



TULOSO-MIDWAY INTERMEDIATE

Parent and Student Handbook 2023-2024

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Students and Parents

Welcome to Tuloso Midway Intermediate School! Our handbook is designed as a resource for campus information that you and your child will need during the school year. We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year so that you will be aware of those things that may vary between Tuloso Midway Intermediate and other TMISD campuses. Communication is the key to education. If you find that you have questions after previewing this handbook, please feel free to contact the school and set up an appointment with school administration. A school administrator will always be willing to meet with you; we just ask that you contact the school and set up an appointment. The school phone number is (361) 903-6550.

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 provide a safe, healthy and drug-free environment that promotes positive lifestyles.
- 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 Times

7:15 A.M. The Dome entrance will open for students dropped off early. Students will be monitored in the Dome until 7:50 A.M. and then proceed to classrooms.

7:50 A.M. School doors open and classroom doors open.

Breakfast is served in the classroom. Morning Message

7:50 A.M. Bell rings.

8:00 A.M. Tardy bell rings If a child enters the building after 8:00 A.M., he/she should be walked in by parent/guardian to the office to receive a tardy pass and gain entrance into the classroom.

3:05 P.M. Dismissal

Traffic Courtesy

Parents can help maintain a safe school by driving in the areas of the front driveway marked for the delivery or pickup of students. We thank you for your patience, we have a large student enrollment and that often means a little wait time. Please follow the directions of our staff on duty outside to help facilitate the flow of traffic and ensure everyone's safety.

Please do not park or leave your car unattended on the DROP-OFF loop.

Please do not use the parking lot as a student drop off lane. If using parking lot then parent must park and walk their child to the building.

Do not let your children exit or enter your vehicle on the left (driver) side. They are to enter or exit on the right curb side.

The bus loop may be used for student drop-offs after the buses have cleared. Students must walk on the sidewalk to the front entrance.

Please be on time in the afternoon. Students are ready to be picked up beginning at 3:05 p.m.

Parked cars must not be left unattended while waiting for children to dismiss. Cars are not allowed to park and wait on the outside lane (closest to parking lot), this a driving lane and must not be blocked. Cars left unattended are subject to being towed.

Rainy day schedule – dismissal areas are the same as normal. Any changes in the procedures will be communicated through Parent Square and Social Media Outlets.

ATTENDANCE (See Student Code of Conduct)

ABSENCE NOTES

When a student must be absent from school, the student, upon returning to school, must bring a medical excuse from a doctor/dentist or 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. Failure to submit the note to the office will result in the absence being marked as unexcused. A note signed by the student, even with the parent's permission, will not be accepted.

AWARDS and HONORS

Students will be recognized at the end of each grading period for outstanding achievement. An end-of-year general awards assembly for each grade level will be held in May. Students at Tuloso Midway have the opportunity to receive awards for various achievements, including:

All A's Honor Roll A /B Honor Roll

Perfect Attendance

Outstanding Activity Achievement

BICYCLES

Bicycle racks are provided for students who ride their bikes to school. They are located at the front of the school. All bikes must be chained and locked on the rack at all times. The school is not responsible for the bikes or scooters that go missing or are damaged.

BUSES

- **Transporting to and from school:** Buses begin releasing students to enter the school building each morning at 7:50 A.M., when there are adult supervisors present to receive them. Buses depart at approximately 3:15 P.M. each afternoon. Parents are not to go to the bus lane to remove their child from school buses. Busing is a privilege and all students must follow the bus rules of behavior. Misconduct will have consequences in accordance with the Student Code of Conduct and may result in loss of bus transportation.
- **Field Trips:** Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. One of the school principals, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent. The designee must be able to provide a State issued picture identification card such as a Driver's license, passport or State identification card.

