

# STUDENT-PARENT HANDBOOK



Principal: Rene Esquivel  
Associate Principal: Hannah Jackson

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# 2023-2024 NORTHSIDE ISD Academic Calendar



**'23 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 21-25** Student Holiday/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 4** 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 9** Student Holiday/Work 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 7** Student Holiday/Staff Dev.  
**Nov 20-22** Student Holiday/Teacher Choice  
**Nov 23-24** 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 18-Jan 1** Winter Break

**'24 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 2** Student Holiday/Work Day  
**Jan 15** 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	29		

**Feb 19** 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 11-15** Spring Break  
**Mar 29** Holiday

**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 26** Holiday

**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 27** Holiday

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

## Grading Periods

- 1ST GRADING PERIOD**  
Aug 28 - Oct 13
- 2ND GRADING PERIOD**  
Oct 16 - Dec 15
- 3RD GRADING PERIOD**  
Jan 3 - Mar 8
- 4TH GRADING PERIOD**  
Mar 18 - June 6

**FIRST DAY OF SCHOOL**  
August 28, 2023

**LAST DAY OF SCHOOL**  
June 6, 2024

**FIRST SEMESTER**  
August 28 - December 15

**SECOND SEMESTER**  
January 3-June 6

August 28, 2023

Dear Parents:

Welcome to the 2023-2024 school year!

Attached to this letter is a supplement to the NISD Student-Parent Handbook. This supplement will hopefully answer some questions regarding this school. Please review this supplement and the handbook carefully and discuss the information with your child. If you need information about our campus policies, services and activities, this should be the first place for you to look. Keep in mind that the school will always be pleased to help you with any additional information you might want or need. Please fill in the bottom section of this letter as well as page 4 and return them to your child’s teacher by September 1, 2023.

The school front office is open from 7:15 AM until 3:45 PM each day. To accommodate our parents busy schedules, we are often available earlier or later by appointment. The staff at Tomlinson ES look forward to entering into a successful partnership with your family to make this school year a positive experience for you and your child. Please let me know if we can be of any assistance to you.

Sincerely,

*Rene Esquivel*

Wendy Tiemann  
Principal

*Hannah Jackson*

Hannah Jackson  
Associate Principal

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Tomlinson Elementary School  
Parent Handbook Receipt Acknowledgment  
2023-2024

Child’s Name \_\_\_\_\_ Grade \_\_\_\_\_

I acknowledge receipt of the NISD Student-Parent Handbook and the school supplement. I have read both documents and:

\_\_\_\_\_ I understand the policies.

\_\_\_\_\_ I do not fully understand the policies. Please call me. My phone # is \_\_\_\_\_.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher \_\_\_\_\_

**TOMLINSON ELEMENTARY  
ATTENDANCE CONTRACT  
2023-2024**

You miss a day, you miss a lot!

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 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.
- Classroom teachers document tardies from 7:45 – 7:55am. Tardies after 9am are considered an absence unless a doctor’s note is provided to count as a half day.
- 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.

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I have read and understood this document. I will be a partner with Tomlinson Elementary in helping my child achieve academic excellence.

Student Name: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Student’s Teacher \_\_\_\_\_

## **ARRIVAL**

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. Please do not park in the bus loop. Utilize our curbside service. Staff on duty will assist your child in entering the building.

- 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 walk into classrooms.
- 7:45 am – Tardy bell rings. Students arriving past this time will be given a tardy slip. 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.

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 district guidelines.

## **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.

## **DISMISSAL & 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. 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.

Students riding skateboards, scooters or bikes to school should get off their skateboard, scooter or bike and walk when they are on school property. Failure to do so will result in a warning. After one warning, the student will not be allowed to bring the item to school for a period of time. If there is a situation after that, they will not be allowed to bring the item to school for the rest of the school year.

### **SAFETY DRILLS**

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.

