

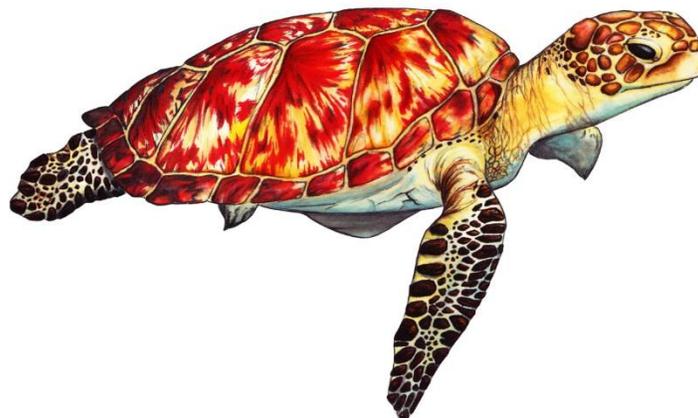
# Eleanor Tinsley Elementary School

11035 Bob White  
Houston, TX 77096-5714  
Phone: 713-778-8400



**2015 – 2016**

**Student Parent Handbook**



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# **Administration Team**

**David Barragato, Principal**

**Glendora Chambers, Reading Specialist**

**Darcele Lofton, Teacher Specialist**

**Jose Lopez, Teacher Specialist**

**Teresa Swain, Counselor**

**Aledwina Townsend, Special Ed Dept. Chair**

## **HISD Mission Statement**

*Our mission is to motivate and inspire students to excel in learning and in life.*

## **HISD BOARD OF EDUCATION**

**Rhonda Skillern-Jones, President**

**Manuel Rodriguez, Jr., First Vice President**

**Wanda Adams, Second Vice President**

**Paula Harris, Secretary**

**Juliet Stipeche, Assistant Secretary**

**Anna Eastman**

**Michael L. Lunceford**

**Greg Meyers**

**Harvin C. Moore**

**Dr. Terry B. Grier, Superintendent**

It is the policy of the Houston Independent School District not to discriminate on the basis of age, color, handicap, or disability, ancestry, national origin, marital status, race, religion, sex, veteran status or political affiliation in its educational or employment programs and activities. The purpose of this handbook is to provide students and parents with the rules, regulations, and policies that have been put into place in order to ensure a safe and secure campus and a high standard of education.





Dear Parents,

You are the most important people in your children's lives. We value you and look forward to working with you to ensure that your children are safe and successful at Tinsley Elementary School!

**Please help us to help your children by:**

- Supporting all school and classroom rules for student conduct.
- Providing the school with your current address and home, work, cell, and emergency telephone numbers.
- Making sure that your child is on time and attends school every day. Tinsley officially starts at 7:45 a.m. Please do not drop students off at the school before 7:30 a.m. Leaving your child unsupervised before the official school start time is a student safety hazard.
- Providing school personnel with any student information that may affect your child's ability to learn and/or to behave at school.
- Making sure that your child is prepared for school each and every day.
- Promptly contacting your child's teacher, counselor or administrator with your questions and concerns.



# HISD 2015-2016 Academic Calendar

Houston Independent School District

JULY 2015						
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
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AUGUST 2015						
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SEPTEMBER 2015						
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OCTOBER 2015						
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NOVEMBER 2015						
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29	30					

DECEMBER 2015						
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JANUARY 2016						
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31						

FEBRUARY 2016						
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MARCH 2016						
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APRIL 2016						
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31						

