



# ***Tamarron Elementary School***

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Katy, TX 77494  
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## ***Parent & Student Handbook***

### **Mission Statement**

*Through an outstanding education, community and leadership, Tamarron Elementary will empower children to find and use their voice.*

### **Motto**

*The strength of the pack is the wolf and the strength of the wolf is the pack. - Kiplin*

## **Home of the Timberwolves**

This handbook has been designed to give you a quick, brief list of answers to questions which may arise, concerning Tamarron Elementary School's operational policies. Bulletins will supplement the information herein, but if policy questions are still unanswered, you may refer to the Student Handbook at <https://www.lcisd.org/students-parents/> or contact our school to clarify these concerns.

### MESSAGE FROM THE PRINCIPAL

Welcome to Tamarron Elementary! We are excited to have the opportunity to be a part of your child's educational experience. The staff at Tamarron is committed to excellence. We will be working diligently to enable your child to meet and exceed the Texas Essential Knowledge and Skills. Please feel free to phone the office if an administrator or teacher can be of assistance to you or your family.

### SCHOOL HOURS

Doors unlock at 7:15 a.m.

Tardy Bell at 7:45 a.m.

Student hours are 7:45 a.m. to 3:10 p.m.

### TAMARRON ARRIVAL

**Students are encouraged to arrive at school by 7:15 to be ready to begin instruction at 7:45.** Students not riding a bus or walking should be dropped off in the front circular drive. Children may NOT be dropped off in the parking lot. Students should load and unload from the curb with the assistance of a safety patrol member. Remember to arrive early and be patient as the line may be long. **For your child's safety, all visitors must check in with the office to enter the building. PLEASE NOTE: We will not have campus visitors until the week of August 28th** (except for the 1<sup>st</sup> day of school). Parents will be allowed to walk their student(s) to class on **August 14th** only.

### TAMARRON DISMISSAL

Students riding a bus will be escorted to the bus by designated teachers. Students walking and riding bicycles will be escorted to a crossing guard by a staff member. **Parents do not pick up students at the bicycle racks and bike riders must walk their bikes off of school property.** Students who are car riders will stand under the awning in the front of the school and will be notified when their parents arrive. **A Tamarron car rider sign, with your child's name must be visible in your front window to pick up a student in the car rider line.** Parents without the official sign will be asked to park, enter the front office with valid ID, and pick up a sign. **For the safety of our students, parents are not allowed to walk up to the car rider line and pick up a student.**

### CHANGE OF TRANSPORTATION

It is necessary that parents contact the main office to change their student's afternoon transportation. Changes must be submitted by **2:15pm**. Please contact the main office via phone (832.223.5700) or via email ([tesdismissalchange@lcisd.org](mailto:tesdismissalchange@lcisd.org)). After 2:15p.m. changes of transportation will **NOT** be accepted. **Please DO NOT attempt to make any transportation changes via your student's teacher.**

### SCHOOL BUS

Rules for riding the bus are discussed with the students by the bus drivers. Please talk with your child about the rules, since misbehavior may result in a suspension of bus riding privileges. Rules include: staying seated while the bus is moving, talking quietly, respecting each other, following all bus driver and bus assistant directions, exiting the bus and going straight home.

### SAFETY CONCERNS

Please notify the office staff or an administrator if you have any on-site or off-site safety concerns that may impact the well-being of our students. Please remind your child(ren) to follow all safety rules. If your child is a walker, discuss the walking route he/she will take. Advise him/her to walk with a friend and to walk straight home. If your child is a bike rider, review all bike safety rules. Remind your child to wear a helmet at all times.

### INCLEMENT WEATHER

When the decision is made to declare rainy day dismissal, any student that is normally a walker/biker, will become a car rider. We make every attempt to provide advance notice, however the weather can be unpredictable at times and student safety is our priority. We apologize in advance for any inconvenience you may experience.

### CLINIC

Sick children **should not** be sent to school. Our clinic is for emergencies only. If a child has a fever or severe cold, please do not send them to school. Please review district health policies on the Lamar CISD website.