### **AIR QUALITY ALERT DAYS**

When there is an orange-level alert, air quality is predicted to be unhealthy for individuals with lung ailments such as asthma and emphysema, for young children whose lungs are still developing, and for those who work or exercise outside for extended periods of time. On these days, students with asthma go outdoors, unless their physician sends a written notification prohibiting them to participate in outdoor activities.

### **VISITORS**

Parents/Guardians are welcome to visit their students' classroom with advanced approval by the school administration, so 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, including campus procedures for arrival, special events, lunch, and dismissal, 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.

### **SECURE LOBBY/EMERGENCY INFO**

Parents or visitors must show a valid ID anytime they wish to come on campus or sign children out. Your ID will need to be swiped every time you come on campus. For the welfare of our students, teachers cannot release students to anyone without office authorization. This authorization will only be given to parents or adults listed as guardians or emergency contacts. It is the parent's responsibility to update the emergency contacts if any changes occur. Changes can only be made by the parent in person, not over the phone.

## **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**

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.

## **CAMPUS CLASSROOM PARTIES**

Students will have three parties and one event each year. A Winter Party will be held in December, a Fiesta Day Party in April and one additional event. 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**

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.

## **GRADING/ PROGRESS REPORTS/ REPORT CARDS/ HONOR ROLL**

Work samples will be sent home regularly throughout the school year to keep parents informed.

Progress reports are sent home on September 20, November 15, January 31, and May 1.

Report cards will be sent home on October 20, January 5, March 22, and June 6.

The honor roll for grades 3-5 consists of two categories, (1) students having all A's and (2) students having all A's and B's with at least one A.

To be on the honor roll, students may not have any N's or U's for Citizenship.

## **HOMEWORK**

Homework is an excellent way of developing responsibility and self-discipline, but should not become a burden to your child or you. The time spent on homework should be about thirty to forty-five minutes each night. 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.

### **SICK CHILDREN/SCHOOL NURSE**

If a student is sent to the clinic because of illness, the nurse will determine whether the child needs to go home. If the child needs to go home, you will be called to come to school and pick up your child. We do realize this can be inconvenient at times; however, sick children need to be taken home for their own well being and the well being of those students with whom they come in contact.

It is a Northside I.S.D. policy that children be fever free for 24 hours before returning to school. Please keep your emergency phone numbers updated! All medications must be taken to the school nurse. The nurse can advise you on medication policies for prescription and over the counter medications.

### **SUPERVISION OF STUDENTS AFTER SCHOOL DISMISSAL**

Teachers are on duty until 3:10pm each afternoon. After 3:10pm, students who remain at school will be brought to the office and parents will be called. You will be asked to park, come into the building and sign your child out after 3:10pm.

If your child is consistently picked up late, you will be asked to attend a conference with an administrator. If the problem persists, we will consult with Northside Police for the next appropriate action.

### **TELEPHONE**

Students will be asked to limit their phone calls to emergencies. We request that you do not ask for your child to be taken from class instruction to receive a phone call, unless it is an emergency. If your home or work phone number changes, please notify the school office immediately. It is imperative that we always have up to date/current phone numbers in case of illness or emergency.

### **STUDENT CELL PHONE USE**

Students may bring cellphones to school, but they must remain turned off in their backpacks. Students may not carry their cell phones on them, at any given time, or use their phone during school hours. Violation of this policy will be an office referral. Cell phones may be used before the student enters the building or after dismissal when the student has exited the building.

## **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.
- Do not expect immediate turnaround. 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. Please respect this time and do not "pop in" for an informal conference. 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](http://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.

### **HOME ACCESS CENTER (HAC)**

HAC allows parents to view information regarding their child’s grades and attendance at any time throughout the school year. It also allows parents to sign up for School Messenger voice, text and emails directly from the campus as well as cafeteria account information and payments. To login to HAC, go to <https://hac.nisd.net>

### **PTA**

Please consider joining our Tomlinson PTA. The dues are only \$8, 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.

**THANK YOU FOR BEING OUR PARTNER IN YOUR CHILD’S  
EDUCATION!**