MAY 2016						
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JUNE 2016						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Key		Holidays		
	Holidays	September 7, 2015	Labor Day	
	Early Dismissal Days (2 1/2 hours early)	September 23, 2015	Fall Holiday	
	Teacher Service Days	November 25-27, 2015	Thanksgiving	
	Teacher Preparation Days	December 21, 2015 - January 1, 2016	Winter Break	
	Make-up Days (if needed)	January 18, 2016	Martin Luther King, Jr. Day	
	May 26 - First make up day if needed, moves Teacher Prep to May 27.	March 14-18, 2016	Spring Break	
	May 27 - Second make up day if needed, moves Teacher Prep day to May 31.	March 25, 2016	Spring Holiday	
Significant Dates		Grading Periods		
August 10, 2015	Teachers report to work	<b>6 Cycles</b>	<b>Report Card Dates</b>	
August 24, 2015	First day of school	Aug 24 - Oct 2	28 days	October 9, 2015
December 18, 2015	Last day of first semester	Oct 5 - Nov 6	25 days	November 13, 2015
January 5, 2016	First day of second semester	Nov 9 - Dec 18	27 days	January 8, 2016
May 25, 2016	Last day of school	Jan 5 - Feb 12	28 days	February 19, 2016
May 26, 2016	Last day for teachers	Feb 15 - Apr 1	29 days	April 8, 2016
		Apr 4 - May 25	38 days	May 25, 2016 ES/MS
				June 1, 2016 HS
		<b>4 Cycles</b>		
		Aug 24 - Oct 23	43 days	October 30, 2015
		Oct 26 - Dec 18	37 days	January 8, 2016
		Jan 5 - Mar 11	48 days	March 24, 2016
		Mar 21 - May 25	47 days	May 25, 2016 ES/MS
				June 1, 2016 HS
Prekindergarten Grading Periods				
<b>3 Cycles</b>	<b>Report Card Dates</b>			
Aug 24 - Nov 6	53 days	November 13, 2015		
Nov 9 - Feb 12	55 days	February 19, 2016		
Feb 15 - May 25	67 days	May 25, 2016		

# SCHOOL VISITATION and HOURS

## VISITORS:

All visitors and parents are to report to the main office to sign in and receive a pass prior to going anywhere on the campus. A photo ID must be presented in order to obtain a visitor's pass and the pass must be visible at all times during the visit.

## SCHOOL HOURS:

School begins: Monday – Friday at 7:45 a.m.

School ends: Monday – Friday at 3:15 p.m. (*Early Release – every Wednesday at 12:45 pm*)

**\*Please consult the HISD calendar for student holidays.**

## ARRIVAL:

Students are to report directly to the cafeteria each morning. The building will open at 7:00 a.m. Monday through Friday. No students are allowed on school property prior to 7:00 a.m., due to **NO supervision**. Any student arriving before the official school start time must participate in tutorial time. Breakfast is served in the classroom starting at 7:45 a.m.

## DISMISSAL:

Students need to be picked up by 3:15 p.m., unless they are staying for a sponsored after school activity, in which case students must be picked-up immediately after the activity is over.

## ATTENDANCE:

The Texas Compulsory School Attendance Law requires that all students attend school from ages seven (7) to eighteen (18). It is expected that all students are on time and attend school every day, unless there is a reason for an excused absence.

**Note:** Students missing more than 15 minutes of class time are considered absent.

## REASONS FOR EXCUSED ABSENCES:

- Illness and/or doctor appointments
- Death in the family
- Weather or road conditions that make traveling dangerous
- Participation in school activities with permission from the principal
- Juvenile court proceeding documented by probation officer
- Emergencies/reasons deemed acceptable by the principal or superintendent.

**\*\*A student absent for any reason, other than for a documented healthcare appointment, will not be allowed to participate in school related activities on that day or evening.**

## **ATTENDANCE Continued:**

### **WRITTEN REASON FOR ABSENCE:**

If a student must be absent for the entire day, or a portion of the day, a written excuse from the parent/guardian must be provided and brought to the attendance office upon the student's return. The note should include: the date and time of absence, the reason for the absence, and the parent/guardian's signature. If a written excuse is not provided, the absence is documented as unexcused.

**Note:** Students are given 3 days, per absence, to turn in any makeup work.

### **LATE ARRIVAL TO SCHOOL — AFTER 8:00 am AND BEFORE 8:15 am**

Any student who arrives to school after 8:00 am will report to the attendance office where they will be documented as tardy. After parents are contacted about a tardy, students who are tardy again will receive lunch detention as a disciplinary consequence for all subsequent tardies. Notes from a parent/guardian will be accepted, but will not excuse a tardy.

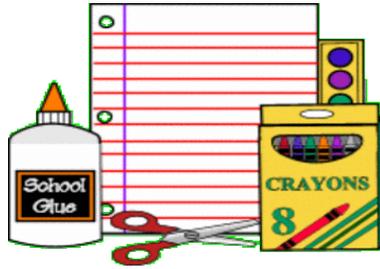
**All students are expected to report to all their classes on time throughout the day.**

**Note:** Students with excessive absences, late arrivals, or tardies will be referred to the administrative team and attendance authorities.



## **SCHOOL SUPPLIES**

- Students are required to have standard school supplies at all times.
- Backpacks are allowed, but must be appropriate for school as determined by the school administration.



