children in the regular classroom while fostering positive growth in socio-emotional behavior and attitudes.

### **Components of a Title 1 School include:**

- School districts have a written policy regarding parental involvement.
- Parents be involved in the design, operation and evaluation of Title 1.
- Parents be consulted about home/school activities and be trained to help their children.
- Whenever possible, activities should be presented in the language spoken by the majority of the Title 1 parents.

### **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 Tulo-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.

### **Wednesday PLC Schedule**

Tulo-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

**Important Health Information: Please Keep for Future Reference.**

**✦From the Desk of the School Nurse✦**

2020-2021 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 without fever reducing medication.** 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 361-903-6510



**Important Information:  
TMISD Health Guidelines Summary**

**ATTENDANCE POLICY FOR ILLNESS**

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.
- Due to risk of choking, No cough drops are to be administered at school

**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*
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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 7<sup>th</sup> and 8<sup>th</sup> 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, 7<sup>th</sup> and 8<sup>th</sup> 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 influenza type b (Hib)**—Up to 3 doses are required for students under age 5 depending on when the series was started.

*\*\*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.

**Pneumococcal conjugate vaccine (PCV)**—Up to 4 doses are required for students under age 5 depending on when the series was started.

**Meningococcal Vaccine** – *All students entering 7<sup>th</sup> and 8<sup>th</sup> 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 refer to Texas Department of State Health Services for complete immunization requirement details or contact school nurse with any questions or concerns.**

**\*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.