CAFETERIA SERVICES

Our cafeteria participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. This year, our campus continues to provide Free breakfast and lunch to students. Tulosso Midway Intermediate meets all requirements set forth by the Texas Department of Agriculture Child Nutrition Guidelines. This includes guidelines for restricting student access to vending machines, restricting Foods of Minimal Nutritional Value, and eliminating competitive foods. If you have any questions regarding our cafeteria, please contact the cafeteria supervisor at 903-6570.

CLOSED CAMPUS

Closed campus shall be enforced from the time the student reaches the campus until they have completed their regularly scheduled day. Any student who leaves campus without office permission will be considered truant. Picture identification is required to sign out any student. ONLY PERSONS WITH THEIR NAMES ON THE ENROLLMENT CARD WILL BE PERMITTED TO SIGN OUT STUDENTS.

COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues. The counselor may also make available information about community resources to address these concerns. Students who ask to see the counselor will be sent by their classroom teacher at a convenient time during the day. A child may also drop by the counselor's office before school or after school. Our counselor meets regularly with every classroom on campus to teach various units such as Saying No to Bullies, Getting Along with Others, and Social Emotional Topics. In this way, all students have access to the counselor for social skills training. Counselors also deliver topics through schoolwide morning message to reinforce classroom guidance lessons.

ACADEMIC COUNSELING

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about student's progress in school. Each spring, students in grades 3- 5 will be provided information regarding academics for the next school year and other information that will help them make the most of academic opportunities.

DISTRIBUTION OF PUBLISHED MATERIALS

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal. Such items may include school posters, brochures, murals, etc. Distribution of non-school materials must be pre-approved by the district office.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related activities is an excellent way for students at Tuloso-Midway to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege, not a right. If you have any questions about any of these activities or organizations, please contact your child's teacher. Activities, clubs, and organizations include:

- Voices of the Wind
- Safety Patrol
- Student Council
- Kardio Kids
- UIL activities
- Drum Club

FUND RAISING

The school, student clubs or classes, 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. The school tries to do most of their fundraising through school activities; however, we do have one fundraiser in the fall and one in the spring that is not activity based. All fundraising must be approved by the administration. Non-campus-based groups are not permitted to fundraise on the campus.

HEALTH SERVICES

NURSE

A nurse is on duty at the campus. If a student becomes ill, students may visit the nurse. Parents will be contacted by phone to discuss the student's condition if necessary.

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 5th grade students 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 the school nurse at 903-6560 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 DISEASE AND ILLNESS

Your child's good health is important to us! Hygiene and health are taught and emphasized throughout the year. Please contact the nurse whenever you are not certain about sending your child to school. 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 361-903-6560. Clinic hours are from 7:45 A.M. to 3:00 P.M., Monday through Friday.

ATTENDANCE AND ILLNESS

Please do not send your child to school if any of the following symptoms or signs is present in the previous twenty-four (24) 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
- 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 stomach aches, or frequently does not feel well, please notify your physician or health care provider.

MEDICATION

The school nurse is responsible for all medications and will assist students who need medication at school. Most medications, even those scheduled for **three (3) 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.
- **Injection 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 safety reasons, 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.
- **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.
- **Hepatitis B**—three doses.

- **Varicella (“chicken pox”)**—one dose. 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.
- **Hepatitis A**

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.

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

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

TUBERCULOSIS (TB) TESTING

All students entering school 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 school 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 school at the time of enrollment.

PEDICULOSIS (HEAD LICE) MANAGEMENT GUIDELINES AND PROCEDURES

Head lice is very common among children. Although not an illness or a disease, head lice spread through head-to-head contact during play, sports, nap time, and when children share things like brushes, combs, hats, and headphones. The district does not require or recommend that students be removed from school because of lice or nits.

If careful observation indicates that a student has head lice, the school nurse will contact the student’s parent to discuss a treatment plan using an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student undergoes one treatment, the parent should contact the school nurse to discuss the treatment used.

The nurse can also offer additional recommendations, including subsequent treatments, how best to get rid of lice, and how to prevent lice from returning. The district will provide notice to parents of elementary school students in an affected classroom without identifying the student with lice.