## **ACADEMIC INFORMATION AND POLICIES**

### **PARENT ACCESS TO GRADES:**

HISD has Grade Speed to record grades. Parent Connection and Student Connection are a part of this system and will provide parents and students with the ability to check recent and upcoming assignments, daily grades, attendance information, and more.

### **CHEATING/ACADEMIC DISHONESTY:**

Cheating will not be tolerated. If a student is caught cheating; the teacher will give the student a written referral to the office.

### **TUTORIALS:**

Tinsley offers tutoring to all students and requires it of students who are having difficulties in a core subject area. You will be notified if your child is recommended for tutorials.

# HOUSTON ISD DISCIPLINE POLICY

The Houston Independent School District has strict guidelines that govern student discipline and disciplinary actions. These policies can be found in the “HISD Student Code of Conduct” handbook. All school personnel abide by the policies written in the handbook. Please consult the “HISD Code of Student Conduct” handbook or call a Tinsley Administrator if you have any questions or concerns.

## **Examples of behaviors that are subject to discipline are:**

- Tardiness (to class or to school), Truancy
- Bullying or Harassment of other students
- Leaving the school grounds without permission
- Being in an unauthorized area
- Possession of and/or under the influence of a controlled substance
- Possession of firearms, lighters, knives, and other prohibited items
- Inappropriate display of affection and/or sexual harassment
- Disruption in the cafeteria/hallways/other areas on the campus
- Violation of classroom rules/procedures/dress code policy
- Any other infraction as outlined in the HISD Code of Student Conduct

**Note:** All students/parents will receive a copy of the HISD “Code of Student Conduct” 2015-2016. The Tinsley Elementary School discipline policy strictly follows the HISD Code of Student Conduct. Any infractions of the Code of Student Contact will be documented by the teacher or administrator and disciplinary action will follow.

## **FIGHTING:**

- Fighting will not be tolerated at Tinsley Elementary.
- If a student is threatened physically, it should be reported to an adult immediately.
- Students who fight will be suspended.
- All fighting incidents are reported to the campus administration who will issue appropriate disciplinary consequences.

# Tinsley Elementary

## Uniforms

### 2015-2016

#### Collared Shirts

- Turquoise
- Yellow
- Purple
- Green
- Red
- Blue



#### Pants/Shorts/Skirts

- Khaki
- Navy Blue
- Black



## Student Dress Code Explained...

**Final decisions concerning acceptable dress are left to a building administrator.** Any form of dress that attracts undue attention, disrupts school, or detracts from the learning process is not acceptable.

**Uniforms:** Collared shirts (turquoise, yellow, purple, green, blue, or red) with or without the Tinsley logo embroidered onto them along with khaki, navy blue, or black cotton or cotton blend uniform slacks, skirts, capris, or shorts may be worn. Skirts must be knee length or longer. Slacks must be uniform pants fitted and worn to student's waist with pockets and belt loops. Jeans of any type/color of material will not be allowed. Pants must be hemmed garments, straight-legged, with no tears at seam lines, and no oversized pants such as bell bottoms. Only collared, polo-style shirts (short or long sleeved) and Tinsley Logo polo shirts, and Official school T-shirts with school logo will be permitted.

**Undershirts:** Any color undershirt may be worn under school uniform shirts, but are not mandatory.

**Clothing NOT Permitted:** Midriff blouses, nylon warm-up tops, midriff blouse jackets, nylon warm-up pants, and pullover jackets/hoodies are not allowed. **No jeans, jean shorts,** sweats, jogging pants, warm-up pants, spandex, biking shorts, leggings/tights, stirrups or stretch pants, no cargo pants/shorts, or hip huggers shall be worn.

**Belts:** Acceptable colors: Navy blue, black or brown. Belt buckles may not be any larger than 2 inches.

**Spirit Day!** You may wear the Tinsley ES Logo/team jersey. Jeans are allowed on incentive days only and will be determined by academic achievement, good behavior and/or attendance. Jeans can only be a solid colored navy, black, or khaki and must not have over-sized holes, logos, inappropriate references to gang/violence/drugs/inappropriate themes.

**Winter-Wear:** All jackets, coats, or sweaters must have front buttons or a full length zipper, and remain open at school. No pullover or hoodies will be allowed unless it is a Tinsley ES kind.