### MEDICATION PROCEDURES

The School Board has adopted a policy to provide as much safety as possible when underlying health problems make it absolutely necessary for students to receive medication at school. In order for the nurse to give medication at school:

1. *All medications must be furnished by parent or guardian and given to the School Nurse immediately upon arrival at school and kept in the clinic at all times.*
2. *All medication must be sent in the original container and must be properly labeled with the student's name, in addition to all the information on the medication's manufacturer's label. Prescription medication must be in the original container with the original pharmacy label in tact.*
3. *All prescription medication, including Epi-pens and inhalers, must have written orders signed by medical provider. Over the counter medication can be given for up to six weeks. If over the counter medication is needed for longer than six weeks, then a doctor's order is required. All medication forms, for prescription and over the counter medications, can be found on the district website.*

### ABSENCES

Each child is expected to be punctual and at school daily. State Law requires students to attend school. We understand that there are legitimate reasons for occasional absences, such as illness or family emergencies. However, removing students for extended weekends or family vacations is discouraged and the absence is considered unexcused. Please send a note on the day your child returns to school for each absence; include the cause and dates involved. Excuse notes will be accepted up to 5 days after a student returns to school. **The attendance committee will determine if an absence is excused or unexcused.** Medical/dental appointments, funeral of a family member, illness, required court appearances, and religious holidays (recognized by the district) are **EXCUSED ABSENCES** with proper documentation (i.e. note from doctor, obituary, court documentation, or correspondence indicating the observance of a religious holiday). A child who is absent for part of a day for medical reasons will not be counted absent if a doctor's note is given to school when the child returns. In the case of excessive absenteeism, it may be necessary for the social worker to become involved in assisting the school in enforcing attendance.

### TARDINESS

**Students who are not in the classroom at 7:45 are tardy.** You can prevent this issue by dropping your child off by 7:15, since instruction begins at 7:45. Being tardy not only prevents your child from receiving critical instructions, it also interrupts the learning process of other children. Excessive tardiness will be referred to the administrators, truancy officer and/or social worker.

### DISCIPLINE

It is our goal for students to learn, lead, and do the right thing when no one is looking. Maintaining student conduct is necessary to reach our goals of providing a safe school and attaining exemplary student achievement. **Every student will be expected to follow the Tamarron Expectations in all areas of the school.** Discipline will be maintained through positive behavior interventions and support.

## DRESSCODE

Tamarron Elementary follows the district policy as it relates to student dress code.

## PARTIES/BIRTHDAYS

School parties are allowed twice a year. Invitations to personal parties will not be distributed at school, unless the entire class is invited. Birthdays are celebrated after 2:00p.m. and teachers must be notified in advance of any treats being brought to school. **Only store-bought cupcakes, cakes, or cookies may be distributed.** Goodie bags, gifts, balloons, and/or flowers are **NOT** allowed.

## DO NOT BRING TO SCHOOL

Children are not allowed to bring live animals, gum, candy, or play things to school except by special permission from the teacher. A toy brought from home can be distracting and cause neglect of classroom work. Teachers may take such items from children and hold them for the parent to pick up. Distracting objects such as balloons and flowers are not allowed.

## FIELD TRIPS

Grades K-5 will schedule at least one curriculum-based field trip each school year. District approved permission slips must be signed by a parent before a student can go on a field trip. Telephone permission is not acceptable.

## LOST AND FOUND

All clothing items will be kept in the "Lost and Found" located in the Cafeteria and may be picked up there. At the end of each quarter, unclaimed items will be donated.

## TEXTBOOKS

Textbooks are furnished at all levels. Fines are assessed for lost or damaged textbooks.

## PARENT COMMUNICATION

1. **CONFERENCES** - Teachers are available for conferences either in person or by phone/Zoom. Conferences may be scheduled by calling or emailing the teacher. Each teacher has their own voice mail. Parents may not conference with teachers during class time. If you call during the day, the teacher may not have a break until the instructional day has ended. Therefore, teachers make every effort to return phone calls within 24 hours.
2. **FOLDERS** - FOT provides a Timberwolf Folder for each student. These folders go home every Tuesday as a means of communication between school and home. The folder will contain graded papers, the weekly info, and other items of school importance. Please ask your child for this folder each Tuesday and sign it so that the teacher will know you have reviewed the information.
3. **STUDENT PLANNERS** - Students in grades 3-5 will receive a campus issued planner to teach organizational skills. Parents are asked to review and initial their child's planner nightly, as this is a form of communication between the parent and teacher.