More information on head lice can be obtained from the DSHS website Managing Head Lice in School Settings and at Home (<https://www.dshs.texas.gov/texas-school-health/skilledprocedures-texas-school-health/managing-head-lice-school>) and from the Centers for Disease Control and Prevention’s website Head Lice Information for Parents (<https://www.cdc.gov/parasites/lice/head/parents.html>). [See policy FFAA for more information.]

INSTRUCTION **CONFERENCE**

As a parent, you are very important to your child's success in school. Teachers need parents to help support children’s learning and do their best in school. A conference gives you and the teacher a chance to talk about your child's progress and work together to help your child. Parents are encouraged to set up appointments to schedule teacher conferences regularly. In a conference with your child's teacher, you can:

- Find out how your child is doing in school.
- Help the teacher better understand your child's needs.
- Plan ways in which both you and the teacher can help your child do better in school.

To ask for a conference, send a Parent Square message, a note or call the teacher at school, and arrange a good time to meet.

GRADING GUIDELINES

Student academic achievement is reported to parents as number grades. The grade level departments will provide parents with specific information regarding grade guidelines.

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

Student conduct is reported in letter grades.

E = Excellent	N = Needs Improvement
S = Satisfactory	U = Unsatisfactory

Teachers will notify parents/legal guardians at any time during the grading period that their student's performance is unsatisfactory or in danger of failing. Parents are encouraged to access and monitor their child's grades and progress in the Home Access Center.

HOMEWORK

While the district does not mandate homework in elementary, we do encourage students to continue practicing skills at home to extend their learning from the classroom. Teachers may send home helpful resources/websites that can be used to support daily lessons.

MAKE-UP WORK

Students shall be permitted to make up assignments and tests following any absence.

All students will receive credit for satisfactory makeup work after an absence, including excused and unexcused absences and absences due to suspension from school.

1. All students shall be allowed to complete makeup work when they are absent from school.
2. A student shall have an equal number of days they were absent from school to complete all missed assignments.
3. Students should not be required, on the day of returning to school, to take a quiz or test that was announced during the student's absence.
4. Under extenuating circumstances, such as long-term illness or family emergencies, teachers will work with the student to determine the due dates for make-up work missed.

IN-SCHOOL SUSPENSION MAKE-UP WORK

A student removed from the regular classroom to in-school suspension will have an opportunity to complete assigned work.

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the grade level.

INTERSESSION

Our year-round calendar provides an Intersession after each six-weeks grading period. Instructional interventions or other opportunities may be provided during Intersessions.

LIBRARY

The Library Media Center at Tuloso Midway Intermediate 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. If you have guidelines regarding your

child's reading or interests, please feel free to contact the librarian. The library hours are 7:45 A.M. to 3:00 P.M. each school day.

MEETINGS OF NON-CURRICULUM-RELATED GROUPS

Student organized, student led non- curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB (LOCAL).

PROGRESS REPORTS

Three-week progress reports are available in the Home Access Center to parents on their child's academic progress. These progress reports are one way to notify parents of a child's progress prior to the report card. Since Tulosso-Midway Intermediate is committed to communicating student performance to parents at all times, not just when the child may be failing, our teachers are also required to send weekly Friday Packets. These Friday Packets should also be signed and returned to the teachers the following school day.

REPORT CARDS

Report cards with each student's grades or performance and absences in each class or subject are available to parents every 6 weeks. Teachers follow grading guidelines designed to reflect each student's academic achievement for the grading period. Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the counselor.

SPECIAL PROGRAMS

The TM Intermediate provides special programs for gifted and talented students, bilingual or students with limited English proficiency, dyslexic students, 504, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements. A student or parent with questions about these programs should contact a campus administrator.