**Shoes:** Footwear must be worn at all times. Closed shoes or tennis shoes must be worn all year. Color of shoe laces should match the overall color of the shoes. (An example of this would be black shoe would require black shoe laces) No patent shoes, house slippers, pajama slippers, sandals, high heels, backless shoes, mix matched shoes, nor flip flops are allowed.

## Dress Code Continued...

**Jewelry:** Only watches and rings will be permitted. Pea-size stud earrings may be worn by girls and boys in the lower ear lobe only. Nickel-size hoop earrings may be worn by girls only.

**Make-up:** Is not appropriate for this age group and should not be worn to school.

**Hair:** No spray-in hair coloring or spray-in highlights will be allowed. No container of hair spray, glitter or mousse will be permitted on campus. No shaved or cut hair designs, or mohawks are allowed in the hair of boys or girls. If caught with a hair violation, students will receive disciplinary consequences which may include suspension.

**Purses/Backpacks:** Backpacks may be used by every student. Only clear or mesh backpacks and tote bags will be allowed. No oversized tote bags or purses are allowed. No mini backpacks /purses in the shape of animals or cartoon characters are allowed. Items not in compliance will be confiscated and a parent will have to pick up.

**Caps:** No headgear of any kind should be worn in the building.

**Body Art:** No visible temporary tattoos are allowed.

**Field Trips:** Students must wear a Tinsley ES school uniform shirt or a spirit shirt.

**Consequences for chronic dress code violations will be enforced as outlined in the Student Code of Conduct.**

# Rules and Regulations: All Areas

## **CELL PHONES, CAMERAS, MUSIC DEVICES, AND OTHER ELECTRONIC DEVICES:**

Cell phones are to remain completely off (not on silent or vibrate) during the school day. Students may use the school phones, with permission, for emergencies. Cameras, music devices, video games, and other electronic devices are not permitted at school.

**Note:** Inappropriate use of cell phone or any other electronic device will result in the item being confiscated and turned into the grade level administrator. A \$15.00 administrative fee will be charged and a parent / guardian is required to pick-up the device from the administrator. Using a cell phone to film a fight or take inappropriate pictures will result in serious disciplinary consequences, including possible suspension.



NO  
CELL PHONES

## **GUM, CANDY, FOOD, DRINKS:**

Chewing gum is not permitted. Eating or drinking anywhere except the cafeteria is not permitted. Students who habitually violate this rule will be given a written referral to the Principal.

## **INK PENS, MARKERS, AND OTHER WRITING SUPPLIES:**

Ink pens, markers, and other writing supplies that may cause permanent damage are not permitted. Students are to carry and use pencils **ONLY!**

**Note:** *Teachers may provide students with pens, markers, and other writing materials for use in the classroom only.*

# **Rules and Regulations:**

## **AREAS OUTSIDE OF THE CLASSROOM**

**Note:** All students must have a written PASS from a staff member if they are not in their assigned classroom. Students in the hall without a pass will receive disciplinary consequences.

### **HALLWAYS AND RESTROOMS:**

Students are expected to behave appropriately in the restrooms and hallways. This includes no running, pushing, littering, or any other behavior that would be disruptive or destructive to the school environment.

### **CAFETERIA RULES:**

- All students will sit at assigned tables.
- Speaking at conversational volume is permitted.
- Students will remain seated until directed.
- Playing with food is prohibited.
- No food, drinks, straws, etc. are to be taken out of cafeteria without permission.
- Students are to enter and exit cafeteria in an orderly manner.
- Student are expected to wait in food lines in an orderly manner.

**Note:** Non-compliance of cafeteria rules will result in loss of privileges or other disciplinary action.

### **LIBRARY RULES:**

- Conversational tones are expected at all times.
- Students will not be allowed entrance without a written pass.
- All books must be returned on time.
- Late books will be subject to late fees.
- Fees will be charged for damaged books.

# Rules and Regulations:

## AREAS OUTSIDE OF THE CLASSROOM continued

### CLINIC RULES and REGULATIONS:

According to board policy #675.330, school personnel, including the nurse, cannot administer medications for short-term illnesses. Medication for long term illness requires parents to contact the nurse. Students are not allowed to bring any kind of over-the-counter medicine to school such as aspirin, Tylenol, or cold medicines. If under exceptional circumstances the student is required to take medication during school hours, and the parent cannot be at school to administer medications, only the school nurse or the nurse's designee will administer the medication in compliance with the following regulations:

#### Written orders from the physician must be on file with the school nurse stating:

- Student's name
- Name of drug
- Dosage
- Purpose of the medication
- Time of day medication is to be given
- Anticipated number of days it needs to be administered at school



**Note:** *The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.*

Medication will be stored in a locked cabinet. The physician on the written form must specifically state any exception to this provision.