## REPORTING STUDENT PROGRESS

Report cards for grades K-5 will be issued four times per year. Report cards reflect your child's academic progress, classroom conduct, and attendance. Parents will be **strongly encouraged** to attend an individual conference after the first nine weeks to discuss student progress.

## TELEPHONE USE

Students will not be allowed to use the telephone. In case of emergency or unusual circumstances, an office staff member will contact the parent. **Cell phones** and other electronic devices are permitted **but must be turned off and put away during the instructional day.** There is a \$15.00 fine for violating this policy.

## SCHOOL BREAKFAST

Breakfast is served each morning at 7:15 a.m. Breakfast will not be served after 7:45am. Please ensure that your students are on time daily.

## SCHOOL LUNCHES

Placing money in a student's account is available online through the LCISD website. Monthly menus and prices can be found at [www.lcisd.org](http://www.lcisd.org). Applications for free/reduced meals are available in the school office. We will not accept any outside food delivery services. Lunch visitors may only provide lunch for their student. **PLEASE NOTE: We will not have any lunch visitors until the week of August 28<sup>th</sup>.**

## PARENT-TEACHER ASSOCIATION (PTA)

Each family is encouraged to join the Tamarron PTA, the Friends of Tamarron or FOT. It is \$10.00 per family. The FOT is very supportive of the school and very important and beneficial to all students. There will be many opportunities for all parents to become active in the FOT functions throughout the year. For inquiries, email [friendsoftamarron@gmail.com](mailto:friendsoftamarron@gmail.com).

## VISITORS

All visitors are required to sign in at the front office and wear a visitor's badge provided by RAPTOR. Valid state/country photo identification is required by all visitors. We welcome this opportunity to greet you and appreciate your cooperation. Classroom visits are limited to 30 minutes in length and siblings are not permitted to visit classes. The visitation is for observation only and must be scheduled in advance with an administrator and an administrator will be present during the observation. Parent conferences need to be scheduled separately.

## VISITORS FOR LUNCH

We welcome our parents and family members to come to school to eat lunch with their students. A lunch schedule will be provided on the Tamarron website and grade level newsletters. Each class will have an assigned day for lunch visitors with a max of **2 visitors per child (this includes any siblings)**. Please follow all school procedures and sign in at the office for a visitor's badge. All visitors must be listed in Skyward or accompanied by an adult that is listed in Skyward. **PLEASE NOTE: We will not have campus visitors until the week of August 28<sup>th</sup>.**

## VOLUNTEERS

A key part of Tamarron's success is community involvement. Volunteers are needed in the classroom to help make instructional materials, mentor students, and help throughout the school. To register as a volunteer, parents, guardians, and grandparents can simply sign up in the front office with their state ID. All others must register at [www.lcisd.org](http://www.lcisd.org) and click on the Students and Parents tab, and then go to Volunteer to sign up. Please contact the FOT Volunteer Coordinator at [friendsoftamarron@gmail.com](mailto:friendsoftamarron@gmail.com) or the front office for opportunities that are available.

## MOVING

A student's school assignment is based upon the residence of the parent or court-appointed guardian. If you move, you must notify the school within five days. If you are found to be out of zone, you will be visited by the district truancy officer.

## WITHDRAWALS / TRANSFERS

Should your family find it necessary to move out of Tamarron's zone, please follow the steps below to make for an easier withdrawal for both you and your child:

1. *Notify the school at least two days prior to your child's last day of school.*
2. *Return all textbooks and library books, and pay any fines or loans, including cafeteria transactions.*
3. *On your child's last day, pick up the necessary paperwork from the school office.*

## PARENT CONDUCT

Tamarron Elementary follows the district policy on parent conduct which can be found in the LCISD Elementary Student Handbook.

# Discipline Flowchart