- The students that meet the criteria for Gifted and Talented services will be provided within the classroom setting by a GT certified instructor.
- The students that meet the criteria for Bilingual Education will be assigned to classrooms with a bilingually certified instructor.
- The dyslexia program involves learning skills 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. In addition, the student must exhibit a need for special education services. If you think your child has a disability and is experiencing problems in school, a conference with your child's teacher should be requested.

TESTING

- **Local Assessments** are administered throughout the year and dates will be communicated. These benchmark scores may be used to determine if a student needs additional instructional interventions or after-school tutoring and Intersession school.
- **All State-Mandated Assessments** are administered in the spring semester for grades 3- 5.
- **Other Assessments**
In addition to benchmark and state mandated tests, students may be given various assessments to determine their strengths and weaknesses. The data from these assessments assist teachers in driving their instruction to ensure that all students have an opportunity to master grade level curriculum.

Test results will be reported to students and parents. Parents may review an assessment test that has been released by the Texas Education Agency. Certain students, such as students with disabilities and students with limited English proficiency may be eligible for accommodations. For more information, see the counselor, principal, or special education director.

LATE ARRIVAL TO SCHOOL

Students who are tardy to school cause a disruption to the classroom instruction. Teachers have to repeat instructions, and students start off their school day trying to catch up with those assignments missed because they were late to school.

The buses arrive at school in time for children to eat breakfast. If your child is a car rider, they must arrive at school by 7:50 in order to allow for them to have enough time to walk to class. Breakfast is served in the classroom. Announcements and the Pledge of Allegiance begin at approximately 7:55 A.M. Instruction begins immediately following the pledges and a daily Morning Message time. Students who arrive at school after the 8:00 A.M. tardy bell will be counted as being late and must be walked in by a parent to obtain a tardy slip from the receptionist to gain admittance into the classroom.

PARENTAL INVOLVEMENT

Both experience and research tell us 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 Intermediate.

- Tuloso-Midway Intermediate has a Parent Teacher Association (PTA).
- Watch D.O.G.S.
- Parent volunteers offer a huge resource and support base for the school community while showing their kids the importance of participating in the larger community. Also, parent volunteers are essential in helping to organize and chaperone fundraising events, as well as to participate in other school activities. Interested parents should contact the campus Parent Liaison.
- Ensure that your child completes all homework assignments and special projects.
- Parents are encouraged to set up appointments to schedule 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 361-903-6550 and ask to speak to the Parent Liaison.

PARKING

Parking for parents and visitors is available at the front of the school. The parking lot across the bus lane is reserved for campus personnel and, for safety reasons, should not be used to drop off or pick up students.

PICKING UP YOUR CHILD FROM SCHOOL / LEAVING MESSAGES FOR STUDENTS

If you need to change pick-up plans for your child to get home, you need to contact the school before **2:15 P.M.** The front office becomes very busy and congested at that time and will not be able to make changes in transportation after **2:15 P.M.** as it is difficult to get messages to children at the busiest time of the day, so please send a written notice to the teacher far in advance of release time. Teachers have been told that they are to send a child home in the way a child most often goes home if they do not have written consent from the parent to send the child another way. Do not ask your child to tell the teacher or office of any changes, a parent or guardian must contact the front office.

PSYCHOLOGICAL EXAMS, TESTS, OR TREATMENT

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. [For more information, refer to policies EHBA (LEGAL), FFE (LEGAL), and FFG (EXHIBIT).]