An individual record will be kept of such prescription medication administered by school personnel. If it is determined that the student is ill enough to be sent home, the student will not be released from school until a parent or guardian has been notified and has given permission for the student to leave school.

# Rules and Regulations inside the Classroom

## **BEING PREPARED FOR CLASS:**

Students are expected to be prepared for school and for their classes every day. Being prepared includes having your necessary materials, supplies, and being on time (in assigned seat when tardy bell rings). Supplies include paper, pencil, binder, and anything else that is needed for class. A student who is unprepared for class is in violation of the classroom rules.

## **HOMEWORK POLICY:**

The homework policy of Tinsley Elementary School is that homework is required of all students. Homework assignments are intended to reinforce course objectives in the classroom.

## **Student Responsibility:**

- Understand the homework assignment(s) before leaving school
- Take home all necessary materials needed to complete the assigned task
- Complete homework on time
- If student is absent, he/she has 3 days to make up and turn in missed assignments and/or homework.



# **EMERGENCY EVACUATION PLAN**

*In the event of a major evacuation, the following plans are in place:*

## **Building Evacuation – at the SPARK Park (along Bob White Drive)**

- Parent pick-up
- Identification is required
- Sign for your child Sign for your child
- The school will use the Tinsley Enrollment Form file to verify
- Parent/Guardianship.

Note: Students will NOT be released to parent/guardian without proper documentation on file.

## **Campus Evacuation – Halpin Early Childhood Center (10901 Sandpiper Drive)**

- Parent pick-up
- Identification is required
- Sign for your child

## **Area Evacuation – Joe Kelly Butler Sports Complex (13755 South Main Street)**

- Parent pick-up
- Identification is required

\*\* Picture identification is required

\*\* Please keep enrollment information updated/current



## **The Tinsley Story**

Eleanor Tinsley Elementary was the first school to open under the "Rebuild 2002 Bond Program" on August 20, 2001. Tinsley is located in the Fondren Southwest area of Houston. The school is a state of the art facility, equipped with a parent center, science, computer, and music labs along with a multi-purpose/gymnasium area. The school opened with a projected enrollment of 750 students. Instruction is provided at grades 1-5, with the Pre-kindergarten and Kindergarten grades provided through Halpin Early Childhood Center. Our school was proudly named after Eleanor Tinsley, former Houston school board chair and city councilwoman. She fought for causes such as school desegregation, smoking bans, billboard regulation, bicycle helmet requirements, gay rights, and park space. She was known to have a fondness for turtles. Turtles were her personal symbol, she said, "because they only get things done when they stick out there necks." She was a graduate of Baylor University.

# Our vision of an HISD graduate

## **A LEADER**

Works collaboratively and leads by example. Embraces new ideas and technologies and motivates others to be open to change.

## **A CRITICAL THINKER**

Identifies and dissects issues, seeks multiple opinions, and critically evaluates various solutions. Understands when additional information is needed and effectively uses technology (21<sup>st</sup> century literacies) to do research.

## **A COLLEGE-READY LEARNER**

Proficient in the core disciplines, as evidenced by successful performance on state and national assessments. Works hard and persists to achieve academic and career goals.

## **ADAPTABLE & PRODUCTIVE**

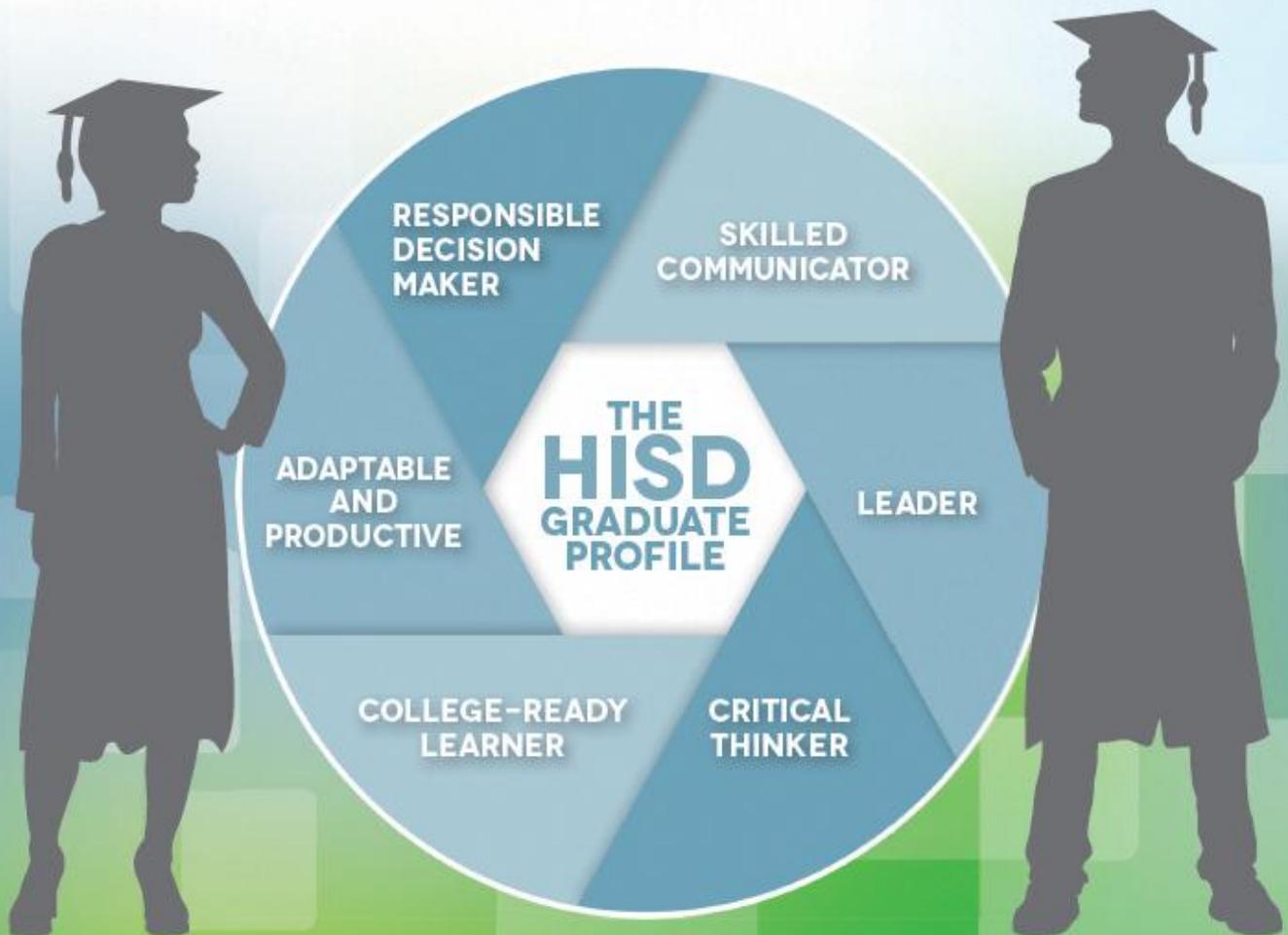
Industrious member of a global society. Demonstrates flexibility and cross-cultural skills when fulfilling personal, professional, and community experiences.

## **A RESPONSIBLE DECISION MAKER**

Sets goals, develops action plans, and works hard. When faced with challenges and obstacles, is able to persist to achieve goal.

## **A SKILLED COMMUNICATOR**

Reads, writes, speaks, and listens effectively — adapting to diverse audiences and settings.



# PARENT / STUDENT PERMISSION FORM

Please

remove this page, and fill out, then return it to Tinsley ES.

## Permission to Post Student Work

I give permission for my child's work and/or picture to be posted on the school webpage, in the school newspaper, around the campus, and/or other public places related to the educational setting for the 2015-2016 school year.

\_\_\_\_\_  
Student's Name (Please Print)

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

## Parent Permission Form and User Agreement

\_\_\_\_\_ My child may use the Internet while at school.

\_\_\_\_\_ My child may NOT use the Internet while at school.

Parent Name (Please Print): \_\_\_\_\_

Parent Signature/Date: \_\_\_\_\_

As a user of the Tinsley Elementary School computer network, I agree to comply with the school rules regarding computers, and the Internet.

Student Name (print): \_\_\_\_\_

Student Signature/Date: \_\_\_\_\_

Grade: \_\_\_\_\_

My signature below indicates that I received and reviewed the 2015-2015 Tinsley Student Parent Handbook.

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

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