PHYSICAL ACTIVITY REQUIREMENTS AND RECESS IN THE ELEMENTARY GRADES

- **Physical Education (P.E.):** Students in the elementary grades are required to engage in at least 135 minutes per week of physical activity. All students must participate in PE unless they have a note from a parent concerning a recent injury. Parent notes are good for 3 days. If the child's injury or disability is severe enough that the child is not able to participate in PE for an extended time, a note from the child's physician must be presented to the activity teacher and to the school nurse. The physician's note should explain the nature of the injury or disability, and how long the child should not participate in physical activity. Any doctor's note that does not have a "return to physical activity" date will be sent back home so the parent can clarify the return date with the child's physician.
- **Recess:** In addition to the physical activity requirements, each classroom is provided with 20 minutes of recess time per school day. If there is inclement weather, the teacher may provide some form of inside recess activity.
- **Physical Fitness Assessment:** Annually, the PE department will conduct a physical fitness assessment of students. At the end of the school year, a parent may submit a written request to the principal to obtain the results of the child's physical fitness assessment. For more information please contact the PE teacher, or go to <http://www.fitnessgram.net/faqparents/#q11>.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each school day. Parents may submit a written request to the principal to excuse their child from reciting the pledge. The child will be excused from this law, but must remain in the classroom during this time. A moment of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. Students may not be excused from the moment of silence (as per state law).

PROHIBITED ITEMS AT SCHOOL (See the Student Code of Conduct)

The following is a list of prohibited items. This list is not comprehensive, but should give parents and students a general idea concerning those items that should not be brought to school.

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|---|--|
| • Matches or a lighter | • Any type of ammunition |
| • Tobacco, CBD products, Vapes, E- cigarettes | • Any and all fireworks, including stink/smoke bombs |
| • Pepper spray | • Material that is sexually oriented or shows exposed body parts |
| • Laser pointers | |
| • Razor blades, box cutters, chains | |
| • Knives of any kind or length | |

CELL PHONES, EARBUDS, SMART WATCHES AND OTHER ELECTRONIC DEVICES AND GAMES

Students are not permitted to possess such items as telecommunications devices with text messaging, recording devices, cameras, or electronic games/devices at school, unless prior permission has been obtained from the campus principal. Without such permission, teachers will collect the item and turn it in to the office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted.

to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. For certain items, such as cell phones, the school may charge for releasing the item.

If a parent permits a student to bring a cell phone/smart watch to school, it must be silenced and put away in student's backpack once they enter the building and should not be taken out until they leave the building. Students are not to take out their phone to call or text their parent. If a student needs to contact a parent during the school day they may request the use of a school phone. Students will be given a warning on the first offense. If the student does not comply with keeping the cell phone put away in backpack the phone will be picked up and turned in to the office.

RELEASE OF STUDENTS FROM SCHOOL

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. If a student needs to leave school during the day for a doctor's appointment, the child's parent should come to the school and sign the child out at the front office. At that time, the receptionist will call for the student to be sent to the office for pick-up. It is not our policy to call for a student to leave their classroom before the parent arrives. It is for this reason that we ask all parents to allow at least 5-10 minutes for the check-out process. A student will not be released from school at times other than at the end of the school day for any other reason except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

REQUEST FOR TEACHERS

We pride ourselves on the quality of our teachers. Teachers 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 the counselor. Parents are asked to not make teacher requests. Instead, parents are encouraged to contact the counselors for a Classroom Placement Request Form. This form allows parents to share their child's strengths, concerns and what teacher traits your child responds to. Class sizes in 3rd and 4th grades are mandated by the state to be at a 22:1 student/teacher ratio. We expect that all classes in 3rd, 4th and 5th grade will be at the 22:1 ratio, thus reducing the ability to move students from one classroom to another. It is **not** the policy of Tulosso Midway Intermediate to move students to another class once the school year begins unless it is determined to be in the student's best interest by the Principal.

SEARCHES (See Student Code of Conduct)

TECHNOLOGY ACCEPTABLE USE POLICY

(Distributed as part of the TMISD Code of Conduct.)

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent.

TMPM

After school care is available for a fee for grades 3- 5. Call 903-6550 for more information.

TM CARE CAMP is available for a fee for grades K-5 during the intersessions. For information call 903-6550. Space is limited, once available slots are filled a waiting list will be started.

VISITORS TO THE SCHOOL

For the safety of those within the school and to avoid disruption of instructional time, all visitors/volunteers must first report to the office and will remain with a staff member while on campus. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior is not permitted.